



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 Embassy Suites, Lincoln, Nebraska on June 17, 2021

| | | |
|-------------------|-----------|-----------|
| Executive Session | June 17 – | 8:00 a.m. |
| Business Meeting | June 17 – | 2:15 p.m. |

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

BOARD OF TRUSTEES MEETING

**JUNE 17, 2021
EMBASSY SUITES
1040 'P' STREET
LINCOLN, NEBRASKA**

WEDNESDAY, JUNE 16

| | | |
|---------------------|--|-----------------------------|
| 10:00 – 5:00 | Council of Business Officers | Regents A |
| 10:00 – 5:00 | Council of Student Affairs Officers | Director's Boardroom |
| 10:00 – 5:00 | Council of Academic Officers | Executive Boardroom |

THURSDAY, JUNE 17 –

| | | |
|----------------------|---|--|
| 8:00 – 11:00 | BOARD EXECUTIVE SESSION Pending Litigation and Personnel Matters | Executive Boardroom |
| 9:30 – 11:00 | Student Trustee Meeting | Director's Boardroom |
| 11:15 – 12:00 | Design Development Documents Presentation WSC Peterson Fine Arts Renovation Jackson-Jackson & Associates | Regents A |
| 12:00 – 12:45 | Lunch | Dining Area |
| 12:45 – 2:15 | BOARD COMMITTEE MEETINGS Academic & Personnel Committee Fiscal, Facilities & Audit Committee Student Affairs, Marketing & Enrollment Committee | Executive Boardroom Regents A Director's Boardroom |
| 2:15 | BOARD OF TRUSTEES BUSINESS MEETING | Regents A |

Call to Order

Approval of Meeting Agenda

Public Comments

Presidents Welcome

Minutes Approval

- 1 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Mar 17, 2021 9:00 AM
- 2 Board of Trustees of the Nebraska State Colleges - Special Meeting - Mar 24, 2021 9:00 AM

1 Items for Consent Agenda

- 1.1 Approve Acceptance of Employee Salary Recommendations (AP)
- 1.2 Approve Board Meeting Schedule for 2021-2022 (AP)
- 1.3 Approve Emeritus Status for Dr. Beth Wentworth (AP)
- 1.4 Approve Emeritus Status for Dr. Michael Marek (AP)
- 1.5 Approve Depositories and Signatories (FFA)
- 1.6 Approve LB 309 Allocations and Retrievals (FFA)

Items for Discussion and Action

2. Academic and Personnel

- 2.1 First Round Approval of Revisions to Board Policy 4220; Assessment; Policy and Procedures
- 2.2 First Round Approval of Revisions to Board Policy 4730; Delivery of Distance Education Courses
- 2.3 Approve Chancellor and Presidents' Contract Extensions and Salaries
- 2.4 Approve Resolution to Temporarily Allow Increase for Dependant Care Contributions to Employee Flex Spending Accounts
- 2.5 Approve Temporary Custodial Services Contract for Peru State College
- 2.6 Approve Minors in Forensic Chemistry and Ethnic and Diversity Studies for Peru State College
- 2.7 Approve STEP Agreement for Columbus Public Schools with Wayne State College
- 2.8 Approve Health Services Agreement with Faith Regional Physician Services LLC for Wayne State College

- 2.9 Approve Addition of Minor in Creative Writing and Termination of Minor in Anthropology for Wayne State College
- 2.10 Approve Addition of Undergraduate Concentrations in Digital Film Production Theory, Sports Media, and Supply Chain Management for Wayne State College
- 2.11 Approve Addition of Graduate Focus Areas in Supply Chain Management and Human Resources Management for Wayne State College
- 2.12 Approve Addition of Graduate Focus Area in Special Education Supervision and Termination of Graduate Focus Area in Special Education Supervisor for Wayne State College
- 2.13 Approve Contract with Grand Island Chamber of Commerce for Grow Grand Island Initiative for Wayne State College
- 2.14 Approve Northeast Community College AAS Memorandum of Agreement with Wayne State College

3. Student Affairs, Marketing, and Enrollment

- 3.1 First and Final Round Approval of Revisions to Board Policy 2550; Nebraska State College System Organizational Chart, 3020; Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination, 3100; Conduct & Discipline; Students, 3200; Due Process -- Students, 3210; Grievance Procedures - Students, 3300; Student Organizations; Conduct & Discipline, and 3650; Student Records
- 3.2 Approve New Athletics Program at Chadron State College
- 3.3 Approve Customer Relationship Management Software and Implementation Contract for Peru State College
- 3.4 Approve Clark Creative Group Contract for Wayne State College
- 3.5 Approve Contract with Skyfactor for Student Affairs Assessment for the Nebraska State Colleges

4. Fiscal, Facilities and Audit

- 4.1 First and Final Round Approval of Revisions to Board Policy 7002; Capitalization; Definitions and Classifications
- 4.2 First and Final Round Approval of Revisions to Board Policy 7021; Travel; Personnel; Claims, Authorization and Board Policy 7024; Meals; Reimbursement
- 4.3 First Round Approval of Revisions to Board Policy 7010; Purchases; Bids; Public Lettings, Board Policy 7015; Contracts; Limitations, Exemptions, Board Policy 7016; Contracts; Consulting Services, Board Policy 8064; Capital Construction and Information Technology (IT); Bids, Board Policy 8065; Capital Construction; Contracts; Approvals, Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services, Board Policy 8067; Capital Construction; Contracts; Works of Art and Board Policy 8068; Capital Construction; Contracts; Forms, Payments
- 4.4 Approve Acceptance of Single Audit for Year Ended June 30, 2020
- 4.5 Approve Tuition Rates

- 4.6 Approve Fee Recommendations for 2021-2022
- 4.7 Approve Distribution of Funds for 2021-2022
- 4.8 Approve Revised Operating Budgets for 2020-2021
- 4.9 Approve Revised Revenue Bond Operating Budgets for 2020-2021
- 4.10 Approve Preliminary Operating Budgets for 2021-2022
- 4.11 Approve Preliminary Revenue Bond Operating Budgets for 2021-2022
- 4.12 Bookstore Contract for Chadron State College
- 4.13 Approve Facility Master Plans Costs; Approve an Allocation from the System Office CIF Fund; Approve Use of Capital Improvement Fee Funds for CSC, PSC and WSC; and Approve Contingency Maintenance Resolution for PSC
- 4.14 Approve Extension of Lease and Operating Agreement with Reeves, Inc. for Chadron State College
- 4.15 Approve Appointment of Consultant Selection Committee and Approve Authorization for Chancellor to Sign Professional Services Contract for Geothermal Utilities Project for Peru State College
- 4.16 Accept and Approve Design Development Documents and Use of Unappropriated Cash Funds for Peterson Fine Arts Renovation and Addition for Wayne State College
- 4.17 Approve Naming of Areas in Renovated Benthack Hall for Wayne State College
- 4.18 Approve Appointment of Substantial Completion Committee for Benthack Hall Renovation Project at Wayne State College
- 4.19 Approve Memorandum of Agreement with Nebraska Department of Administrative Services Regarding the Use of Concur for Travel Reimbursements for Nebraska State College System
- 4.20 Approval of Potential HVAC Projects the Colleges fund with HEERF II and III Funding and Authorization for Chancellor to Sign Consultant and Construction Contracts

Items for Information and Discussion

5. Chancellor and College Informational Items

- 5.1 Promotion and Tenure Report
- 5.2 Foundation Employee Compensation Report
- 5.3 Reports of Personnel Actions
- 5.4 NSAA Sponsorship
- 5.5 FY 2022-23 Biennium Funding Summary
- 5.6 Annual Report on Internal Leases of Revenue Bond Buildings
- 5.7 Capital Construction Quarterly Reports
- 5.8 Spring Occupancy and Income Reports

5.9 Contracts and Change Orders for Information

5.10 Grant Applications and Awards

5.11 Chancellor's Travel Report

6. Election of Officers

6.1 Approve Board Nominating Committee Report and Election of Officers

Adjournment



Nebraska State College System

CHADRON | PERU | WAYNE

Executive Session - March 16, 2021

Call to Order - Executive Session

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

Motion was made by Trustee Engles 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

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, Zeiss, and Terrell.

The Board went into executive session at 1:05 PM. The Board reconvened the open meeting at 4:02 PM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Gary Bieganski at 4:02 PM.

Call to Order - Executive Session

Motion was made by Trustee Chaney and seconded by Trustee Blomstedt 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

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, Zeiss, and Terrell.

The Board went into executive session at 8:02 PM. The Board reconvened the open meeting at 9:00 PM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Gary Bieganski at 9:01 PM.

March 17, 2021

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 Trustee Engles and seconded by Trustee Peterson to approve the Meeting Agenda. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Terrell

Public Comments

No public comments

Presidents Welcome

PSC President Hanson presented information regarding the Courageous Conversations About Race initiative at Peru State.

Minutes Approval

Board of Trustees of the Nebraska State Colleges - Regular Meeting - Jan 13, 2021 1:15 PM

A motion was made by Trustee Engles and seconded by Trustee Peterson to approve the minutes of the January 13, 2021 meeting. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss and Terrell.

1 Items for Consent Agenda

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

1.1 Approve Authorization for Chancellor to Bind Insurance Coverages (FFA)

In accordance with Board Policy 7008, authorization is requested for the Chancellor to secure insurance for the fiscal year 2021-2022. A summary report will be provided when the renewed and/or new policies are in place. The major policies include comprehensive general liability, excess liability, educators legal liability (D&O), property and casualty, cyber liability, travel, and athletic injury.

1.2 Approve Authorization for Chancellor to Sign Construction Contracts for Wayne State College (FFA)

Per Board Policy 8065, Wayne State requests authorization for the Chancellor to sign contracts for the following upcoming projects:

Outdoor Recreational Improvements (approximately \$350,000)
Wendt Drive Terrace Parking (approximately \$150,000)

Items for Discussion and Action

2. Academic and Personnel

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

The revisions to Board Policies 5102, 5103 and 5104 align them with the recently ratified 2021-2023 Bargaining Agreements for SCEA, NSCPA and NAPE/AFSCME.

A motion to approve the First and Final Round Approval of Revisions to Board Policies 5102; Faculty Employees Excluded from the SCEA Bargaining Unit; 5103; Professional Staff Employees Excluded from the NSCPA Bargaining Unit and 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

- 2.2 First and Final Round Approval of Revisions to Board Policy 5404; Retirement; Employees

Policy 5404 is in need of an update to simplify the language pertaining to retirement eligibility. Employees are eligible for retirement upon reaching the age of 55 years and having completed 10 years of employment in the System. Additional details for the 1/4 sick leave payouts are contained in bargaining agreements and/or other Board policies.

A motion to approve the First and Final Round Approval of Revisions to Board Policy 5404; Retirement; Employees was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

- 2.3 Approve Program Review Recommendations

Per Policy 4200, existing academic programs shall be reviewed every seven (7) years by each College to determine the quality and effectiveness of each program, the efficiency with which each is delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE). Below are the academic programs that have been successfully reviewed for the 2020-2021 academic year and currently meet the minimum CCPE thresholds, along with the subsequent recommendations for continued offering of each.

Chadron State

- Biology/Health Sciences - continue program

- Communication Arts - continue program
- Rangeland Management - continue program
- Social Work - continue program

Peru State

- Liberal Arts - continue program
- Natural Sciences - continue program

Wayne State

- Communication Studies - continue program
- Computer Information Systems - continue program
- Life Sciences - continue program

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

2.4 Approve Continuation of History Program at Chadron State College with Annual Monitoring

Per Policy 4200, existing academic programs shall be reviewed every seven (7) years by each College to determine the quality and effectiveness of each program, the efficiency with which each is delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE). Should a program not meet the established thresholds, Nebraska Statute 85-1414 establishes the expectation for the institution and its governing board to complete an in-depth review. Programs continued by the governing board shall be further monitored by the governing board which shall report the status and process of the monitoring to the CCPE.

During its last review, the History Program at Chadron State College did not meet the required minimum 5-year mean threshold for number of graduates for baccalaureate programs, which is seven (7). The program has completed an in-depth review and has recommended continuation of the program. The findings of that review are provided to the Board in the attached report for approval and subsequent submission to the CCPE for consideration for continuation of the program.

The System Office and Chadron State College support the findings of the in-depth review and the recommendation for continuation of the program. For each of these in-depth reviews, the Colleges are asked to outline strategies/approaches for continuing to improve enrollments and graduate production in the future, which warrants ongoing assessment and evaluation by the Board. An annual review of enrollment and graduate numbers will be shared with the Board each Spring term to monitor progress of the program's growth related to these recruitment efforts.

A motion to approve the Continuation of History Program at Chadron State College with Annual Monitoring was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.5 Approve Continuation of Computer Science Program at Wayne State College with Annual Monitoring

Per Policy 4200, existing academic programs shall be reviewed every seven (7) years by each College to determine the quality and effectiveness of each program, the efficiency with which each is delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE). Should a program not meet the established thresholds, Nebraska Statute 85-1414 establishes the expectation for the institution and its governing board to complete an in-depth review. Programs continued by the governing board shall be further monitored by the governing board which shall report the status and process of the monitoring to the CCPE.

During its last review, the Computer Science Program at Wayne State College did not meet the required minimum 5-year mean threshold for number of graduates for baccalaureate programs, which is seven (7). The program has completed an in-depth review and has recommended continuation of the program. The findings of that review are provided to the Board in the attached report for approval and subsequent submission to the CCPE for consideration for continuation of the program.

The System Office and Wayne State College support the findings of the in-depth review and the recommendation for continuation of the program. For each of these in-depth reviews, the Colleges are asked to outline strategies/approaches for continuing to improve enrollments and graduate production in the future, which warrants ongoing assessment and evaluation by the Board. An annual review of enrollment and graduate numbers will be shared with the Board each Spring term to monitor progress of the program's growth related to these recruitment efforts.

A motion to approve the Continuation of Computer Science Program at Wayne State College with Annual Monitoring was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.6 Approve Continuation of History Program at Wayne State College with Annual Monitoring

Per Policy 4200, existing academic programs shall be reviewed every seven (7) years by each College to determine the quality and effectiveness of each program, the efficiency with which each is

delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE). Should a program not meet the established thresholds, Nebraska Statute 85-1414 establishes the expectation for the institution and its governing board to complete an in-depth review. Programs continued by the governing board shall be further monitored by the governing board which shall report the status and process of the monitoring to the CCPE.

During its last review, the History Program at Wayne State College did not meet the required minimum 5-year mean threshold for number of graduates for baccalaureate programs, which is seven (7). The program has completed an in-depth review and has recommended continuation of the program. The findings of that review are provided to the Board in the attached report for approval and subsequent submission to the CCPE for consideration for continuation of the program.

The System Office and Wayne State College support the findings of the in-depth review and the recommendation for continuation of the program. For each of these in-depth reviews, the Colleges are asked to outline strategies/approaches for continuing to improve enrollments and graduate production in the future, which warrants ongoing assessment and evaluation by the Board. An annual review of enrollment and graduate numbers will be shared with the Board each Spring term to monitor progress of the program's growth related to these recruitment efforts.

A motion to approve the Continuation of History Program at Wayne State College with Annual Monitoring was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.7 Approve Continuation of Political Science Program at Wayne State College with Annual Monitoring

Per Policy 4200, existing academic programs shall be reviewed every seven (7) years by each College to determine the quality and effectiveness of each program, the efficiency with which each is delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE). Should a program not meet the established thresholds, Nebraska Statute 85-1414 establishes the expectation for the institution and its governing board to complete an in-depth review. Programs continued by the governing board shall be further monitored by the governing board which shall report the status and process of the monitoring to the CCPE.

During its last review, the Political Science Program at Wayne State

College did not meet the required minimum 5-year mean threshold for number of graduates for baccalaureate programs, which is seven (7). The program has completed an in-depth review and has recommended continuation of the program. The findings of that review are provided to the Board in the attached report for approval and subsequent submission to the CCPE for consideration for continuation of the program.

The System Office and Wayne State College support the findings of the in-depth review and the recommendation for continuation of the program. For each of these in-depth reviews, the Colleges are asked to outline strategies/approaches for continuing to improve enrollments and graduate production in the future, which warrants ongoing assessment and evaluation by the Board. An annual review of enrollment and graduate numbers will be shared with the Board each Spring term to monitor progress of the program's growth related to these recruitment efforts.

A motion to approve the Continuation of Political Science Program at Wayne State College with Annual Monitoring was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.8 Approve Continuation of Sociology Program at Wayne State College with Annual Monitoring

Per Policy 4200, existing academic programs shall be reviewed every seven (7) years by each College to determine the quality and effectiveness of each program, the efficiency with which each is delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE). Should a program not meet the established thresholds, Nebraska Statute 85-1414 establishes the expectation for the institution and its governing board to complete an in-depth review. Programs continued by the governing board shall be further monitored by the governing board which shall report the status and process of the monitoring to the CCPE.

During its last review, the Sociology Program at Wayne State College did not meet the required minimum 5-year mean threshold for number of graduates for baccalaureate programs, which is seven (7). The program has completed an in-depth review and has recommended continuation of the program. The findings of that review are provided to the Board in the attached report for approval and subsequent submission to the CCPE for consideration for continuation of the program.

The System Office and Wayne State College support the findings of the in-depth review and the recommendation for continuation of the program. For each of these in-depth reviews, the Colleges are asked

to outline strategies/approaches for continuing to improve enrollments and graduate production in the future, which warrants ongoing assessment and evaluation by the Board. An annual review of enrollment and graduate numbers will be shared with the Board each Spring term to monitor progress of the program's growth related to these recruitment efforts.

A motion to approve the Continuation of Sociology Program at Wayne State College with Annual Monitoring was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.9 Approve Teaching Excellence Award Nomination

A motion to approve the Teaching Excellence Award Nomination of Dr. Gul Ahmad was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.10 Approve Salary Policy 2021-2022

Non-Unionized Professional Staff. On July 1, 2021, each College and the System Office is authorized to provide a two percent (2%) salary increase to non-union professional staff employees.

Non-Unionized Support Staff. On July 1, 2021, each College and the System Office is authorized to provide a two percent (2%) salary increase to non-union support staff employees.

Non-Unionized Faculty. On July 1, 2021, each College is authorized to provide a two percent (2%) salary increase to non-union faculty employees.

Background Information:

NAPE/AFSCME Support Staff Employees. The 2021-23 NSCS-NAPE/AFSCME Bargaining Agreement was approved by the Board on January 13, 2021. The Agreement provides a two percent (2%) salary annual increase on July 1, 2021; incremental salary adjustments based on five, ten, fifteen, twenty and twenty-five years of service; and other adjustments to the salary grade charts.

NSCPA Professional Staff Employees. NSCPA did not initiate collective bargaining in a timely manner. The Chancellor offered a two percent (2%) annual salary increase on July 1, 2021 and July 1, 2022 and NSCPA accepted the offer on December 21, 2020.

SCEA Faculty Employees. The 2021-23 NSCS-SCEA Bargaining Agreement was approved by the Board on January 13, 2021. The Agreement provides for a two percent (2%) salary increase on July 1, 2021.

A motion to approve the Salary Policy 2021-2022 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.11 Approve Memorandum of Agreement with Laramie County Community College for Chadron State College

Per Board Policy 7015, which requires Board action for approval of academic agreements, Chadron State respectfully requests approval of the Memorandum of Agreement which supports collaborative opportunities and initiatives between Chadron State and Laramie County Community College.

A motion to approve the Memorandum of Agreement with Laramie County Community 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, Zeiss, and Terrell.

2.12 Approve Amendment to Agreement with Tecumseh State Correctional Institution for Peru State College

An amendment to the original Agreement between the Tecumseh State Correctional Institution (TSCI) and Peru State is needed to update the language related to compensation for students admitted to the Correctional Workforce Development Pathway Program who are working at TSCI. Board Policy 7015 requires Board action for approval of all academic agreements.

A motion to approve the Amendment to Agreement with Tecumseh State Correctional Institution for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

2.13 Approve Distinguished Service Award for Peru State College

Board Policy 4500 allows Presidents to make recommendations to the Board for Distinguished Service Awards. A Recommendation for a Distinguished Service Award has been submitted by Peru State President Dan Hanson. Information regarding the recommendation will be shared with the Board at the meeting.

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

2.14 Approve the Collaborative Agreement with Aruba Ministry of Education for Wayne State College

Wayne State College has collaborated with Aruba Ministry of

Education since 2019. This Agreement expands the collaboration and partnership so Wayne State can offer a course of study known as "Community of Learning" for teachers in Aruba.

A motion to approve the Collaborative Agreement with Aruba Ministry of Education for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

3. Student Affairs, Marketing, and Enrollment

No action items

4. Fiscal, Facilities and Audit

4.1 First and Final Round Approval of Revisions to Board Policy 6018; Trust Funds

Proposed changes to Policy 6018 include general updates to the policy since the last update in 2012. These include changes to the fund number structure at the state level, and the addition of the Davis Scholarship Trust Fund. References for the Student Activities Trust Funds are also updated. Finally, on page two of the proposed changes, the authority is given to establish additional trust funds, as needed, for the tracking of non-federal restricted funds. A recent example is the new trust fund established for the Peru State College partnership with the Department of Corrections.

A motion to approve the First and Final Round Approval of Revisions to Board Policy 6018; Trust Funds was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

4.2 Approve Contracts for Audits for Fiscal Year Ending June 30, 2021

Proposed rates for audit work performed by BKD for FY 2020-2021 are as follows:

| | |
|--------------------------------------|----------|
| Revenue Bond | \$49,260 |
| Facilities Corporation | \$10,550 |
| Federal Awards | \$21,850 |
| Perkins Loan Liquidation (if needed) | \$ 1,850 |

A motion to approve the Contracts for Audits for Fiscal Year Ending June 30, 2021 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

4.3 Approve Use of Capital Improvement Fee Funds for Wayne State College

Wayne State requests Board approval for the use of \$250,000 of capital improvement fee funds on a one-time basis for Outdoor

Minutes Acceptance: Minutes of Mar 17, 2021 9:00 AM (Minutes Approval)

Recreational Improvements.

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

4.4 Approve Bookstore Contract for Wayne State College

Wayne State recommends approval to enter into a new five-year bookstore contract. A competitive RFP process was followed and Follett Higher Education Group, Inc. was selected by the College, pending Board approval. Follett has had the contract since 2009. The terms of the contract include:

- 3 year initial term, with one 2 year renewal
- Follett will pay the school commissions: 15% of net revenue excluding digital course materials up to \$2 million; 16% of net revenue excluding digital course materials over \$2 million; and 8% of all net revenue of digital course materials. First year commission guarantee of \$100,000. Future year commission guarantee of an amount equal to 90% of the calculated commission on net revenue of the immediately preceding year.
- Follett will provide a \$10,000 annual academic materials scholarship fund
- Investment by Follett of up to \$50,000 to make technology upgrades and other capital improvements to the store

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

Items for Information and Discussion

5. Chancellor Informational Items

5.1 Request For Proposal Issuance for Off-Campus Senior Student Housing Development in Norfolk for Wayne State College

The city of Norfolk has invested \$40 million in its downtown riverfront toward the transformation of its downtown in an effort to help retain young people. The Growing Together Career Scholars program at Wayne State College is an accelerated cooperative education-based program dedicated to meeting that initiative by preparing students to work in a business in Norfolk during their senior year. Students will move to Norfolk where they will work for a business for approximately 30 hours a week over a nine-month period and remain working in Northeast Nebraska upon graduation.

Based on anticipated housing needs of future cohorts of senior

students, developers will need to provide housing that will accommodate a maximum of 75 beds in fall 2025 and spring 2026. The following indicates the anticipated schedule for student housing needs:

Fall 2023 - Spring 2024 30 Beds

Fall 2024 - Spring 2025 45 Beds

Fall 2025 - Spring 2026 75 Beds - maximum number needed.

Developers will determine the housing cost per student per month with consideration that rent per month should be between \$600 - \$700 per student and should include all utilities and amenities. Students will be required to live in these housing units for 9 months (August - April). Developers are encouraged to set a price that allows them to manage a potential three-month vacancy rate. There will be opportunities for students to live in these units during the months of May, June, and July. Wayne State College will pay developers for scheduled housing twice a year, August 1st for the fall term and January 1st for the spring term.

Wayne State will issue a Request for Proposal (RFP) to invite potential developers to submit proposals for providing the student housing in downtown Norfolk. The purpose of this RFP process is to determine the feasibility of the project before entering into development and Lease Agreements. Such potential agreements require Board approval at a future date. The RFP and eventual agreements will include provisions for Wayne State to cancel the project and safeguard against financial loss in the event the project is not feasible, or the Growing Together Career Scholars program is no longer funded.

WSC President Rames shared additional information with the Board regarding the Growing Together initiative and how the Norfolk Housing Development project is connected.

5.2 Five-Year Academic Calendar

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

5.3 NSCS Funding Request for CSC Foundation

According to the Board's Agreement with the Chadron State Foundation, a formal request for funding must be submitted, no later than June 15 each year. Following is the request that will be submitted for 2021-2022.

- Unrestricted funds to a discretionary account for the CSC President in the amount of \$4,500
- Unrestricted funds to a discretionary account for the NSCS Chancellor in the amount of \$500
- Annual contribution of funds not to exceed \$1,600 for the NSCS Senator's Reception

- Provide \$3,000 for the NSCS Teaching Excellence Award when the recipient is a Chadron State College faculty member

5.4 Reports of Personnel Actions

The personnel action reports are provided to the Board for information

5.5 Intercollegiate Athletics Report of Institutional Commitment to NCAA Principles for Conduct

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

5.6 Matrix Discussion for Revisions to Board Policy 7010; Purchases; Bids; Public Lettings, Board Policy 7015; Contracts; Limitations, Exemptions, Board Policy 8064; Capital Construction and Information Technology (IT); Bids, Board Policy 8065; Capital Construction; Contracts; Approvals, and Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services and Deletion of Board Policy 7016; Contracts; Consulting Services, Board Policy 8067; Capital Construction; Contracts; Works of Art and Board Policy 8068; Capital Construction; Contracts; Forms, Payments

A team of leadership and staff from the System Office and the three State Colleges are undertaking a project to update and revise seven (7) Board policies that address procurement and contracts. The goal is to simplify and clarify the policies to increase efficiency, and to reduce the potential for confusion and errors that can lead to auditor findings. Also, a number of thresholds for bidding and contract approval are overdue for adjustments.

For information and discussion, the draft summary-matrix dated January 21, 2021, provides a high-level explanation of the proposed revisions separated into Tier 1 (Large Substantive), Tier 2 (Medium Substantive) and Tier 3 (Small Substantive) changes. Based on Board input, the team will go forward with drafting and finalizing the actual policy revisions for approval at a future Board meeting.

5.7 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. For the Capital Construction Quarterly Reports for the period ending December 31, 2020, the following highlights are provided to the Board.

- At Chadron State College, the Math Science Addition & Renovation project is progressing with demolition completed, footings coming out of the ground for the north wing addition, and interior walls starting to be framed. With regard to the Stadium Complex project, the Phase II Track Facility still

requires fencing and landscaping to be completed this spring and summer.

- At Peru State College, the Delzell Renovation project has been kept open for the 309 Task Force funded Campus ADA Accessibility Improvements project, because Delzell site ADA improvements which were contracted at the same time as the 309 Task Force project, are wrapping up. Ribbon cutting for the ADA project will occur on April 21, 2021. The Theatre project (Performing Arts Center) is very near final completion and close-out, as the contractor has received final payment.
- At Wayne State College, the Benthack Hall Renovation project is progressing well with most interior walls constructed, and the north facade face-lift (masonry openings for larger windows) is well underway. The Kirk Gardner Indoor Athletic Complex (formerly the Natatorium) has been in use for student athletes since September of 2020, and only a few warranty items remain. The Press Box Replacement project is very near final completion and close-out.

In total, seven interim reports from the three Colleges are noted below:

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. Indoor Athletic Complex Renovations - Interim report
3. Press Box Replacement - Interim report

5.8 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.

5.9 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.

5.10 Financial Reports

Board Policy 6011 provides for the submission of six-month and

annual financial reports.

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

5.11 Operating Expenditure Reports

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

5.12 Revenue Bond Expenditure Reports

The Revenue Bond Expenditure Reports from each of the Colleges are provided to the Board for information. The Revenue Bond indentures require the submission of periodic financial reports to the Board.

5.13 Fall Occupancy and Income Reports

The Fall Occupancy and Income Reports from each of the Colleges are provided to the Board for information. Board Policy 2101 establishes the timeline for Occupancy and Income Reports.

5.14 Potential Occupancy and Income Reports

Board Policy 8050 requires occupancy/income estimated reports annually. The Fall 2021 and Spring 2022 Potential Occupancy and Income Reports from each of the Colleges are provided to the Board for information.

5.15 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 Awards

- CARES Act Child Care Stabilization Funds (Nebraska Children and Families Foundation - Department of Health and Human Services) -- \$5,550
- CARES Act Child Care Stabilization Funds (Department of Health and Human Services) -- \$1,200
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Institutional Funding (U.S. Department of Education) -- \$1,475,445
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Emergency Financial Aid Grants for Students (U.S. Department of Education) -- \$540,693
- Nebraska Research Network in Functional Genomics (National Institutes of Health) -- \$2,200

Peru State Awards

- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Institutional Funding (U.S. Department of Education) -- \$1,324,256
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Emergency Financial Aid Grants for Students (U.S. Department of Education) -- \$413,672

Wayne State Application

- Addressing Rural Behavioral Health Needs Through Clinical Placements and Supervision Project (Health Resources and Services Administration [HRSA]) -- \$1,067,689 over 4-year period 7/1/21-6/30/25

Wayne State Awards

- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Emergency Financial Aid Grants for Students (U.S. Department of Education) -- \$1,260,780
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Institutional Funding (U.S. Department of Education) -- \$3,040,257
- Higher Education Emergency Relief Fund - Strengthening Institutions Program (SIP) (U.S. Department of Education) -- \$1,436
- Nebraska Research Network in Functional Genomics (National Institutes of Health) - additional \$2,000

5.16 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. General highlights of noteworthy contracts and change orders for each College include:

- At Chadron State College, the noteworthy contract is for the 309 Task Force funded NPAC North Lawn Steam Line Repair at \$35,000 (not to exceed).
- At Peru State College, there is only a small change order for Residence Life modules.
- At Wayne State College, the contracts of note include hotel rooms for COVID-19 quarantine accommodations, and a large managed print/copy contract. There are also several modest change orders for the Benthack Renovation project.

Individual contracts and change orders for each of the three Colleges and the System Office include the following:

Chadron State Contracts

- Athletics (athletic training, conditioning, nutrition consultation) -- \$0.00 corporate sponsorship
- Andrews Hall (lighting upgrade) -- \$5,963.89
- Athletics (sound system upgrade) -- \$25,572
- Athletics (sound system upgrade) -- \$9,993
- NPAC North Lawn (steam line repair) - not to exceed \$35,000

Peru State Change Order

- Residence Life (2-additional modules) -- \$4,625

Wayne State Contracts

- Morey Hall (provide architectural design services to remodel the existing restroom areas at the north and south sides of the second floor into spaces for one private restroom with shower area and one main restroom with three shower areas each at the north and south sides) -- \$33,900
- Terrace Hall (prepare bidding documents and construction phase services for installation of air conditioning system) -- \$10,000
- Indoor Athletic Complex (prepare construction documents, provide technical specifications, assist with bidding questions and review contractor bids regarding exterior repairs to the building) -- \$19,400
- Residence Life (professional consulting services to augment student housing and student center facilities master plan) -- \$17,900
- Off Campus (room rental with Super 8 Motel for quarantined/self-isolated students due to COVID-19) -- \$105,300
- Campuswide (IT cyber security products and services) -- \$127,055 (\$42,351.66 (7)/per year for 3 years)
- Campuswide (comprehensive federal grants consulting) -- \$69,850
- Peterson Fine Arts (provide complete design and construction administration to the addition and partial renovation project) - total not to exceed \$748,600
- Campuswide (managed print/copy contract) - total not to exceed \$911,279.50 (5 year lease contract)

Wayne State Change Orders

- Library (#2-move/reroute conduit line and fire alarm device in order to install columns for canopy) -- \$892
- Benthack Hall (#3-replace stair treads, wall type clarifications in men's room, replace door and door frame, clarification on north entry roof details, modification to window details, and plaster trap relocation) -- \$42,847
- Benthack Hall (#6-add electrical engineering design services for building water softener system rough in [piping and power])

- and level 1 office changes) -- \$4,100
- Benthack Hall (#4-add base sills, fire sprinkler systems modifications, replacement of backflow preventer, apply window rust conversion coating, miscellaneous structural items, clarification for structural detail, ductwork relocation, and wall hydrant and flush valve types revisions) -- \$17,404
- Benthack Hall (#5-address CMU wall gaps, add CMU wall bracing, installing mineral wool and spray foam at top of CMU walls; modifications to metal panel replacement above southwest entrance, interior signage changes, fur out west wall of corridor 1-02 due to existing building misalignment) -- \$49,649

NSCS Contracts

- Nebraska State College System (media searches) -- \$15,000
- Nebraska State College System (development of Title IX training videos) - not to exceed \$15,750
- Nebraska State College System (provide two virtual presentations on Clery Act and First Amendment on March 15, 2021) -- \$10,000

NSCS Change Orders

- Nebraska State College System & Colleges (#1-add audit of Higher Education Emergency Relief Funds) -- \$6,500
- Nebraska State College System (#2-add creation of two forms and secure login page) -- \$2,625

5.17 Chancellor's Travel Report

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

6. College Informational Items

6.1 Proposed Board of Trustees Meeting Schedule

2021-2022 Proposed Board Meeting Schedule
(Five Meetings Per Year)

| | | |
|------------------|--|--------------------------------------|
| SEPTEMBER | BOARD OF TRUSTEES MEETING-CHADRON | September 9, 2021 Thursday |
| NOVEMBER | BOARD OF TRUSTEES MEETING-WAYNE | November 11, 2021 Thursday |
| JANUARY | BOARD OF TRUSTEES MEETING-LINCOLN | January 11, 2022 Tuesday |
| APRIL | BOARD OF TRUSTEES MEETING-PERU | April 21-22, 2022 |

Minutes Acceptance: Minutes of Mar 17, 2021 9:00 AM (Minutes Approval)

Thursday-Friday

JUNE BOARD OF TRUSTEES MEETING-LINCOLN June 16, 2022
Thursday

2021-2022 Proposed Board Meeting Schedule
(Five Meetings Per Year Plus a Retreat)

SEPTEMBER BOARD OF TRUSTEES MEETING-CHADRON September 9, 2021
Thursday

NOVEMBER BOARD OF TRUSTEES MEETING-WAYNE November 11, 2021
Thursday

JANUARY BOARD OF TRUSTEES MEETING-LINCOLN January 11, 2022
Tuesday

APRIL BOARD OF TRUSTEES MEETING-PERU April 21-22, 2022
Thursday-Friday

JUNE BOARD OF TRUSTEES MEETING-LINCOLN June 16, 2022
Thursday

JULY BOARD OF TRUSTEES RETREAT-NEBRASKA CITY July 28-29, 2022
Thursday-Friday

The Board members were asked to review the proposed dates for meetings and contact Chancellor Turman with any concerns.

Chair Bieganski indicated that he, Trustee Blomstedt and Vice Chair Zeiss would serve as the Board officers nominating committee. The committee will report their nominations for Chair and Vice Chair at the June 17, 2021 meeting.

Chair Bieganski presented Konery Klueber, Tyler Harms and Amanda Jaixen with certificates for their service on the Board of Trustees for 2020-2021.

The following trustees will provide greetings from the Board at the May 8 commencement exercises: Gary Bieganski at Chadron State, John Chaney at Peru State and Carter 'Cap' Peterson at Wayne State.

WSC Student Trustee Amanda Jaixen reported that the students were returning from spring break and have been adhering to the Covid 19 precautions. She also noted that the Student Senate elections had been held and all were excited to see where the new president and vice president would take the senate.

She also reported that the Student Activities Board was continuing to bring Covid friendly activities to campus. Students and faculty are excited about the Benthack Hall renovation project. She thanked the Board and others for the opportunity to serve as a Student Trustee.

PSC Student Trustee Tyler Harms reported that faculty, staff and high-contact student workers were given the opportunity to get vaccinated on campus Friday, March 12. He also noted that the ADA accessible sidewalk for Delzell Hall had been completed.

He reported that the Student Senate elections had been held and Samantha Hernandez was president and Morgan Kroll was vice president. He thanked the Board and others for his opportunity to serve as a Student Trustee.

CSC Student Trustee Konery Klueber reported that students were excited about the normal semester and looking forward to graduation. He also noted that there was a movement on campus towards student involvement which is what it really means to be a student.

He reported that campus tours were increasing and the Food Pantry had moved to allowing students to “fill their own bags” with items. He also thanked the Board and others for his opportunity to serve as a Student Trustee.

Adjournment

The meeting was adjourned at 11:42 AM

Paul Turman, Chancellor

The meeting notice and agenda have been published in the Omaha World Herald March 8, 2021 and posted on the Omaha World Herald website. The meeting notice and agenda have also been distributed via email to members of the Board of Trustees, the presidents of the State Colleges, the Associated Press and selected Nebraska newspapers.



Nebraska State College System

CHADRON | PERU | WAYNE

March 24, 2021

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 Trustee Engles and seconded by Trustee Peterson to approve the Meeting Agenda. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss, and Terrell.

Public Comments

No public comments

Items for Discussion and Action

1. Academic and Personnel

1.1 Approve Peru State College Presidential Appointment

Approve the appointment of the President of Peru State College effective July 1, 2021.

Minutes Acceptance: Minutes of Mar 24, 2021 9:00 AM (Minutes Approval)

A motion to approve the Peru State College Presidential Appointment 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 9:23 AM

Paul Turman, Chancellor

The meeting notice and agenda have been published in the Omaha World Herald March 19, 2021 and posted on the Omaha World Herald website. The meeting notice and agenda have also been distributed via email to members of the Board of Trustees, the presidents of the State Colleges, the Associated Press and selected Nebraska newspapers.

ITEMS FOR CONSENT AGENDA

June 17, 2021

ACTION: **Approve Acceptance of Employee Salary Recommendations (AP)**

The Chancellor and each President have submitted salary recommendations for the 2021-22 fiscal year. In addition, Board Policy 5405 calls for the employer contribution to the retirement plan to remain at 8.0% for FY 2021-22.

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

ATTACHMENTS:

- NSCS Salary Recommendations (PDF)

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|------------------------|---------------|-----------------------|
| Faculty -- State Supported Positions | | | |
| Anderson, Timothy E | Professor | 1.00 | 107,296.00 |
| Bentz, Laura A | Professor | 1.00 | 76,532.00 |
| Bogner, Michael P | Professor | 1.00 | 82,778.00 |
| Bolze, Ronald P | Professor | 1.00 | 76,532.00 |
| Brammer, Dawn D | Professor | 1.00 | 76,532.00 |
| Brust, Mathew | Professor | 1.00 | 76,532.00 |
| Buchmann, Ann M | Professor | 1.00 | 76,532.00 |
| Carnot, Mary Jo | Professor | 1.00 | 76,532.00 |
| Cavin, Scott B | Professor | 1.00 | 76,532.00 |
| Donahue, Mary | Professor | 1.00 | 77,289.00 |
| Ellis, Joshua C | Professor | 1.00 | 76,531.00 |
| Enos, Karen | Professor | 1.00 | 76,532.00 |
| Evertson, Matthew Q | Professor | 1.00 | 80,067.00 |
| French-Collins, Shaunda M | Professor | 1.00 | 76,531.00 |
| Frink, Teresa | Professor | 1.00 | 76,532.00 |
| Hardy, Joyce | Professor | 1.00 | 129,841.00 |
| Hoem, Bruce | Professor | 1.00 | 76,532.00 |
| Hoffman, William | Professor | 1.00 | 76,532.00 |
| Hunn, Lorie | Professor | 1.00 | 76,532.00 |
| Keith, Tim J | Professor | 1.00 | 84,626.00 |
| Kinbacher, Kurt E | Professor | 1.00 | 76,531.00 |
| Kirsch, Kathleen C | Professor | 1.00 | 76,532.00 |
| Koehn, James | Professor | 1.00 | 85,202.00 |
| Leesch Bogner, Lisette D | Professor | 1.00 | 79,346.00 |
| Leite, Michael B | Professor | 1.00 | 82,784.00 |
| Madsen, Kim A | Professor | 1.00 | 86,785.00 |
| Miller, Brandon L | Professor | 1.00 | 80,283.00 |
| Nobiling, Tracy L | Professor | 1.00 | 91,955.00 |
| Ritzen, Donna R | Professor | 1.00 | 76,532.00 |
| Ritzen, Scott | Professor | 1.00 | 87,298.00 |
| Schreuder, Joel T | Professor | 1.00 | 78,052.00 |
| Smith, Thomas E | Professor | 1.00 | 76,532.00 |
| Stack, Robert V | Professor | 1.00 | 95,635.00 |
| Stephens, Michael | Professor | 1.00 | 76,532.00 |
| Tucker, Thomas Deane | Professor | 1.00 | 80,420.00 |
| Wada, James | Professor | 1.00 | 76,532.00 |
| Watt, Don E | Professor | 1.00 | 80,420.00 |
| Woods, Kathleen E | Professor | 1.00 | 76,532.00 |
| Sub-Total Professors | | 38.00 | 3,097,246.00 |
| Brierly, Robin K | Associate Professor | 1.00 | 65,149.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---------------------------------------|------------------------|---------------|-----------------------|
| Cox, Kimberly | Associate Professor | 1.00 | 65,149.00 |
| Denham, Trudy A | Associate Professor | 1.00 | 65,149.00 |
| Dusek, Gary A | Associate Professor | 1.00 | 69,302.00 |
| Hafey, Brooks R | Associate Professor | 1.00 | 65,149.00 |
| Hamaker, Jamie L | Associate professor | 1.00 | 70,119.00 |
| Jones, Mary C | Associate Professor | 1.00 | 65,149.00 |
| Keithly, Mary E | Associate Professor | 1.00 | 65,149.00 |
| Moses, Gregory J | Associate Professor | 1.00 | 65,149.00 |
| Nesheim, David A | Associate Professor | 1.00 | 67,397.00 |
| VACANT | Associate Professor | 1.00 | 61,000.00 |
| Ortega, Irasema | Associate Professor | 1.00 | 59,655.00 |
| Perlinski, Anthony T | Associate Professor | 1.00 | 65,149.00 |
| Ritzen, John C | Associate Professor | 1.00 | 65,149.00 |
| Tebbs, Shawn M | Associate Professor | 1.00 | 65,149.00 |
| Wilson, Tara A | Associate Professor | 1.00 | 65,149.00 |
| Wojcik, John C | Associate Professor | 1.00 | 69,657.00 |
| Sub-Total Associate Professors | | 17.00 | 1,113,769.00 |
| Akuh, Comfort G | Assistant Professor | 1.00 | 64,299.00 |
| Bishop, Daphne Y | Assistant Professor | 1.00 | 59,160.00 |
| Colen, Jung Y | Assistant Professor | 1.00 | 58,650.00 |
| Curtis, Justin G | Assistant Professor | 1.00 | 52,020.00 |
| Fritz, Allison J | Assistant Professor | 1.00 | 53,582.00 |
| Grant, Sara M | Assistant Professor | 1.00 | 54,060.00 |
| Hayes, Joanne R | Assistant Professor | 1.00 | 52,020.00 |
| Helmbrecht, Brittany L | Assistant Professor | 1.00 | 58,896.00 |
| Hughes, Adam G | Assistant Professor | 1.00 | 51,439.00 |
| Jones, Markus | Assistant Professor | 1.00 | 52,163.00 |
| Kiiskila, Jeffrey D | Assistant Professor | 1.00 | 54,060.00 |
| Kim, Pil Joon | Assistant Professor | 1.00 | 62,654.00 |
| McCarthy, Christopher D | Assistant Professor | 1.00 | 59,594.00 |
| Moriasi, Peter A | Assistant Professor | 1.00 | 55,201.00 |
| Norman, Erin M | Assistant Professor | 1.00 | 55,836.00 |
| VACANT | Assistant Professor | 1.00 | 60,988.00 |
| VACANT | Assistant Professor | 1.00 | 55,803.00 |
| VACANT | Assistant Professor | 1.00 | 51,106.00 |
| VACANT | Assistant Professor | 1.00 | 63,000.00 |
| VACANT | Assistant Professor | 1.00 | 60,000.00 |
| VACANT | Assistant Professor | 1.00 | 63,000.00 |
| VACANT | Assistant Professor | 1.00 | 63,000.00 |
| VACANT | Assistant Professor | 1.00 | 58,000.00 |
| VACANT | Assistant Professor | 1.00 | 51,106.00 |
| VACANT | Assistant Professor | 1.00 | 51,106.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---------------------------------------|------------------------|---------------|-----------------------|
| VACANT | Assistant Professor | 1.00 | 60,000.00 |
| Puzzo, Richard D | Assistant Professor | 1.00 | 52,754.00 |
| Rapp, Eric E | Assistant Professor | 1.00 | 53,321.00 |
| Rider, Rachelle | Assistant Professor | 1.00 | 54,366.00 |
| Ritzen, Cassandra A | Assistant Professor | 1.00 | 57,445.00 |
| Tibbits, Tawny L | Assistant Professor | 1.00 | 55,412.00 |
| Vogl, Michael | Assistant Professor | 1.00 | 58,622.00 |
| Sub-Total Assistant Professors | | 32.00 | 1,812,663.00 |
| Bishop, Charles J | Instructor | 1.00 | 45,900.00 |
| Fette, Adam L | Instructor | 1.00 | 51,000.00 |
| Haas, Jordan D | Instructor | 1.00 | 45,900.00 |
| Kennedy, Michael | Instructor | 1.00 | 57,617.00 |
| Rust, Catherine M | Instructor | 1.00 | 49,062.00 |
| Sayaloune, Detsinh | Instructor | 1.00 | 44,595.00 |
| Wood, Terrie L | Instructor | 1.00 | 50,034.00 |
| Sub-Total Instructors | | 7.00 | 344,108.00 |
| TOTAL FACULTY | | 94.00 | 6,367,786.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|--|---------------|-----------------------|
| <u>NSCPA Professional Staff -- State Supported Positions</u> | | | |
| Ackerman, Bridget F | Senior Admissions Counselor | 1.00 | 41,858.00 |
| Alfred, Stephanie E | Project Coordinator | 1.00 | 38,321.00 |
| Anthony, Colette M | Project Coordinator | 1.00 | 38,652.00 |
| Arnold, Jessyca P | Project Coordinator | 1.00 | 37,904.00 |
| Berger, Phillip E | IT Technician | 1.00 | 42,894.00 |
| Bila, Robin M | Licensed Student Counselor | 1.00 | 52,993.00 |
| Binkard, Daniel | Digital Graphic Designer | 1.00 | 44,080.00 |
| Blonien, Sharla | Project Coordinator | 1.00 | 40,182.00 |
| Brumbaugh, Torri N | Senior Admissions Counselor | 1.00 | 41,716.00 |
| Buhr, Jacqueline M | Academic Advisor | 1.00 | 43,605.00 |
| Camerlinck, Angela | Project Coordinator | 1.00 | 40,619.00 |
| Center, Kaleb R | Director-Sports Information | 1.00 | 43,057.00 |
| Conway, Craig E | Publications Specialist | 0.20 | 10,224.00 |
| Conway, Craig E | Publications Specialist | 0.80 | 40,898.00 |
| Cook, Tena | Marketing Coordinator | 1.00 | 73,985.00 |
| Cooper, Cody W | Admissions Counselor | 1.00 | 39,729.00 |
| Crofutt, Heather | IT Specialist | 1.00 | 54,653.00 |
| Crofutt, Keith | IT Analyst | 1.00 | 66,706.00 |
| Cummings, Kristol | Project Coordinator | 1.00 | 37,904.00 |
| DeSanti, Bryar M | Assistant Coach | 1.00 | 39,207.00 |
| Dykes, Sarah N | Accountant | 1.00 | 39,801.00 |
| Emerson, Sherrie B | IT Support | 1.00 | 41,524.00 |
| Feddersen, Caitlin M | Admissions Counselor | 1.00 | 38,760.00 |
| Fullerton, Christine | Librarian-Public Services | 1.00 | 55,144.00 |
| Furrier, Dylan W | Assistant Coach | 1.00 | 39,207.00 |
| Gimeson, Merle | Publications Specialist | 1.00 | 61,772.00 |
| Giorgi, Starr | IT Analyst | 1.00 | 64,631.00 |
| Green, Christopher A | Associate Athletic Director | 0.84 | 60,279.00 |
| Green, Christopher A | Associate Athletic Director | 0.16 | 11,482.00 |
| Gudeta, Simon H | IT Specialist | 1.00 | 53,197.00 |
| Hartman, Shawn | Librarian-Outreach Services | 1.00 | 70,827.00 |
| Johns, Shellie | Coordinator of Conferencing | 0.75 | 38,809.00 |
| Johnson, Roberta J | Academic Advisor | 1.00 | 55,650.00 |
| Junge, Kayla R | IT Analyst | 1.00 | 60,967.00 |
| Kennell, Deena | Director-Internships and Career Services | 1.00 | 69,572.00 |
| Kreis, Earl J | Head Strength and Conditioning Coach | 0.90 | 45,166.00 |
| Kreis, Earl J | Head Strength and Conditioning Coach | 0.10 | 5,018.00 |
| Kuhnel, Kristal S | Director-Health Professions Program | 1.00 | 54,037.00 |
| McAllister, Rebecca A. | Academic Advisor | 1.00 | 47,760.00 |
| Merchen, Chantel M | Financial Aid Specialist | 1.00 | 35,252.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|-------------------------|--|---------------|-----------------------|
| Mowry, Marianne | Project Coordinator | 1.00 | 39,823.00 |
| Newberg, Pamela J | Head of Technical Services | 1.00 | 63,151.00 |
| Northrup, Megan J | Student Activities Coordinator | 0.60 | 25,070.00 |
| VACANT | IT Specialist | 1.00 | 53,564.00 |
| VACANT | Instructional Technology and Design Spec | 1.00 | 65,004.00 |
| VACANT | Graduate & Special Programs Recruiter | 1.00 | 55,000.00 |
| VACANT | Admissions Counselor | 1.00 | 41,513.00 |
| VACANT | Campus Visit Coordinator | 1.00 | 46,255.00 |
| VACANT | Project Coordinator | 1.00 | 37,526.00 |
| Omelanuk, Joy C | Assessment and Accreditation Coordinator | 1.00 | 51,172.00 |
| Pace, Robert A | Accompanist | 0.92 | 42,871.00 |
| Patterson, Jereme | IT Analyst | 1.00 | 65,707.00 |
| Pope, Katelyn D | Project Coordinator | 1.00 | 38,641.00 |
| Rich, Ethan L | Assistant Coach | 1.00 | 36,921.00 |
| Richardson, Amy | Accountant | 1.00 | 43,860.00 |
| Roberts, Alva J | IT Specialist | 1.00 | 53,565.00 |
| Roberts, Eric W | IT Specialist | 1.00 | 53,565.00 |
| Roenfeldt, Tjaden T | Project Coordinator | 1.00 | 37,529.00 |
| Rolfsmeier, Steven B | Director-Museum | 0.92 | 66,278.00 |
| Ruff, Keri L | Teacher | 1.00 | 31,062.00 |
| Sasse, Clint R | Football Coordinator Defensive | 1.00 | 52,275.00 |
| Sayaloune, Carrie A | Academic Advisor | 1.00 | 43,606.00 |
| Schrader, Andrew L | IT Technician | 1.00 | 42,894.00 |
| Scoggan, Alisha L | Financial Aid Specialist | 1.00 | 35,993.00 |
| Singpiel, Christopher M | Academic Advisor | 1.00 | 43,606.00 |
| Sinn, Laure C | Rangeland Program Coordinator | 1.00 | 60,843.00 |
| Smith, Micah B | Football Coordinator Offensive | 1.00 | 52,275.00 |
| Sommerville, Tracy L | Accountant | 1.00 | 41,259.00 |
| Strotheide, Kristavia | Academic Advisor | 1.00 | 43,605.00 |
| Sughroue, Naomi M | Admissions Data Coordinator | 1.00 | 36,593.00 |
| Turman, Jeff W | Manager-Sports & Recreation Center | 0.62 | 28,709.00 |
| Turman, Jeff W | Manager-Sports & Recreation Center | 0.38 | 17,595.00 |
| Van Vleet, Stefani L | Project Coordinator | 1.00 | 40,005.00 |
| Welsch, Lisa M | Athletic Trainer | 1.00 | 41,081.00 |
| Winters, Christina J | Licensed Student Counselor | 1.00 | 50,707.00 |
| TOTAL | | 70.19 | 3,397,165.00 |

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

| | | | |
|------------------|-----------------------------------|------|-----------|
| Boardman, Kris L | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Cullan, Morgan | Project Coordinator | 1.00 | 38,546.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|--|---------------|-----------------------|
| Johns, Shellie | Coordinator of Conferencing | 0.25 | 12,936.00 |
| Jons, Channing M | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Northrup, Megan J | Student Activities Coordinator | 0.40 | 16,714.00 |
| TOTAL | | 3.65 | 142,568.00 |
| <u>Professional Staff (Non-Union) -- State Supported Positions</u> | | | |
| Burk, Ann M | Chief Information Officer | 1.00 | 108,185.00 |
| Collins, Joby D | Associate Chief Information Officer | 1.00 | 77,974.00 |
| DeMersseman, Anne K | Associate Vice President Human Resources | 1.00 | 102,344.00 |
| Diers, Amee S | Assistant Director - Human Resources | 0.75 | 37,491.00 |
| Douglas, Sherry | Director-Financial Aid | 1.00 | 89,000.00 |
| Downs, Lona K | Director - Child Development Center | 1.00 | 37,186.00 |
| Fox, Sabrina M | Assistant Director-Admissions | 1.00 | 50,034.00 |
| Gaswick, Kari J | Vice President Administration & Finance | 1.00 | 133,245.00 |
| Haefele, Jordan M | Budget Director | 1.00 | 59,825.00 |
| Hansen, Jon P | Dean of Student Affairs | 1.00 | 110,000.00 |
| Hart, Tara M | Interim Director-Student Transition & Re | 1.00 | 59,160.00 |
| Helmbrecht, Alex | Director of College Relations | 1.00 | 76,459.00 |
| Hernandez, Kimberly J | Human Resources Coordinator | 1.00 | 36,410.00 |
| Hughes, Melany K | Comptroller | 1.00 | 84,842.00 |
| Hunter, Brett C | Head Wrestling Coach | 1.00 | 53,128.00 |
| Karamitros, Luke A | Head Cross Country Coach | 1.00 | 41,820.00 |
| Linegar, Malinda | Director Institutional Research | 1.00 | 70,436.00 |
| Long, Jay B | Head Football Coach | 1.00 | 103,680.00 |
| Luper, Dustin | Head Rodeo Coach | 0.70 | 35,337.00 |
| Luper, Dustin | Head Rodeo Coach | 0.30 | 15,145.00 |
| Margetts, James | Dean | 1.00 | 127,500.00 |
| Mitchell, Melissa A | Registrar | 1.00 | 81,579.00 |
| Mowry, Harold H | Director of Facilities | 0.75 | 61,185.00 |
| Murphy, John M | Digital Graphic Designer | 1.00 | 39,270.00 |
| Ness, Kaley J | Head Softball Coach | 1.00 | 48,947.00 |
| Northrup, Riley J | Head Track and Field Coach | 1.00 | 54,385.00 |
| VACANT | Associate VP Teaching & Learning | 1.00 | 100,337.00 |
| VACANT | Director- Office of Academic Success | 1.00 | 69,614.00 |
| VACANT | Interim Director Theatrical Performances | 1.00 | 68,490.00 |
| VACANT | Director-Field Experiences/Cert Officer | 1.00 | 56,100.00 |
| VACANT | Vice President for Enrollment Management | 1.00 | 112,000.00 |
| Paben, Shane E | Head Mens Basketball Coach | 1.00 | 73,708.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|--|---------------|-----------------------|
| Pourier, Sheila | Assistant Director-Financial Aid | 1.00 | 52,707.00 |
| Powell, James H | Vice President Academic Affairs | 1.00 | 146,370.00 |
| Raymer, Janet M | Head Womens Basketball Coach | 1.00 | 64,017.00 |
| Rovner, Caitlin C | Director-Transitional Studies Program | 1.00 | 49,139.00 |
| Smith Jr, Joel R | Athletic Director | 1.00 | 131,415.00 |
| Stadler, Jennifer D | Head Women's Volleyball Coach | 0.83 | 48,920.00 |
| Stadler, Jennifer D | Head Women's Volleyball Coach | 0.17 | 10,020.00 |
| Stein, Lisa A | Director of Admissions | 1.00 | 69,832.00 |
| Tewahade, Tewahade M | Title IX Coordinator | 0.60 | 41,768.00 |
| Waugh, Wendy | Dean | 1.00 | 127,500.00 |
| Williams, Alaric A | Dean | 1.00 | 127,500.00 |
| TOTAL | | 40.10 | 3,144,004.00 |
| <u>Professional Staff (Non-Union) -- Non-State Supported Positions (Revenue Bond)</u> | | | |
| Diers, Amee S | Assistant Director - Human Resources | 0.25 | 12,497.00 |
| Mowry, Harold H | Director of Facilities | 0.25 | 20,395.00 |
| VACANT | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Osmotherly, Taylor D | Associate Director Residence Life | 1.00 | 39,599.00 |
| Parker, Samuel B | Assoc Director- Housing & Residence Life | 1.00 | 50,034.00 |
| Stephens, Austen J | Director of Housing & Residence Life | 1.00 | 65,264.00 |
| Tewahade, Tewahade M | Title IX Coordinator | 0.40 | 27,846.00 |
| TOTAL | | 4.90 | 252,821.00 |
| TOTAL PROFESSIONAL | | 118.84 | 6,936,558.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|-------------------------------|---------------|-----------------------|
| <u>NAPE/Support Staff -- State Supported Positions</u> | | | |
| Ahrens, Tom D | Maintenance Repair Worker III | 0.75 | 25,912.00 |
| Aitchison, Megan N | Custodian | 1.00 | 24,960.00 |
| Bannan, Brandon L | Custodian | 1.00 | 24,960.00 |
| Barry-Schommer, Brenda D | Office Assistant IV | 0.75 | 41,456.00 |
| Bell, Patrick R. | Maintenance Repair Worker III | 0.75 | 24,503.00 |
| Bishop, George M | Custodian | 1.00 | 24,960.00 |
| Blanford, Jason S | Maintenance Repair Worker IV | 0.75 | 29,925.00 |
| Blood, DonaldDwayne D | Custodian | 1.00 | 24,960.00 |
| Bolze, Rebecca K | Office Assistant III | 1.00 | 32,189.00 |
| Bradley, Kimberly A | Accounting Clerk III | 1.00 | 40,122.00 |
| Brennan, Colleen G | Medical Assistant | 1.00 | 29,640.00 |
| Brixius, Brek D | Custodian | 1.00 | 25,183.00 |
| Brott, Darrell J | Custodian | 1.00 | 24,960.00 |
| Clark, Kim D | Custodian | 1.00 | 27,958.00 |
| Cravey, Steven D | Maintenance Repair Worker III | 0.75 | 22,719.00 |
| Dinstel, Jonni K | Office Assistant III | 1.00 | 30,600.00 |
| Doescher, Randy | Maintenance Repair Worker III | 0.75 | 29,139.00 |
| Downs, Joanne | Office Assistant II | 1.00 | 37,478.00 |
| Frahm, Jason J | Electrician | 0.75 | 27,852.00 |
| Frear, Donald J | Maintenance Repair Worker III | 1.00 | 30,292.00 |
| Fry, Jeremy J | Maintenance Repair Worker IV | 1.00 | 43,030.00 |
| Hansen, Matthew S | Custodian | 1.00 | 24,960.00 |
| Humphrey, Jessica J | Accounting Clerk III | 1.00 | 30,090.00 |
| Hunn, David D | Maintenance Repair Worker III | 0.75 | 25,913.00 |
| James, Casey | Maintenance Repair Worker IV | 0.75 | 33,620.00 |
| Kern, Silas Wade | Maintenance Repair Worker IV | 1.00 | 58,624.00 |
| Knaub, Nancy C | Custodian | 1.00 | 25,925.00 |
| Krotz, Gregory J | Maintenance Repair Worker II | 1.00 | 28,425.00 |
| Kuhnel, Lorin | Maintenance Repair Worker IV | 1.00 | 58,624.00 |
| Madison, Tyler A | Custodian | 1.00 | 24,960.00 |
| Magnusson, Dallas M | Accounting Clerk II | 1.00 | 26,000.00 |
| Malone, Velinda | Custodian | 1.00 | 34,905.00 |
| McCoy, Sarah | Mail Clerk | 1.00 | 25,182.00 |
| Miller, Valerie A | Office Assistant III | 1.00 | 30,409.00 |
| Mitchell, Kay L | Office Assistant III | 1.00 | 32,197.00 |
| Mittleider, Stacie | Office Assistant II | 1.00 | 33,197.00 |
| Motz, Dustin H | Maintenance Repair Worker IV | 0.75 | 26,214.00 |
| Mracek, Patricia | Office Assistant II | 0.50 | 18,111.00 |
| Mracek, Patricia | Office Assistant II | 0.50 | 18,111.00 |
| Murphy, Kelly L | Office Assistant II | 1.00 | 26,000.00 |
| VACANT | Office Assistant II | 1.00 | 27,316.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|-----------------------|-------------------------------|---------------|-----------------------|
| VACANT | Office Assistant II | 1.00 | 27,316.00 |
| VACANT | Office Assistant II | 1.00 | 27,316.00 |
| VACANT | Office Assistant II | 0.50 | 14,820.00 |
| VACANT | Office Assistant II | 0.50 | 14,820.00 |
| Olivas, Johnnie J | Maintenance Repair Worker III | 0.75 | 38,048.00 |
| Perlinski, Paula S | Office Assistant III | 1.00 | 34,096.00 |
| Petersen, Brooke E | Custodian | 1.00 | 24,960.00 |
| Pickering, Joshua P | Maintenance Repair Worker II | 1.00 | 27,680.00 |
| Poitra, Angelina C | Office Assistant II | 1.00 | 26,000.00 |
| Raben, Shane A | Custodian | 1.00 | 27,027.00 |
| Roberts, Casey | Electrician Master | 0.75 | 36,161.00 |
| Schefcik, Karma | Custodial Leader | 1.00 | 34,528.00 |
| Simmons, George A | Custodian | 0.50 | 12,705.00 |
| Smart, Brandon A | Custodian | 1.00 | 24,960.00 |
| Snitily, Emily R | Office Assistant III | 1.00 | 30,409.00 |
| Speirs, Christopher A | Custodian | 1.00 | 27,958.00 |
| VanHorn, Zachariah J | Maintenance Repair Worker II | 1.00 | 27,666.00 |
| Walczyk, Anthony P | Maintenance Repair Worker III | 0.75 | 25,214.00 |
| Walgren, Cynthia S | Accounting Clerk III | 1.00 | 44,135.00 |
| Weber, Steve L | Maintenance Repair Worker II | 1.00 | 36,511.00 |
| Zuver, Donald | Maintenance Repair Worker III | 1.00 | 33,012.00 |
| Zuver, Tammy S | Accounting Clerk II | 1.00 | 27,863.00 |
| TOTAL | | 57.25 | 1,854,786.00 |

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

| | | | |
|--------------------------|-------------------------------|------|-----------|
| Adams, Shanae D | Custodian | 1.00 | 24,960.00 |
| Ahrens, Tom D | Maintenance Repair Worker III | 0.25 | 8,637.00 |
| Ainslie, Melvin | Custodian | 1.00 | 38,917.00 |
| Barnes, Kyle C | Custodian | 1.00 | 24,960.00 |
| Barry-Schommer, Brenda D | Office Assistant IV | 0.25 | 13,819.00 |
| Bell, Patrick R. | Maintenance Repair Worker III | 0.25 | 8,167.00 |
| Blanford, Jason S | Maintenance Repair Worker IV | 0.25 | 9,975.00 |
| Bohnenkamp, Barbara K | Custodian | 1.00 | 27,958.00 |
| Cravey, Steven D | Maintenance Repair Worker III | 0.25 | 7,573.00 |
| Doescher, Randy | Maintenance Repair Worker III | 0.25 | 9,713.00 |
| Dusek, Sarah | Custodian | 1.00 | 24,960.00 |
| Fankhauser, Rose M | Custodian | 1.00 | 27,027.00 |
| Frahm, Jason J | Electrician | 0.25 | 9,284.00 |
| Hunn, David D | Maintenance Repair Worker III | 0.25 | 8,637.00 |
| James, Casey | Maintenance Repair Worker IV | 0.25 | 11,206.00 |
| McKinnon, Kenneth W | Custodian | 1.00 | 33,963.00 |
| Motz, Dustin H | Maintenance Repair Worker IV | 0.25 | 8,737.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|-------------------------------|---------------|-----------------------|
| Nun, Jessey L | Custodian | 1.00 | 24,960.00 |
| Olivas, Johnnie J | Maintenance Repair Worker III | 0.25 | 12,683.00 |
| Overshiner, Kelly L | Custodian | 1.00 | 27,957.00 |
| Robbins, Ronald R | Custodian | 1.00 | 24,960.00 |
| Roberts, Casey | Electrician Master | 0.25 | 12,053.00 |
| Simmons, George A | Custodian | 0.50 | 12,705.00 |
| Walczyk, Anthony P | Maintenance Repair Worker III | 0.25 | 8,404.00 |
| TOTAL | | 13.75 | 422,215.00 |
| <u>Support Staff (Non-Union) -- State Supported Positions</u> | | | |
| Anderson, Pamela J | Administrative Assistant | 1.00 | 55,288.00 |
| Baumann, M Todd | Maintenance Manager | 1.00 | 61,000.00 |
| Hunt, Mark D | Security Supervisor | 0.75 | 34,772.00 |
| Mays, Lucinda W | Grounds Supervisor | 1.00 | 49,923.00 |
| Nobiling, Alexandria F | Office Assistant II | 1.00 | 26,520.00 |
| VACANT | Maintenance Manager | 0.75 | 33,757.00 |
| TOTAL | | 5.50 | 261,260.00 |
| <u>Support Staff (Non-Union)-Non State Supported Positions (Revenue Bond)</u> | | | |
| Hunt, Mark D | Security Supervisor | 0.25 | 11,590.00 |
| VACANT | Maintenance Manager | 0.25 | 11,252.00 |
| TOTAL | | 0.50 | 22,842.00 |
| TOTAL SUPPORT STAFF | | 77.00 | 2,561,103.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

Chadron State College

| Employee Name | Rank or Position Title | 2021-22 FTE | 2021-22 Base Salary |
|--|--------------------------------|--------------------|----------------------------|
| <u>NSCPA -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Coy, Kevin | Academic Advisor | 1.00 | 43,605.00 |
| Dressel, Sonja | Licensed Student Counselor | 0.83 | 50,712.00 |
| Lewin, Amanda | Retention Specialist | 0.93 | 40,959.00 |
| | Subtotal | 1.76 | 91,671.00 |
| <u>Professional Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Barry, Heather | Project Director, Upward Bound | 1.00 | 52,275.00 |
| Gaston, Bradley | Academic Advisor | 0.50 | 21,804.00 |
| Magnusson, Claudia | Academic Advisor | 0.50 | 26,190.00 |
| Schaer, Jennifer | Project Director, TRIO | 1.00 | 62,771.00 |
| | Subtotal | 3.00 | 163,040.00 |
| <u>Support Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Stroup, Stephanie | Office Assistant II | 0.50 | 15,647.00 |
| Wittrock, Jennifer | Office Assistant I | 0.50 | 14,720.00 |
| Vacant | Office Assistant II | 0.42 | 10,790.00 |
| | Subtotal | 1.42 | 41,157.00 |
| | Total Federal Positions | 6.18 | 295,868.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|--|---------------|-----------------------|
| Professional Staff (Non-Union) -- State Supported Positions | | | |
| Divel, Kristin J | General Counsel/Vice Chan Employee Rel | 1.00 | 149,008.00 |
| Dunkle, Michael E | System Data Analyst & Reports Developer | 1.00 | 66,986.00 |
| Halada, Robert D | Director of Financial Operations | 1.00 | 76,500.00 |
| Hotovy, Steven P | Vice Chancellor Facil/Info Tech | 1.00 | 139,107.00 |
| Kramer, Monte | Vice Chancellor Administration/Finance | 1.00 | 163,200.00 |
| Kupper, Jodi | Vice Chancellor Acad. Planning & Partner | 1.00 | 140,552.00 |
| Melton, Angela D | Vice Chancellor Std Affairs/Risk Mgmt | 1.00 | 125,087.00 |
| Sinclair, Taylor A | System Director for Title IX | 1.00 | 74,987.00 |
| Vogt, Kara L | Director Systemwide Payroll & Benefits | 1.00 | 86,089.00 |
| Wunderlich, Christina L | Director of Systemwide Accounting | 1.00 | 87,017.00 |
| Yorges, Judith L | Director Strategic Initiatives & Comm | 1.00 | 76,500.00 |
| TOTAL | | 11.00 | 1,185,033.00 |
| TOTAL PROFESSIONAL | | 11.00 | 1,185,033.00 |

Attachment: NSCS Salary Recommendations (2912 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|----------------------|-------------------------------|----------------------|------------------------------|
|----------------------|-------------------------------|----------------------|------------------------------|

Support Staff (Non-Union) -- State Supported Positions

| | | | |
|----------------------------|---|-------------|-------------------|
| Glass, Lori M | Staff Assistant II | 1.00 | 45,931.00 |
| Olson, Lynne M | Administrative Assistant/Office Manager | 1.00 | 56,509.00 |
| TOTAL | | 2.00 | 102,440.00 |
| TOTAL SUPPORT STAFF | | 2.00 | 102,440.00 |

Attachment: NSCS Salary Recommendations (2912 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|------------------------|---------------|-----------------------|
| <u>Faculty -- State Supported Positions</u> | | | |
| Citrin, Anthony K | Professor | 1.00 | 104,299.00 |
| Clopton, Richard E | Professor | 1.00 | 88,541.00 |
| Crook, Sara B | Professor | 1.00 | 86,274.00 |
| Goebel-Lundholm, Mary C | Professor | 1.00 | 84,875.00 |
| Grotrian, Sheri | Professor | 1.00 | 76,532.00 |
| Nevitt, James R | Professor | 1.00 | 78,053.00 |
| Ruskamp, Judith J | Professor | 1.00 | 76,532.00 |
| Ryan, Kyle C | Professor | 1.00 | 76,532.00 |
| Welsh, Dennis W | Professor | 1.00 | 82,076.00 |
| Sub-Total Professors | | 9.00 | 753,714.00 |
| Ahmad, Gul | Associate Professor | 1.00 | 73,942.00 |
| Bartlett, Jacob K | Associate Professor | 1.00 | 65,412.00 |
| Bittner, Gina L | Associate Professor | 1.00 | 66,740.00 |
| Galardi, Gregory M | Associate Professor | 1.00 | 77,598.00 |
| Gardner, Kelli A | Associate Professor | 1.00 | 65,150.00 |
| Hill, Matthew P | Associate Professor | 1.00 | 65,149.00 |
| Ingram, Robert L | Associate Professor | 1.00 | 68,956.00 |
| Kingsley, Kelly A | Associate Professor | 1.00 | 71,070.00 |
| Lynott III, Francis J | Associate Professor | 1.00 | 66,386.00 |
| McCauley, Laura J | Associate Professor | 1.00 | 65,149.00 |
| Nehls, Kathleen A | Associate Professor | 1.00 | 65,149.00 |
| Post, Felicity M | Associate Professor | 1.00 | 64,849.00 |
| Seay, Darolyn D | Associate Professor | 1.00 | 65,149.00 |
| Walsh, Shana M | Associate Professor | 1.00 | 64,849.00 |
| Sub-Total Associate Professors | | 14.00 | 945,548.00 |
| Curtis, Kenneth A | Assistant Professor | 1.00 | 64,821.00 |
| Folske Starlin, Helane M | Assistant Professor | 1.00 | 62,691.00 |
| Hicks, Charles E | Assistant Professor | 1.00 | 60,120.00 |
| Khatri, Ananta | Assistant Professor | 1.00 | 60,639.00 |
| Killebrew, Zachary J | Assistant Professor | 1.00 | 54,570.00 |
| Klicka, Lukas B | Assistant Professor | 1.00 | 56,610.00 |
| Lippman, Laura J | Assistant Professor | 1.00 | 60,722.00 |
| Moore, Susan A | Assistant Professor | 1.00 | 57,962.00 |
| Netzer, Nathan L | Assistant Professor | 1.00 | 58,737.00 |
| Nies, Kristi | Assistant Professor | 1.00 | 62,523.00 |
| VACANT | Assistant Professor | 1.00 | 55,835.00 |
| VACANT | Assistant Professor | 1.00 | 55,835.00 |
| VACANT | Assistant Professor | 1.00 | 55,835.00 |
| Ocal, Turkan | Assistant Professor | 1.00 | 60,639.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---------------------------------------|------------------------|---------------|-----------------------|
| Phillips, Jason C | Assistant Professor | 1.00 | 56,980.00 |
| Roach, Joshua J | Assistant Professor | 1.00 | 61,710.00 |
| Vogt, Spencer R | Assistant Professor | 1.00 | 64,544.00 |
| Westerlin, Sara A | Assistant Professor | 1.00 | 64,250.00 |
| Woodworth, Jody D | Assistant Professor | 1.00 | 70,049.00 |
| Wright, Benjamin Jude | Assistant Professor | 1.00 | 60,120.00 |
| Sub-Total Assistant Professors | | 20.00 | 1,205,192.00 |
| Bartlett, Heidi Jo B | Instructor | 1.00 | 57,649.00 |
| Gleason, Matthew B | Instructor | 1.00 | 67,092.00 |
| Griffin, Kenneth B | Instructor | 1.00 | 72,304.00 |
| Hayes, Daniel F | Instructor | 1.00 | 60,320.00 |
| Huddle, Stephanie C | Instructor | 1.00 | 56,980.00 |
| Kathol, Maxwell R | Instructor | 1.00 | 56,797.00 |
| Myers, Kenneth L | Instructor | 1.00 | 61,492.00 |
| Parriott, Lisa L | Instructor | 1.00 | 58,493.00 |
| Tangen, Cassandra Kay | Instructor | 1.00 | 52,210.00 |
| Weitzenkamp, Cassandra J | Instructor | 1.00 | 63,249.00 |
| Sub-Total Instructors | | 10.00 | 606,586.00 |
| TOTAL FACULTY | | 53.00 | 3,511,040.00 |

Attachment: NSCS Salary Recommendations (2912 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|--|---------------|-----------------------|
| <u>NSCPA Professional Staff -- State Supported Positions</u> | | | |
| Barrett, Amy S | Project Coordinator | 1.00 | 38,598.00 |
| Beath, Lauren E | Financial Aid Specialist | 1.00 | 35,252.00 |
| Behrends, Kimberly H | Athletic Trainer | 1.00 | 41,081.00 |
| Blevins, Matthew J | IT Lead | 1.00 | 77,723.00 |
| Broxson, Ricky T | Assistant Coach | 1.00 | 36,921.00 |
| Clopton, Debra T | Laboratory Coordinator | 0.75 | 32,631.00 |
| Davis, Tracy R | Educational Support and Disability Coord | 1.00 | 46,615.00 |
| Dierking, Phyllis L | Financial Aid Specialist | 1.00 | 39,056.00 |
| Eberly, Jamie D | Licensed Student Counselor | 0.84 | 47,789.00 |
| Eickhoff, Ashleigh N | Senior Admissions Counselor | 1.00 | 41,815.00 |
| Fields, William L | Football Coordinator-Defensive | 1.00 | 45,819.00 |
| Garlobo, Gianfranco | Assistant Coach | 1.00 | 36,921.00 |
| Haveman, Debra | IT Analyst | 1.00 | 60,446.00 |
| Hicks, Skye B | Academic Advisor | 1.00 | 44,434.00 |
| Holmes, Stephanie D | Director-Field Experiences/Cert Officer | 1.00 | 57,106.00 |
| Hull, Brandi J | Digital Graphic Designer | 1.00 | 40,668.00 |
| Jensen, Samantha A | Distance Learning Coordinator | 1.00 | 35,365.00 |
| Karel, Curtis M | IT Analyst | 1.00 | 64,299.00 |
| Kincaid, James R | Financial Aid Specialist | 1.00 | 35,252.00 |
| Kindle, Reginald | Assistant Coach | 1.00 | 36,921.00 |
| Kohlleppel, Monica A | Project Coordinator | 1.00 | 38,444.00 |
| Koso, Maureen C | Admissions Counselor | 1.00 | 35,252.00 |
| Lickteig, Denise M | Assistant Director-Financial Aid | 1.00 | 46,920.00 |
| Lutz, Brenda G | Project Coordinator | 1.00 | 39,095.00 |
| McCormick, Tanner W | Football Coordinator - Offensive | 1.00 | 45,819.00 |
| Moore, Janell A | Licensed Student Counselor | 0.84 | 44,161.00 |
| VACANT | Director-Assessment and Accreditation | 1.00 | 82,410.00 |
| VACANT | Assessment and Accreditation Coordinator | 1.00 | 42,757.00 |
| VACANT | Assistant Registrar | 1.00 | 38,143.00 |
| VACANT | Project Coordinator | 1.00 | 37,526.00 |
| VACANT | IT Analyst | 1.00 | 59,467.00 |
| VACANT | IT Specialist | 1.00 | 53,564.00 |
| VACANT | Project Coordinator | 1.00 | 37,526.00 |
| VACANT | Admissions Counselor | 1.00 | 35,252.00 |
| VACANT | Assistant Coach | 1.00 | 36,921.00 |
| VACANT | Project Coordinator | 1.00 | 37,526.00 |
| VACANT | Instructional Technology and Design Spec | 1.00 | 56,497.00 |
| Peters, Madison N | Assistant Coach | 1.00 | 38,451.00 |
| Robertson, Jonathan R | Accountant | 1.00 | 42,840.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|---|---------------|-----------------------|
| Sheley, Vickie Lee | Athletic Trainer | 1.00 | 50,502.00 |
| Stinman, Elizabeth R | Accompanist | 0.84 | 34,115.00 |
| Tynon, Katherine A | IT Specialist | 1.00 | 63,897.00 |
| Victor, Jaymi M | IT Specialist | 1.00 | 53,565.00 |
| Volker, Emily J | Academic Advisor | 1.00 | 43,605.00 |
| VonBergen, Annette R | Project Coordinator | 1.00 | 37,526.00 |
| Wegener, Austin C | Senior Admissions Counselor | 1.00 | 38,352.00 |
| Williams, Susanne L | Retention Specialist | 1.00 | 46,615.00 |
| TOTAL | | 46.27 | 2,111,460.00 |
| <u>NSCPA -- Non-State Supported Positions (Revenue Bond)</u> | | | |
| VACANT | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Oestmann, Amy | Project Coordinator | 1.00 | 37,526.00 |
| Sanders, Loyd K | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| TOTAL | | 3.00 | 111,898.00 |
| <u>Professional Staff (Non-Union) -- State Supported Positions</u> | | | |
| Albury, Wayne K | Athletic Director | 1.00 | 94,095.00 |
| Beardslee, Eugene A | Chief Information Officer | 1.00 | 107,494.00 |
| Blobaum, Kevin M | Director of Distance Education | 1.00 | 74,479.00 |
| Borchers, Timothy A | Vice President Academic Affairs | 1.00 | 148,966.00 |
| Cade, Eulanda | Director Of Human Resources | 1.00 | 90,735.00 |
| Cammack, Cindy J | Director - Admission | 1.00 | 78,464.00 |
| Chism, Dwayne T | Dean | 1.00 | 111,000.00 |
| Clifton, Delyn B | Associate Chief Information Officer | 1.00 | 81,791.00 |
| Creehan, Casey M | Head Football Coach | 1.00 | 70,701.00 |
| Dorman, Jesse A | Vice President Enrollment Mgt & Std Aff | 1.00 | 121,824.00 |
| Dunekacke, Jari A | Assistant Director-Admissions | 1.00 | 47,457.00 |
| Ellis, Keith D | Director of Business Services | 1.00 | 58,140.00 |
| Felderman, Laurie A | Head Volleyball Coach | 1.00 | 52,993.00 |
| Harshbarger, Ted L | Associate Athletic Director | 1.00 | 73,134.00 |
| Hinrichs, Paul E | Dean | 1.00 | 115,737.00 |
| Hogue, Jason R | Director of Marketing & Communications | 1.00 | 76,190.00 |
| Holleran, Ian M | Head Women's Basketball Coach | 1.00 | 47,940.00 |
| Hutson, Crystal M | Director- Student Activities and Program | 0.77 | 38,435.00 |
| Ludwig, Robert C | Head Men's Basketball Coach | 1.00 | 53,297.00 |
| Mahan, Amber N | Dean | 1.00 | 110,160.00 |
| Meier, Veronica J | Director of the Library | 1.00 | 86,018.00 |
| Melvin, Brent | Head Athletic Trainer | 1.00 | 58,512.30 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|--|---------------|-----------------------|
| VACANT | Head Baseball Coach | 1.00 | 49,755.00 |
| Reeves, Darrin E | Director Of Facility Services | 1.00 | 78,413.00 |
| Rieken, Jennifer L | Assistant to the VPAF | 1.00 | 61,200.00 |
| Rinne, Heather R | Registrar | 1.00 | 61,200.00 |
| Rogers, Sarah E | Director Of Financial Aid | 1.00 | 76,322.00 |
| Seay, Gregory Wayne | Dean | 1.00 | 117,300.00 |
| Seidl, Angela Dene | Assistant Director-Human Resources | 1.00 | 46,920.00 |
| Thielen, Matthew C | Dean of Student Life | 0.33 | 29,322.00 |
| Thomason, James L | Head Softball Coach | 1.00 | 50,579.00 |
| White, Debbie A | Vice President Administration & Finance | 1.00 | 133,245.00 |
| Willey, Randall J | Comptroller | 1.00 | 96,264.00 |
| TOTAL | | 32.10 | 2,598,082.30 |
| Professional Staff (Non-Union) -- Non-State Supported Positions (Revenue Bond) | | | |
| Hutson, Crystal M | Director- Student Activities and Program | 0.23 | 11,147.00 |
| Moen, Cory A | Director of Residence Life | 1.00 | 47,940.00 |
| Thielen, Matthew C | Dean of Student Life | 0.67 | 59,533.00 |
| TOTAL | | 1.90 | 118,620.00 |
| TOTAL PROFESSIONAL | | 83.27 | 4,940,060.30 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|-------------------------------|---------------|-----------------------|
| <u>NAPE/Support Staff -- State Supported Positions</u> | | | |
| Abrahams, Susan K | Library Technician | 1.00 | 34,528.00 |
| Allen, Jesse C | Custodian | 1.00 | 24,960.00 |
| Baier, Robert L | Custodian | 1.00 | 24,960.00 |
| Bents, Jacob A | Maintenance Repair Worker III | 1.00 | 30,506.00 |
| Boden, Daniel M | Maintenance Repair Worker III | 1.00 | 41,899.00 |
| Boeve, Ashleigh J | Office Assistant III | 1.00 | 28,197.00 |
| Cole, Amanda C | Office Assistant IV | 1.00 | 37,900.00 |
| Connelly, Marshall F | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| Cubrich, Mary L | Custodian | 1.00 | 24,960.00 |
| Cummins, Dana | Custodial Leader | 0.75 | 29,915.00 |
| Gilbert, Trevor C | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| Haynes, William J | Maintenance Repair Worker II | 1.00 | 28,111.00 |
| Horstmann, Theresa M | Office Assistant II | 1.00 | 26,000.00 |
| Lawson, Tayha M | Office Assistant II | 1.00 | 26,000.00 |
| Mangnall, Richard W | Maintenance Repair Worker III | 1.00 | 38,852.00 |
| Mather, Laura M | Library Technician | 1.00 | 29,072.00 |
| McReynolds, Deonte D | Accounting Clerk III | 1.00 | 28,197.00 |
| VACANT | Office Assistant II | 1.00 | 26,000.00 |
| VACANT | Office Assistant II | 1.00 | 26,000.00 |
| VACANT | Maintenance Repair Worker IV | 1.00 | 34,951.00 |
| VACANT | Custodial Leader | 1.00 | 27,040.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| Riehle, Thomas L | Maintenance Repair Worker III | 1.00 | 30,292.00 |
| Rutledge, Cheyenne C | Accounting Clerk III | 1.00 | 28,197.00 |
| Stanton, Berkley D | Office Assistant II | 1.00 | 26,000.00 |
| Stovall, Dana J | Office Assistant IV | 1.00 | 37,116.00 |
| Trail, Brenda K | Office Assistant IV | 1.00 | 46,364.00 |
| Warren, Cody J | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| Whisler, Jackie R | Custodian | 1.00 | 31,394.00 |
| Winkelhake, Tracey | Accounting Clerk III | 1.00 | 36,607.00 |
| TOTAL | | 31.75 | 962,098.00 |
| <u>NAPE/Support Staff -- Non-State Supported Positions (Revenue Bond)</u> | | | |
| Ascheman, April D | Security Officer II | 1.00 | 34,549.00 |
| Buchholz, Heike J | Custodian | 1.00 | 24,960.00 |
| Cummins, Dana | Custodial Leader | 0.25 | 9,973.00 |
| Dowdy, David E | Maintenance Repair Worker III | 1.00 | 33,833.00 |
| Furnas, Kelly L | Custodian | 1.00 | 38,917.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|--------------------------------------|---------------|-----------------------|
| Heywood, Mark R | Security Officer II | 0.75 | 27,207.00 |
| Martin, Michael P | Security Officer II | 0.75 | 25,912.00 |
| VACANT | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| Villeneuve, Jeremiah J | Maintenance Repair Worker II | 1.00 | 29,948.00 |
| TOTAL | | 8.75 | 277,299.00 |
| <u>Support Staff (Non-Union) -- State Supported Positions</u> | | | |
| Bailey, Keith D | Assistant Director-Facility Services | 1.00 | 62,730.00 |
| Mincer, Amy L | Administrative Assistant | 1.00 | 49,976.00 |
| VACANT | Custodian | 0.50 | 12,480.00 |
| VACANT | Custodian | 0.50 | 12,480.00 |
| TOTAL | | 3.00 | 137,666.00 |
| <u>Support Staff (Non-Union)-Non State Supported Positions (Revenue Bond)</u> | | | |
| VACANT | Custodian | 0.50 | 12,480.00 |
| Robertson, Timothy D | Security Supervisor | 1.00 | 49,156.00 |
| TOTAL | | 1.50 | 61,636.00 |
| TOTAL SUPPORT STAFF | | 45.00 | 1,438,699.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

Peru State College

| Employee Name | Rank or Position Title | 2021-22 FTE | 2021-22 Base Salary |
|---|----------------------------------|-------------|---------------------|
| <u>Faculty -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| VACANT | Assistant Professor | 1.00 | 55,835.00 |
| | Subtotal | 1.00 | 55,835.00 |
| <u>NSCPA - Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Groff, Peggy | Student Intervention Coordinator | 0.84 | 45,578.00 |
| Platt, Michael | Student Intervention Coordinator | 1.00 | 42,702.00 |
| Sherman, Shawn | Workforce Liaison | 1.00 | 54,241.00 |
| VACANT | Student Intervention Coordinator | 0.89 | 35,781.00 |
| | Subtotal | 3.73 | 178,302.04 |
| <u>Professional Staff Non-Union - Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Jones, Vicky | TRIO Program Director | 1.00 | 67,812.00 |
| | Subtotal | 1.00 | 67,812.00 |
| | Total Federal Positions | 5.73 | 301,949.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|------------------------|---------------|-----------------------|
| <u>Faculty -- State Supported Positions</u> | | | |
| Agoumba, Darius | Professor | 1.00 | 76,532.00 |
| Arneson, Patricia M | Professor | 1.00 | 104,594.00 |
| Barnes, Johanna S | Professor | 1.00 | 76,532.00 |
| Bertolas, Randy J | Professor | 1.00 | 84,626.00 |
| Blankenau, Martin J | Professor | 1.00 | 81,200.00 |
| Bohnert, David A | Professor | 1.00 | 78,441.00 |
| Bondhus, Joann E | Professor | 1.00 | 110,304.00 |
| Brufat, Alan | Professor | 1.00 | 97,356.00 |
| Butler, Katherine M | Professor | 1.00 | 125,622.00 |
| Cacheiro, Adolfo J | Professor | 1.00 | 78,441.00 |
| Christensen, Douglas P | Professor | 1.00 | 80,420.00 |
| Conley, Donovan S | Professor | 1.00 | 101,243.00 |
| Cupp, Rodney | Professor | 1.00 | 76,532.00 |
| Curnyn, Molly | Professor | 1.00 | 76,532.00 |
| Davis, Adam N | Professor | 1.00 | 76,532.00 |
| Dendinger, Laura L | Professor | 1.00 | 83,629.00 |
| Engebretsen, Barbara J | Professor | 1.00 | 81,223.00 |
| Ettel, Mary L | Professor | 1.00 | 88,712.00 |
| Fox, Kristi R | Professor | 1.00 | 76,532.00 |
| Garden, Randa S | Professor | 1.00 | 76,532.00 |
| Garvin, Sharon K | Professor | 1.00 | 81,320.00 |
| Garvin, Timothy P | Professor | 1.00 | 92,812.00 |
| Geisert, Cameron M | Professor | 1.00 | 76,532.00 |
| Hammer, Mark F | Professor | 1.00 | 82,784.00 |
| Harms, Sally R | Professor | 1.00 | 78,833.00 |
| Hickey, Donald R | Professor | 1.00 | 110,304.00 |
| Hill, Kevin | Professor | 1.00 | 111,903.00 |
| Irlmeier, Joni L | Professor | 1.00 | 76,532.00 |
| Karr, Paul A | Professor | 1.00 | 85,440.00 |
| Karsky, Jason L | Professor | 1.00 | 79,598.00 |
| Kolbeck, Karl F | Professor | 1.00 | 76,531.00 |
| Langdon, Jennifer | Professor | 1.00 | 76,532.00 |
| Langlie-Willers, Pamela | Professor | 1.00 | 76,532.00 |
| Lawrence, Gloria J | Professor | 1.00 | 92,471.00 |
| Lutt, Patricia L | Professor | 1.00 | 83,161.00 |
| Maas, Chad | Professor | 1.00 | 76,532.00 |
| Miller, Daniel J | Professor | 1.00 | 83,136.00 |
| Nelson, Jeryl L | Professor | 1.00 | 90,486.00 |
| Newcomb, Lori A | Professor | 1.00 | 76,532.00 |
| Nicholson, Lori | Professor | 1.00 | 76,532.00 |
| Parker, Charles J | Professor | 1.00 | 86,564.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|-----------------------------|------------------------|---------------|-----------------------|
| Pearcy, Shawn D | Professor | 1.00 | 80,383.00 |
| Peitz, David J | Professor | 1.00 | 81,991.00 |
| Piersanti, Joshua R | Professor | 1.00 | 76,531.00 |
| Ras, Gerard Jm | Professor | 1.00 | 81,867.00 |
| Rawlings, Lesli M | Professor | 1.00 | 76,532.00 |
| Snowden, Monica A | Professor | 1.00 | 80,420.00 |
| Weixelman, Joseph | Professor | 1.00 | 76,532.00 |
| Whitt, Deborah L | Professor | 1.00 | 90,229.00 |
| Young, Todd S | Professor | 1.00 | 80,420.00 |
| Sub-Total Professors | | 50.00 | 4,227,507.00 |
| Albracht, Carolyn A | Associate Professor | 1.00 | 65,149.00 |
| Aleman, Lidice | Associate Professor | 1.00 | 65,149.00 |
| Allen, Jeffrey C | Associate Professor | 1.00 | 75,440.00 |
| Armstrong, Matthew A | Associate Professor | 1.00 | 65,149.00 |
| Begley, Brian P | Associate Professor | 1.00 | 65,149.00 |
| Calkin, Joshua | Associate Professor | 1.00 | 65,149.00 |
| Christensen, Chad M | Associate Professor | 1.00 | 65,149.00 |
| Colvard, Robert E | Associate Professor | 1.00 | 65,149.00 |
| Doctorman, Lindsey J | Associate Professor | 1.00 | 68,324.00 |
| Elliott, Mary R | Associate Professor | 1.00 | 68,400.00 |
| Erwin, Carol J | Associate Professor | 1.00 | 65,149.00 |
| Farr, Sarah K | Associate Professor | 1.00 | 65,149.00 |
| Fox, Francine M | Associate Professor | 1.00 | 63,240.00 |
| Fox, Phillip D | Associate Professor | 1.00 | 65,149.00 |
| Haakenson, Matthew A | Associate Professor | 1.00 | 65,149.00 |
| Hanson, Brian R | Associate Professor | 1.00 | 65,149.00 |
| Haslit, Andrew J | Associate Professor | 1.00 | 65,149.00 |
| Kuchta, Mary J | Associate Professor | 1.00 | 65,149.00 |
| Kufner, Brian E | Associate Professor | 1.00 | 67,729.00 |
| Lemmon, Sarah E | Associate Professor | 1.00 | 65,149.00 |
| Lueders, Allyn M | Associate Professor | 1.00 | 65,149.00 |
| Marcellus, Stephanie A | Associate Professor | 1.00 | 65,149.00 |
| Miller-Niles, Angela M | Associate Professor | 1.00 | 65,149.00 |
| Mitchell, Alexander J | Associate Professor | 1.00 | 65,149.00 |
| Morales, Teresa F | Associate Professor | 1.00 | 65,149.00 |
| Peekenschneider, Danielle N | Associate Professor | 1.00 | 65,149.00 |
| Price, Jason R | Associate Professor | 1.00 | 60,639.00 |
| Walsh, Sara J | Associate Professor | 1.00 | 65,149.00 |
| Wanek, Lisa M | Associate Professor | 1.00 | 65,149.00 |
| Weixelman, Chris Tee | Associate Professor | 1.00 | 65,149.00 |
| Zavada, Maria R | Associate Professor | 1.00 | 65,149.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---------------------------------------|------------------------|---------------|-----------------------|
| Sub-Total Associate Professors | | 31.00 | 2,032,497.00 |
| Ahern, Sean X | Assistant Professor | 1.00 | 54,500.00 |
| Boughn, Alison M | Assistant Professor | 1.00 | 54,166.00 |
| Browning, Thomas D | Assistant Professor | 1.00 | 55,473.00 |
| Kolterman, Trisha G | Assistant Professor | 1.00 | 59,825.00 |
| Kunz, Rachel E | Assistant Professor | 1.00 | 55,412.00 |
| Legler, Christian E | Assistant Professor | 1.00 | 55,473.00 |
| McLaughlin, Lindsay A | Assistant Professor | 1.00 | 64,299.00 |
| Mutehart, Michael S | Assistant Professor | 1.00 | 51,106.00 |
| Nelsen, Kristina M | Assistant Professor | 1.00 | 52,020.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 53,000.00 |
| VACANT | Assistant Professor | 1.00 | 60,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| VACANT | Assistant Professor | 1.00 | 54,000.00 |
| Peterson, Jeff R | Assistant Professor | 1.00 | 61,200.00 |
| Ruth, Rusty W | Assistant Professor | 1.00 | 52,275.00 |
| Scott, Suzanne L | Assistant Professor | 1.00 | 55,000.00 |
| Scruggs, Leigh A | Assistant Professor | 1.00 | 57,503.00 |
| Shelton, Jeffrey S | Assistant Professor | 1.00 | 54,264.00 |
| Sieh, Michael J | Assistant Professor | 1.00 | 63,750.00 |
| Simmons, Midge M | Assistant Professor | 1.00 | 59,160.00 |
| Uhing, Robert H | Assistant Professor | 1.00 | 59,825.00 |
| Vander Weil, Gregory P | Assistant Professor | 1.00 | 75,319.00 |
| Viall, Elizabeth K | Assistant Professor | 1.00 | 57,630.00 |
| Vilkas, Benjamin J | Assistant Professor | 1.00 | 55,726.00 |
| White, Michael G | Assistant Professor | 1.00 | 54,366.00 |
| Wormington, Jillian D | Assistant Professor | 1.00 | 57,503.00 |
| Sub-Total Assistant Professors | | 33.00 | 1,864,795.00 |
| DeBoer, Buffany D | Instructor | 1.00 | 50,239.00 |
| Dorcey, Jean M | Instructor | 1.00 | 48,960.00 |
| Fisher, Jeffrey G | Instructor | 1.00 | 62,730.00 |
| Hix, David P | Instructor | 1.00 | 54,385.00 |
| Johnson, Deborah L | Instructor | 1.00 | 60,722.00 |
| Lindsay, Alan C | Instructor | 1.00 | 66,912.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|------------------------------|------------------------|---------------|-----------------------|
| Listerfelt, Nicole J | Instructor | 1.00 | 48,960.00 |
| McCawley, Paul F | Instructor | 1.00 | 46,081.00 |
| Meyer, Jeffrey Reed | Instructor | 1.00 | 63,279.00 |
| Mitchell, Daniel S | Instructor | 1.00 | 66,912.00 |
| Streff, Tobin M | Instructor | 1.00 | 57,630.00 |
| Sub-Total Instructors | | 11.00 | 626,810.00 |
| Fritz, David L | Lecturer | 1.00 | 52,275.00 |
| Sub-Total Lecturers | | 1.00 | 52,275.00 |
| | TOTAL FACULTY | 126.00 | 8,803,884.00 |

Attachment: NSCS Salary Recommendations (2912 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|--|---------------|-----------------------|
| <u>NSCPA Professional Staff -- State Supported Positions</u> | | | |
| Afrank, Ciera P | Licensed Student Counselor | 0.90 | 43,215.00 |
| Armstrong, Shelly M | Accompanist | 1.00 | 42,517.00 |
| Backer, Jacqueline A | Project Coordinator | 1.00 | 46,902.00 |
| Bargholz, Darin | IT Specialist | 1.00 | 53,565.00 |
| Baron, Mark A | Assistant to the Dean | 1.00 | 58,562.00 |
| Bird, Kathleen L | Nurse | 0.88 | 48,946.00 |
| Brandow, Jennifer D | Assistant to the Dean | 1.00 | 49,290.00 |
| Broberg, Amanda R | Graphic Designer | 1.00 | 48,960.00 |
| Brown, Stephen R | Assessment Accreditation Coordinator | 1.00 | 51,000.00 |
| Calhoun, Leslie A | Assistant Director-Financial Aid | 1.00 | 48,960.00 |
| Canham, Jennifer K | Campus Visits Coordinator | 1.00 | 43,911.00 |
| Christian, Kirk D | IT Analyst | 1.00 | 59,467.00 |
| Denklau, Susan K | Accountant | 1.00 | 47,034.00 |
| DePew, Kimberly M | Assistant Coach | 1.00 | 53,098.00 |
| Derechailo, Melissa | Theatre Technician | 0.88 | 48,909.00 |
| Elfers, Edmund B | Director-Teaching & Learning | 1.00 | 95,908.00 |
| Fehringer, Carly S | Assistant Coach | 1.00 | 41,536.00 |
| Ferry, Joshua B | Academic Advisor | 1.00 | 43,860.00 |
| Finke, Alyssa O | Athletic Trainer | 1.00 | 41,081.00 |
| Griffith, Quincy B | Assistant Coach | 1.00 | 36,921.00 |
| Grosz, Michael T | Director-Sports Information | 1.00 | 51,765.00 |
| Gubbels, Amanda E | Senior Admissions Counselor | 1.00 | 38,453.00 |
| Halsey, Jayne E | Licensed Student Counselor | 0.90 | 54,889.00 |
| Hanson, Pamela Fay | Graphic Designer | 1.00 | 47,760.00 |
| Hart, Britney | Financial Aid Specialist | 1.00 | 42,840.00 |
| Hartnett, Daniel P | Assistant Director-Admissions | 1.00 | 43,971.00 |
| Henriksen, Emily M | Academic Advisor | 1.00 | 43,860.00 |
| Hernandez, Edi | Int'l & Multicultural Programs Coord | 1.00 | 47,048.00 |
| Hirschman, Dawn R | Assistant to the Dean | 1.00 | 58,365.00 |
| Hix, Karla | Assistant Registrar | 1.00 | 53,582.00 |
| Hjorth, Jacob C | Senior Admissions Counselor | 1.00 | 39,383.00 |
| Holdsworth, Tara M | Educational Support and Disability Coord | 1.00 | 47,048.00 |
| Johnson, Jennifer L | IT Specialist | 1.00 | 55,065.00 |
| Jueden, Abigail H | Project Coordinator | 1.00 | 38,760.00 |
| Kaufner, Bradley Q | Athletic Trainer | 1.00 | 41,081.00 |
| Keating, Morgan A | Financial Aid Specialist | 1.00 | 35,700.00 |
| Kemnitz, Jeni K | Athletic Business Manager | 1.00 | 55,726.00 |
| Knight, Valerie R | Librarian-Reference | 1.00 | 54,627.00 |
| Kucera, Loren L | Director-NBDC | 0.09 | 6,968.00 |
| Kunz, Zachary T | IT Specialist | 1.00 | 53,565.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---------------------------|--------------------------------------|---------------|-----------------------|
| Lemke, Max A | IT Specialist | 1.00 | 53,565.00 |
| Levinson, Pamela D | Student Activities Coordinator | 1.00 | 40,310.00 |
| Loftis, Charissa A | Librarian-Reference | 1.00 | 56,069.00 |
| Loggins, Melanie J | Academic Advisor | 1.00 | 43,860.00 |
| Masters, Logan M | Football Coordinator Offensive | 1.00 | 57,274.00 |
| McAllister, Denise L | Senior Admissions Counselor | 1.00 | 39,383.00 |
| McLaughlin, Scott Joseph | Football Coordinator Defensive | 1.00 | 57,274.00 |
| McNaughton, Christopher L | Assistant Coach | 1.00 | 46,151.00 |
| Muir, Trudy I | Graphic Designer | 1.00 | 56,150.00 |
| Nelson, Kristi L | Marketing Coordinator | 1.00 | 57,410.00 |
| Nelson, Lisa L | Director-Service Learning | 1.00 | 47,775.00 |
| VACANT | Coordinator of Conferencing | 0.86 | 33,916.00 |
| VACANT | Assistant Director-Admissions | 1.00 | 40,800.00 |
| VACANT | Extended Campus Program Coordinator | 1.00 | 44,050.00 |
| VACANT | IT Analyst | 1.00 | 59,467.00 |
| VACANT | Assistant to the Dean | 1.00 | 46,850.00 |
| VACANT | Head Strength & Conditioning Coach | 1.00 | 44,484.00 |
| O'Connor, Kacie E | Assistant Coach | 1.00 | 36,921.00 |
| Ohlrich, Angela | Accountant | 1.00 | 44,508.00 |
| Oliver, Kristina K | Assistant Coach | 1.00 | 40,772.00 |
| Otte Pick, Karla K | Project Coordinator | 0.50 | 19,033.00 |
| Parsley, Morgan R | Senior Admissions Counselor | 1.00 | 39,383.00 |
| Pierce, James P | IT Technician | 1.00 | 42,894.00 |
| Piper, Jeffrey A | Digital Graphic Designer | 1.00 | 55,337.00 |
| Piper, Jessica M | Internship Coordinator | 1.00 | 47,976.00 |
| Putnam, Jenny D | Instructional Resources Coordinator | 1.00 | 44,094.00 |
| Quance, Marilyn S | Librarian-Technical Services | 1.00 | 69,505.00 |
| Reinhardt, Heather M | Career Services Specialist | 1.00 | 53,974.00 |
| Reynolds, Lisa C | Project Coordinator | 1.00 | 46,907.00 |
| Risinger, Korriane L | Financial Aid Specialist | 1.00 | 39,780.00 |
| Risinger, Matthew J | IT Analyst | 1.00 | 59,467.00 |
| Rusch, Amanda S | IT Analyst | 1.00 | 59,467.00 |
| Schlichter, Marcus | Librarian-Acquisitions and Archivist | 1.00 | 73,125.00 |
| Smith II, Brian K | Assistant Coach | 1.00 | 43,860.00 |
| Smith, Chad C | IT Lead | 1.00 | 79,223.00 |
| Smith, Ruth E | Construction Project Coordinator | 1.00 | 58,439.00 |
| Stover, Nathan L | Assistant Coach | 1.00 | 46,149.00 |
| Vaughn, Tyler J | Assistant Coach | 1.00 | 39,270.00 |
| Vinchattle, Brittany D | Academic Advisor | 1.00 | 45,390.00 |
| Voborny, Madison J | IT Specialist | 1.00 | 53,565.00 |
| Waggoner, Tabetha E | Licensed Student Counselor | 0.90 | 44,434.00 |
| Winstead, Wendy J | Project Coordinator | 1.00 | 41,793.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|--|---------------|-----------------------|
| Zamzow, Lora M | Manager-Payroll | 1.00 | 49,497.00 |
| TOTAL | | 80.90 | 4,013,649.00 |
| <u>NSCPA -- Non-State Supported Positions (Revenue Bond)</u> | | | |
| Bacon, Tyler A | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Coleman, Spe'shall J | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Lechtenberg, Timothy J | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| VACANT | Coordinator of Conferencing | 0.14 | 5,521.00 |
| VACANT | Assistant Director-Residence Life | 1.00 | 37,186.00 |
| Osnes, Thomas R | Assistant Director-Residence Life | 1.00 | 51,265.00 |
| Otte Pick, Karla K | Project Coordinator | 0.50 | 19,032.00 |
| Parker, Brett R | IT Analyst | 1.00 | 59,467.00 |
| Pitkin, Chad | Manager-Sport & Recreation | 1.00 | 52,993.00 |
| Schwarte, John M | Campus Recreation Coordinator | 1.00 | 41,793.00 |
| Wynia, Jeremy A | IT Analyst | 1.00 | 59,467.00 |
| TOTAL | | 9.64 | 438,282.00 |
| <u>Professional Staff (Non-Union) -- State Supported Positions</u> | | | |
| Anderson, Janet L | Associate AD/Internal Affairs | 0.15 | 10,710.00 |
| Anderson, Janet L | Associate AD/Internal Affairs | 0.85 | 60,690.00 |
| Baldwin, Joseph | Head Women's Golf Coach | 1.00 | 47,048.00 |
| Bareman, Jason L | Director Career Services | 1.00 | 72,762.00 |
| Barry, Jeannette M | Director of Institutional Research | 1.00 | 77,520.00 |
| Barry, Michael J | Assoc Dir Athltcs/Dir Of Sprt & Rec Ctr | 0.25 | 21,943.00 |
| Brink, Marlon D | Head Cross Country, Track & Field Coach | 1.00 | 65,029.00 |
| Collier, Jerry W | Director Of College Relations | 1.00 | 96,923.00 |
| DeBoer, Mitchell | Assoc Vice Pres Administration & Finance | 1.00 | 91,500.00 |
| Dorcey McIntosh, Alicia K | Director Student Health and Counseling | 1.00 | 74,350.00 |
| Douglas, Carl C | Vice President for Student Affairs | 1.00 | 129,642.00 |
| Dunning, John B | Vice President Information Technology | 1.00 | 130,525.00 |
| Eckmann, Brandon A | Director of Infrastructure & Enterprise | 1.00 | 90,959.00 |
| Elliott, Steven T | Vice President Academic Affairs | 1.00 | 169,684.00 |
| Fredrickson, Angela S | Vice President Administration & Finance | 1.00 | 141,913.00 |
| Furlich, Amanda | Human Resources Coordinator | 1.00 | 46,056.00 |
| Gade, Amy J | Associate Director-Admissions | 1.00 | 61,233.00 |
| Goeden, Henry J | Assistant Director-Admissions | 1.00 | 49,440.00 |
| Graber, David R | Director, Library | 1.00 | 86,484.00 |
| Gubbels, James R | Asst Director of Energy & Utilities | 1.00 | 77,158.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|----------------------------|--|---------------|-----------------------|
| Guzman, Veronica V | Assistant Director-Admissions | 1.00 | 51,000.00 |
| Halle, Kevin E | Director, Admissions | 1.00 | 90,774.00 |
| Hester, Emily R | Head Women's Soccer Coach | 1.00 | 58,140.00 |
| Janke, Kathy K | Assistant Director-Admissions | 1.00 | 44,923.00 |
| Jech, Brook Anne | Director of Education & Cnslng Services | 1.00 | 62,730.00 |
| Kaminsky, Jeffrey D | Head Men's Basketball Coach | 0.96 | 97,315.00 |
| Keibler, Michael S | Exec Dir of Coop Educ & Indstry Liaison | 1.00 | 76,500.00 |
| Kneifl, Scott D | Head Volleyball & Beach Volleyball Coach | 1.00 | 95,224.00 |
| Koch, Alex | Head Baseball Coach | 1.00 | 53,877.00 |
| Legler, Kelly M | Director of Student Accounts | 1.00 | 65,745.00 |
| Loggins, Ronald E | Dean | 0.75 | 99,450.00 |
| Loggins, Ronald E | Dean | 0.25 | 33,150.00 |
| Manson, Shelli A | Head Softball Coach | 1.00 | 57,135.00 |
| McCarthy, Anne E | Associate VP for Academic Affairs | 1.00 | 96,900.00 |
| McClain, Kevin S | Director Stdnt Diversity and Inclusion | 1.00 | 61,200.00 |
| McMahan, David M | Dean of Students | 1.00 | 79,403.00 |
| McMenamin, John J | Head Football Coach | 1.00 | 122,847.00 |
| Meyer, Barbara J | Budget Director | 1.00 | 90,000.00 |
| Morris, Muffin | Head Athletic Trainer | 1.00 | 55,627.00 |
| Muir, Nicholas S | Associate Chief Information Officer | 1.00 | 96,186.00 |
| Nelsen, Kyle R | Director Facility Services | 1.00 | 95,683.00 |
| Nelson, Jeremy | Director of Info Sys & Application Svcs | 1.00 | 90,959.00 |
| VACANT | Director Student Act & Title IX Coord | 0.15 | 8,250.00 |
| VACANT | Associate Director-Financial Aid | 1.00 | 55,000.00 |
| Pollari, Brent J | Head Women's Basketball Coach | 0.96 | 89,193.00 |
| Power, Anne L | Dean | 0.75 | 99,450.00 |
| Power, Anne L | Dean | 0.25 | 33,150.00 |
| Powicki, Michael M | Athletic Director | 1.00 | 131,950.00 |
| Rasmussen, Jeremy J | Comptroller | 1.00 | 92,456.00 |
| Reed, Tiffany A | Director Financial Aid | 1.00 | 83,130.00 |
| Scherer Connealy, Judith M | Director of Continuing Ed & Outreach | 1.00 | 82,803.00 |
| Shudak, Nicholas J | Dean | 0.75 | 99,450.00 |
| Shudak, Nicholas J | Dean | 0.25 | 33,150.00 |
| Swan, Evan D | Librarian-Circulation | 1.00 | 48,982.00 |
| Taoka, Yasuko | Dean | 0.75 | 99,450.00 |
| Taoka, Yasuko | Dean | 0.25 | 33,150.00 |
| Timmerman, Candace K | Director Human Resources | 1.00 | 90,000.00 |
| Vinchattle, John R | Asst to the VP for Academic Affairs | 1.00 | 91,089.00 |
| Wenig, Kelly S | Director Learning Center | 1.00 | 69,360.00 |
| Wilson, Rebeka D | Registrar | 1.00 | 81,579.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|--|---------------|-----------------------|
| TOTAL | | 53.32 | 4,597,929.00 |
| <u>Professional Staff (Non-Union) -- Non-State Supported Positions (Revenue Bond)</u> | | | |
| Barry, Michael J | Assoc Dir Athltcs/Dir Of Sprt & Rec Ctr | 0.75 | 65,829.00 |
| VACANT | Director Student Act & Title IX Coord | 0.85 | 46,750.00 |
| Rizzo, Peter J | Director of Residence Life | 1.00 | 60,117.00 |
| Wibben, Daniel R | Assistant Director of Campus Maintenance | 1.00 | 64,299.00 |
| Young, Kaye L | Director of Accounting | 1.00 | 65,707.00 |
| TOTAL | | 4.60 | 302,702.00 |
| TOTAL PROFESSIONAL | | 148.46 | 9,352,562.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|---|-------------------------------|---------------|-----------------------|
| <u>NAPE/Support Staff -- State Supported Positions</u> | | | |
| Agler, Leah | Office Assistant II | 1.00 | 33,197.00 |
| Albrecht, Amy R | Office Assistant III | 1.00 | 33,317.00 |
| Bathke, Cristy J | Accounting Clerk II | 1.00 | 26,472.00 |
| Belt, Randy L | Maintenance Repair Worker III | 1.00 | 36,271.00 |
| Benshoof, Karlene J | Office Assistant II | 1.00 | 29,640.00 |
| Bijlsma, Karyn D | Office Assistant II | 1.00 | 33,197.00 |
| Burke, Kathy J | Office Assistant II | 1.00 | 29,640.00 |
| Chase, Debra E | Office Assistant II | 1.00 | 40,539.00 |
| Craig, Patrick | Maintenance Repair Worker I | 1.00 | 27,960.00 |
| Ellis, Jill M | Accounting Clerk III | 1.00 | 33,553.00 |
| Foote, Tyler C | Maintenance Repair Worker IV | 0.50 | 19,950.00 |
| Frerichs, Theresa G | Facility Operations Assistant | 1.00 | 32,187.00 |
| Frideres, Austin K | Security Officer II | 0.45 | 14,467.00 |
| Goedhart, Marisa A | Library Technician | 1.00 | 29,402.00 |
| Gustafson, Carol A | Custodial Leader | 1.00 | 34,528.00 |
| Heiser, Kasey M | Office Assistant II | 0.88 | 28,198.00 |
| Holloway, Racquel J | Custodian | 1.00 | 29,139.00 |
| Jasa, Donna M | Custodian | 1.00 | 24,960.00 |
| Jensen, Lesa R | Office Assistant III | 1.00 | 47,654.00 |
| Kastrup, Tama | Office Assistant II | 1.00 | 40,770.00 |
| Kathol, Holly J | Office Assistant II | 1.00 | 27,862.00 |
| Korth, Debra J | Office Assistant II | 1.00 | 41,372.00 |
| Kotalik, Mercedes L | Office Assistant II | 1.00 | 27,862.00 |
| Kramer, Katie E | Maintenance Repair Worker III | 1.00 | 35,895.00 |
| Kruger, Anna M | Office Assistant II | 1.00 | 26,000.00 |
| Longe, Alvin J | Electrician | 1.00 | 39,704.00 |
| Lubberstedt, Theresa J | Custodian | 1.00 | 31,394.00 |
| Mecseji, Karen A | Office Assistant III | 1.00 | 40,122.00 |
| Meier, Tammy J | Office Assistant III | 1.00 | 47,654.00 |
| Milligan, Kathryn E | Custodian | 1.00 | 25,183.00 |
| Monahan, Pamela R | Accounting Clerk III | 1.00 | 44,134.00 |
| Moore, Christopher L | Office Assistant III | 1.00 | 28,995.00 |
| Mosley, Greg K | Maintenance Repair Worker III | 1.00 | 50,731.00 |
| Mostek, Denise M | Office Assistant IV | 1.00 | 50,955.00 |
| Myers, Roger M | Maintenance Repair Worker II | 1.00 | 29,913.00 |
| Nelson, Roxanne | Custodian | 1.00 | 31,394.00 |
| Nordhues, Cortney M | Office Assistant II | 1.00 | 29,918.00 |
| VACANT | Office Assistant II | 1.00 | 26,000.00 |
| VACANT | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| VACANT | Maintenance Repair Worker III | 1.00 | 30,292.00 |
| VACANT | Maintenance Repair Worker III | 1.00 | 30,292.00 |

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|----------------------|-------------------------------|---------------|-----------------------|
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Maintenance Repair Worker II | 1.00 | 27,040.00 |
| O'Brien, Jane M | Office Assistant II | 1.00 | 28,540.00 |
| Peatrowsky, Skyler B | Office Assistant III | 1.00 | 28,995.00 |
| Pedersen, Kathleen M | Office Assistant II | 1.00 | 31,255.00 |
| Penn, Suzanne L | Office Assistant II | 1.00 | 40,539.00 |
| Peterson, Ricky J | Maintenance Repair Worker III | 1.00 | 43,131.00 |
| Reinke, Shannon L | Office Assistant II | 1.00 | 27,822.00 |
| Reklaitis, Joe | Custodian | 1.00 | 34,905.00 |
| Ritze, David H | Maintenance Repair Worker II | 1.00 | 42,162.00 |
| Ritze, Randy G | Maintenance Repair Worker III | 1.00 | 50,731.00 |
| Ruskamp, Bernie J | Maintenance Repair Worker IV | 1.00 | 53,636.00 |
| Schlins, Corey AJ | Maintenance Repair Worker III | 1.00 | 31,573.00 |
| Schmitz, Thomas R | Broadcast Engineer | 1.00 | 58,624.00 |
| Schram, Jonathon D | Maintenance Repair Worker IV | 1.00 | 39,899.00 |
| Sebade, Rhonda S | Office Assistant III | 1.00 | 47,223.00 |
| Sharer, Michael W | Custodian | 1.00 | 24,960.00 |
| Sherman, Stacie | Custodian | 1.00 | 33,963.00 |
| Smith, Shawn M | Office Assistant II | 1.00 | 26,460.00 |
| Spahr, Connie S | Accounting Clerk III | 1.00 | 44,134.00 |
| Steffen, Angela M | Office Assistant III | 1.00 | 44,134.00 |
| Thompson, Patricia K | Library Technician | 1.00 | 43,495.00 |
| Vahlkamp, Eric C | Electrician Master | 1.00 | 53,541.00 |
| Zamzow, Hayley M | Library Technician | 1.00 | 27,040.00 |
| Ziska, Brandon K | Security Officer II | 1.00 | 43,131.00 |
| TOTAL | | 69.83 | 2,424,446.00 |

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

| | | | |
|---------------------|-------------------------------|------|-----------|
| Bargstadt, Joshua R | Custodian | 1.00 | 24,960.00 |
| Beckman, Nicholas D | Custodian | 1.00 | 24,960.00 |
| Campbell, Terrill L | Maintenance Repair Worker III | 1.00 | 34,549.00 |
| Daniels, Lisa R | Custodian | 1.00 | 24,960.00 |
| Fassler, James K | Maintenance Repair Worker III | 1.00 | 34,549.00 |
| Foote, Tyler C | Maintenance Repair Worker IV | 0.50 | 19,949.00 |
| Frideres, Austin K | Security Officer II | 0.55 | 17,682.00 |
| Gunn, Marc R | Maintenance Repair Worker II | 1.00 | 28,424.00 |
| Haney, Kathy R | Custodian | 1.00 | 38,917.00 |

Attachment: NSCS Salary Recommendations (2912 : Acceptance of Employee Salary Recommendations

| Employee Name | Rank or Position Title | 2021-2022 FTE | 2021-2022 Base Salary |
|--|-------------------------------|---------------|-----------------------|
| Henderson, George W | Custodian | 1.00 | 24,960.00 |
| Humphrey, Norma J | Custodian | 1.00 | 27,957.00 |
| Janke, Michael S | Maintenance Repair Worker III | 1.00 | 34,549.00 |
| Lamoureux, Julie A | Custodian | 1.00 | 24,960.00 |
| Moody, Loretta K | Custodian | 1.00 | 24,960.00 |
| Mrsny, Jeffrey J | Custodian | 1.00 | 24,960.00 |
| Nelson, Duane S | Maintenance Repair Worker II | 1.00 | 41,015.00 |
| Neuhalfen, Kathy | Custodian | 1.00 | 31,394.00 |
| VACANT | Maintenance Repair Worker III | 1.00 | 30,292.00 |
| VACANT | Custodial Leader | 1.00 | 27,040.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| VACANT | Custodian | 1.00 | 24,960.00 |
| Rokes, John P | Security Officer II | 1.00 | 30,600.00 |
| Schmidt, Wendy A | Custodian | 1.00 | 38,366.00 |
| Sok, Kimberly S | Custodian | 1.00 | 24,960.00 |
| Webb, Jefferson L | Custodian | 1.00 | 24,960.00 |
| Weldon, Kevan V | Custodian | 1.00 | 31,394.00 |
| Wurdinger, Mark R | Maintenance Repair Worker III | 1.00 | 35,700.00 |
| TOTAL | | 28.05 | 826,857.00 |
| <u>Support Staff (Non-Union) -- State Supported Positions</u> | | | |
| Backer, Joni S | Administrative Assistant | 1.00 | 60,000.00 |
| Bathke, Lisa L | Office Assistant IV | 1.00 | 37,507.00 |
| Carroll, Dennis D | Maintenance Manager | 0.50 | 26,148.00 |
| Carroll, Dennis D | Maintenance Manager | 0.50 | 26,148.00 |
| Granquist, Megan R | Office Assistant II | 1.00 | 27,161.00 |
| Hauptmann, JoAnn M | Office Assistant III | 1.00 | 32,124.00 |
| Soden, Dustin | Facility Services Manager | 0.50 | 24,710.00 |
| TOTAL | | 5.50 | 233,798.00 |
| <u>Support Staff (Non-Union)-Non State Supported Positions (Revenue Bond)</u> | | | |
| Mrsny, Jason J | Campus Security Manager | 1.00 | 57,851.00 |
| Soden, Dustin | Facility Services Manager | 0.50 | 24,710.00 |
| TOTAL | | 1.50 | 82,561.00 |
| TOTAL SUPPORT STAFF | | 104.88 | 3,567,662.00 |

Attachment: NSCS Salary Recommendations (2012 : Acceptance of Employee Salary Recommendations

Wayne State College

| Employee Name | Rank or Position Title | 2021-22 FTE | 2021-22 Base Salary |
|--|----------------------------------|-------------|---------------------|
| <u>NSCPA -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Cantrell, Jodene | Learning Skills Specialist, TRiO | 0.80 | 38,894.00 |
| Kucera, Loren L | Director-NBDC | 0.91 | 70,450.00 |
| Woehler, Kara | Learning Skills Specialist, TRiO | 0.80 | 39,245.00 |
| VACANT | Learning Skills Specialist, TRiO | 0.80 | 34,884.00 |
| | Subtotal | 2.51 | 144,579.00 |
| <u>Professional Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| VACANT | Director TRiO | 1.00 | 58,000.00 |
| | Subtotal | 1.00 | 58,000.00 |
| <u>NAPE/Support Staff -- Non-State Supported Positions (Federal/Restricted)</u> | | | |
| Kuhlmeyer, Gloria | Office Assistant II, TRiO | 1.00 | 26,475.00 |
| | Subtotal | 1.00 | 26,475.00 |
| | Total Federal Positions | 4.51 | 229,054.00 |

ITEMS FOR CONSENT AGENDA

June 17, 2021

ACTION: **Approve Board Meeting Schedule for 2021-2022 (AP)**

2021-2022 Proposed Board Meeting Schedule (Five Meetings Per Year Plus a Retreat)

| | | |
|------------------|--|---|
| SEPTEMBER | BOARD OF TRUSTEES MEETING-CHADRON | September 9, 2021 Thursday |
| NOVEMBER | BOARD OF TRUSTEES MEETING-WAYNE | November 11, 2021 Thursday |
| JANUARY | BOARD OF TRUSTEES MEETING-LINCOLN | January 11, 2022 Tuesday |
| APRIL | BOARD OF TRUSTEES MEETING-PERU | April 21-22, 2022 Thursday-Friday |
| JUNE | BOARD OF TRUSTEES MEETING-LINCOLN | June 16, 2022 Thursday |
| JULY | BOARD OF TRUSTEES RETREAT-NEBRASKA CITY | July 28-29, 2022 Thursday-Friday |

The System Office recommends approval of the Board Meeting Schedule for 2021-2022 (AP).

ITEMS FOR CONSENT AGENDA

June 17, 2021

ACTION: **Approve Emeritus Status for Dr. Beth Wentworth (AP)**

Dr. Beth Wentworth, a faculty member from Chadron State College, who retired in May 2021, has been nominated for emeritus faculty status based upon the four (4) required criteria for granting emeritus status, as outlined below:

1. Minimum of 15 years of full-time employment is met through 16 years of teaching.
2. Earned full professor rank in 2015.
3. Evidence of exemplary performance in areas of teaching, scholarship/creative activities, and service is represented across the years of engagement with local public schools to provide authentic opportunities for math education candidates to develop their knowledge and skills. These experiences included after school tutoring programs and the collaboratively developed Math Family Fun Night, which supported youth in excelling in mathematics. She received the CSC Teaching Excellence Award three (3) times and was selected as the NSCS Teaching Excellence Award recipient in 2020.
4. Demonstrated leadership and collaboration through service and contribution beyond normal expectations is also reflected in the collaborative initiatives she established with local public schools. In addition, she spent countless hours providing support and tutoring for CSC students who struggled with passing the Praxis Core exam, which is required for admission to Teacher Education. She also engaged with individuals from the Nebraska Department of Education to address challenging issues for math education in the state.

Chancellor Turman and CSC President Rhine support Dr. Wentworth's nomination and recommend that emeritus faculty status be granted.

The System Office and Chadron State College recommend approval of the Emeritus Status for Dr. Beth Wentworth (AP).

ATTACHMENTS:

- CSC Beth Wentworth Emeritus Nomination Materials (PDF)



Emeritus Faculty Award

CHADRON STATE COLLEGE NOMINATION FORM

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

Nominee Information

Name Dr. Beth Wentworth
 Address 906 East 10th Street Chadron, NE 69337
 Telephone 701-793-5471

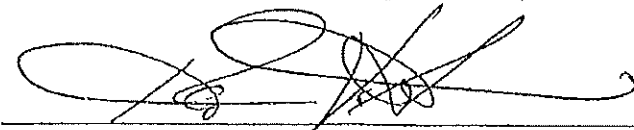
Nominee Criteria

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

Primary Nominator Information

Name Dr. Robert Stalk
 Title Professor of Mathematics
 Address 1200 Main Street Chadron, NE 69337
 Telephone 308-432-6056

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

 8/27/2020

WENTWORTH, B. R.
 906 E 10th Street
 Chadron, NE 69337
 Phone: 701-793-5471
 e-mail: bwentworth@csc.edu
wentworthbeth@msn.com

Academic Degrees

Doctor of Philosophy - Curriculum and Instruction, Mathematics Education
 University of Minnesota December 2009
 Institutional Endorsement - Secondary Principal Northern State University 2001
 MA Northern State University May 1998
 BS Minot State University-Elementary Education/7-12 Mathematics May 1972

Professional Experience

| | |
|---------------------|--|
| 2015-present | Professor of Mathematics Chadron State College Chadron, Nebraska |
| 2014-15, 2018, 2020 | Nominated for the Nebraska Teaching Excellence Award |
| 2012-2015 | Nebraska Association of Teachers of Mathematics board member |
| 2010-2015 | Associate Professor of Mathematics Chadron State College Chadron, Nebraska |
| 2006-2010 | Nebraska Mathematics Professional Development Series |
| 2004–2009 | Assistant Professor of Mathematics Chadron State College |
| Spring 2000, 2001 | Instructor of Elementary Mathematics Methods University of Minnesota |
| 2000-2001 | Internship for Educational Administration Master's degree Fridley, Minnesota |
| 1999-2004 | Supervised Practicum and Student Teachers University of Minnesota |
| 1998-1999 | Instructor at Northern State University Aberdeen, SD Taught Educational Psychology, Elementary Math Methods Supervised Junior Field Experience, and Student Teachers |

| | |
|------------|--|
| 1997-1998 | Graduate Assistant to the Reading and Literacy coordinator and the Junior Field Experience Northern State University Aberdeen, SD |
| 1978- 1997 | Sargent Central Public Schools Forman, ND Substitute teaching – all grade levels and all subject areas |
| 1974-1978 | Sargent Central Public Schools Forman, ND Taught self-contained sixth grade class |
| 1973-1974 | Bowbells Public School Bowbells, ND Title I Basic Skills Math Instructor Coached high school girls basketball team |
| 1972-1973 | Parker Public School Parker, AZ Taught self-contained seventh grade class |

Professional and Academic Association Memberships

National Council of Teachers of Mathematics
Nebraska Association of Teachers of Mathematics
Nebraska Association of Teachers of Science
Nebraska State Education Association
National Education Association

Presentations

| | |
|-------------|--|
| 2013 & 2016 | Learning and the Brain Conference. Boston, MA Presented workshop speaker |
| 2012 | Nebraska Association of Teachers of Mathematics Presentation |
| 2007 | National Council of Teachers of Mathematics Presentation: Geometric constructions using patty paper |
| 2006 | Nebraska Association of Teachers of Mathematics Presentation |
| 2002 | Minnesota Council of Teachers of Mathematics Group presentation at spring conference |

Service

| | |
|------|--|
| 2017 | Member of the Nebraska AMTE Standards Discussion Discuss the preparation of PK-12 teachers of mathematics standards |
|------|--|

| | |
|-----------------------------|---|
| 2014-2017 | Lay Delegate to Annual Conference for the Chadron United Methodist Church |
| 2014 | Took students to the NATM annual conference Took students to the NATM Pre-Professional conference Tutor a high school student in Trigonometry NATM board representing math education |
| 2013-2017 | Chair Scholastic Day committee |
| 2013-2020 | Family Math Night at Hay Springs, Crawford, and Chadron Public Schools |
| 2013 | Member Nebraska Mathematics Standards Review |
| 2012 | Member of NCTE Mathematics Ad Hoc Committee |
| 2012–2015 | Offered Supplemental Instruction for my mathematics students |
| 2012 | Participated in a dialogue on the progress of the public school with the governor, head of the Department of Education and state senator |
| 2011-2013 | Tutored a middle school student in mathematics Co-chair of Scholastic Day committee |
| 2011 | Member of committee for NCATE Standard 4 |
| 2010-2020 | Tutoring in the Chadron Public School afterschool program |
| 2009-2020 | Students in classes help with the afterschool programs in the Chadron Public School |
| 2009 | Attended NCTM regional conference and took three students |
| 2006-2010 | Faculty Development committee |
| 2006-2009 | Nebraska Mathematics Professional Development Series |
| 2005-2006 | Northeast Nebraska Mathematics Cadre |
| 2005-2019 | Summer Orientation of Freshmen Chadron State College |
| 1998-1999 | Assisted with Math Competition Northern State University |
| Spring 1997 | Tutored graduate students in Statistics |
| Summers 1978, 1980, 1995 | Tutored students in reading, spelling, and writing |

Awards

- 2020 Awarded the CSC Teacher Excellence Award
 Received the Nebraska State College System Teacher Excellence Award

- 2018 Awarded Milton W. Beckman Lifetime Achievement Award at NATM
 (Nebraska Association of Teachers of Mathematics)

Attachment: CSC Beth Wentworth Emeritus Nomination Materials (2908 : Emeritus Status for Dr. Beth Wentworth (AP))

CHADRON STATE COLLEGE

Dr. Beth Wentworth
Nominee for Emeritus Faculty Status

It is both a pleasure and a privilege to nominate Dr. Beth Wentworth for Emeritus Faculty Status at Chadron State College. She was an outstanding faculty member and colleague during her entire tenure at CSC. Based upon the criteria for Emeritus Faculty Status, Beth has either met or exceeded each of them.

Dr. Wentworth joined the faculty at Chadron State College in the fall of 2004, and retired in spring, 2020, after 16 years of service. Likewise, at the end of the 2014-15 academic year, Beth was promoted to Full Professor, a rank she held until her retirement. With regard to her performance in the areas of teaching, scholarship and creative activities, and service at Chadron State, Beth performed exceptionally well. Beth's outstanding teaching, scholarship and creative activities were recognized in her being named the 2020 Teaching Excellence Award recipient for not only Chadron State College but the Nebraska State College System. She had been nominated numerous other instances as well. Beth developed the Math Family Fun Nights, which was often a highlight of the school year in various local public schools. Her service to the College as well as at the state level on numerous mathematics and education committees also demonstrates how she continually provided leadership and collaboration across many different platforms and to many different audiences.

Dr. Beth Wentworth is an outstanding nominee Emeritus Faculty Status. She meets or exceeds all criteria required for this Status. Therefore, I recommend that Dr. Beth Wentworth be granted Emeritus Faculty Status at Chadron State College.



Dr. Robert Stack
Chair, Department of Mathematical and Natural Sciences
Professor of Mathematics
Chadron State College



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CHADRON STATE COLLEGE

September 16, 2020

Attention: Selection Committee

Subject: Emeritus Faculty Award – Dr. Beth Wentworth

It is with great pleasure that I write this letter of nomination for Dr. Beth Wentworth for Emeritus Faculty. Dr. Wentworth has provided significant contributions and service to Chadron State College during her 16 years of employment and fully meets all the award criteria set forth by Board Policy 5017.

As her Dean, it was clear that Dr. Wentworth had developed a unique collegiality within her program while serving as a mentor to both faculty and students. Her devotion to her colleagues and students was special and she spent an enormous number of hours reaching out and collaborating with those around her.

Dr. Wentworth was very difficult to replace upon her retirement because of her vast experience and exemplary teaching, demonstrated in part by being selected as the 2020 Nebraska State College System Teaching Excellence award winner. Her students were just as devoted to her as she to them; making herself consistently available to assist.

Additionally, Dr. Wentworth developed strong connections within the local community as she was deeply invested in helping Chadron youth excel in mathematics. She worked with Chadron Public Schools to create a math night and later expanded that concept to nearby communities.

Dr. Wentworth was a dedicated teacher and scholar. She shared her distinctive expertise and knowledge with students using a variety of active and creative teaching methods. She was very giving of her time and talents, which helped to create a classroom environment in which students flourished. Her work with future teachers means her impact will be felt for many years to come in communities near and far.

It was a joy to work directly with Dr. Wentworth in the continued development of the mathematics program and as such, I provide this nomination with great confidence. It is my opinion that Dr. Beth Wentworth is deserving of the Emeritus Faculty award because of her long standing commitment and contributions to Chadron State College, her willingness to give of her time and talents, her scholarly achievements, and her leadership and dedication to positive change in the area of math education.

Sincerely,



Wendy L. Waugh, Ph.D.
Dean, School of Business, Mathematics, and Science
Chadron State College



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CHADRON STATE COLLEGE

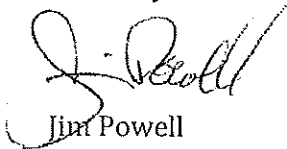
March 4, 2021

I am writing in support of Dr. Wentworth receiving Emeritus Faculty status. Prior to her retirement I had the opportunity to work with Dr. Wentworth for five years in her capacity as a math educator. We served together on a number of college and program committees including the Academic Review Committee and the Educational Preparation Program Committee. The one factor that she demonstrated consistently was her consistent focus on student needs and student issues. It was her commitment to her students and math education that was a driving factor in her receiving the Teaching Excellence Award in 2020.

Over my career I have discovered that when discussing expertise in teaching, it is important to pay attention to what students are reporting about classes and faculty. With Dr. Wentworth, I had a number of teacher education candidates, during informal conversations, talk about the positive impact that Dr. Wentworth had on their ability to not only pass their math courses, but to also help them understand the concepts so they could teach them to their future students. Dr. Wentworth was diligent in designing her courses in elementary and secondary math methods to allow her students to have experiential activities with K-12 students through afterschool tutoring and Math Nights at local schools. This not only benefited our teacher candidates, but enriched the math experiences of those K-12 students and their families and strengthened the CSC/Chadron connection.

Finally, it is important to note that during her time at CSC Dr. Wentworth has always made time for her former students. She spent hours with students experiencing difficulty passing the Praxis Core test. These students were no longer taking a course with Dr. Wentworth, but would call on her for assistance. Without hesitation, she agreed to continue to tutor them for the test, helping many of them overcome a huge impediment to their becoming teachers. I know from talking with these students that she volunteered multiple hours every week to this effort. She always demonstrated a firm belief that all students can learn, given the right instruction and enough time and her activities stand as evidence of this belief.

Sincerely,



Jim Powell
Vice President for Academic Affairs



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CHADRON STATE COLLEGE

March 15, 2021

Dr. Paul Turman, Chancellor
Nebraska State College System
1327 H Street, Suite 200
Lincoln, NE 68508

Dear Chancellor Turman:

I am pleased to endorse the nomination of Dr. Beth Wentworth for emeritus status and forward her nomination to you for your support. Dr. Wentworth, served Chadron State College for 16 years as a faculty member in the math department earning the rank of Professor in 2015. In May 2020, Dr. Wentworth retired from Chadron State College.

Dr. Wentworth was known as an outstanding educator by her students and fellow colleagues and was nominated for the Chadron State College Teaching Excellence Award on three separate occasions. She received the Teaching Excellence Award by the Nebraska State College System in 2020. The nominee's vitae and letters of support speak to her effective teaching, scholarship/creative activities, service, and professional contributions.

Dr. Wentworth's nomination has received support from the Chair of the Mathematics Department, from her academic Dean and from the Vice President for Academic Affairs. I fully support this nomination and highly recommend Dr. Beth Wentworth be granted emeritus status by the Nebraska State College System Board of Trustees.

Respectfully,

Randy Rhine
President



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ITEMS FOR CONSENT AGENDA

June 17, 2021

ACTION: Approve Emeritus Status for Dr. Michael Marek (AP)

Dr. Michael Marek, a faculty member from Wayne State College, who retired in May 2021, has been nominated for emeritus faculty status upon the four (4) required criteria for granting emeritus status, as outlined below:

1. Minimum of 15 years of full time employment is met through 16 years of teaching.
2. Earned the rank of full professor in 2013.
3. Evidence of exemplary performance in areas of teaching, scholarship/creative activities, and service is represented through the pedagogical innovations he employed in meeting students' needs, especially through online instruction. He served as Faculty Advisor to the student radio station and was a member of the Academic Policies Committee and Human Subjects Institutional Research Board; he also served as Chair for the Teaching and Learning Technology Committee. He is an established scholar, with an impressive number of published peer-reviewed scholarly publications and professional presentations.
4. Demonstrated leadership and collaboration through service and contribution beyond normal expectations is represented in a number of ways. He provided leadership for the inaugural Semester Abroad in Asia experience. He has served as a peer reviewer or member of editorial boards for a number of international scholarly journals. Throughout his tenure, he has provided leadership for the Mass Communications department, as well as mentorship, advocacy, and support to faculty both within and beyond his department. He was also twice recognized with a Distinguished Service Award for his service in the communication wing of the Civil Air Patrol.

Chancellor Turman and WSC President Rames support Dr. Marek's nomination and recommend that emeritus faculty status be granted.

The System Office and Wayne State College recommend approval of the Emeritus Status for Dr. Michael Marek (AP).

ATTACHMENTS:

- WSC Marek Emeritus Nomination Materials (PDF)



Emeritus Faculty Award

WAYNE STATE COLLEGE NOMINATION FORM

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

Nominee Information

Name Dr. Michael Marek

Address 29 S. Crawford Road, Vermillion, SD 57069

Telephone 605-624-2332

Nominee Criteria

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

Primary Nominator Information

Name Michael G. White

Title Mass Communication Assistant Professor

Address 3520 Pawnee Place, Sioux City Iowa 51104

Telephone 712-253-5867

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

Michael G. White 11/7/21
Signature of Nominator Date

YASUKO TADOKA, ACADEMIC DEAN

 ORCID: 0000-0003-3784-1287

Retired from: Wayne State College
 Dept. of Communication Arts
 1111 Main Street, Wayne, NE 68787
 mimarek1@wsc.edu

Home: 29 S. Crawford Road
 Vermillion, SD 57069
 605-624-2332
 michael@themareks.com

Objective

Capitalizing on my professional work, research, and teaching, I seek to make use of my experience and expertise in media content creation, mentoring, and leadership positions, and maybe a little emeritus teaching.

Research Interests

Educational strategic planning and program design; instructional technology design; TESOL; Public relations and marketing for higher education and non-profit organizations, broadly defined; Branding and Integrated Marketing; Media criticism.

Academic Experience

Wayne State College **Wayne, N.E.**
Retired as Full Professor, Mass Communication **August 2004 to August 2020**

- Fifty-one published or accepted peer-reviewed scholarly publications:
 - 28 published or in-press peer-reviewed journal articles and book chapters
 - 24 peer-reviewed conference presentations (not counting five more presented by co-authors)
- Peer-reviewed publications cited ≥ 967 times in other articles (h-index = 12)
 - In last five full years 781 (since 2015, h-index=10) 781 citations.
 - One publication has ≥ 300 citations. Three publications have 120 citations
 - 16 all-time publications have ≥ 10 citations (i10-index), 11 of them published in the last five years
 - All tabulations by Google Scholar, Dec 2020
- Active participant in ResearchGate online community, with weekly *RG Score* as high 47.49, which is higher than 97.5% of ResearchGate members (the highest percentage they tabulate) and $\geq 10,000$ reads of my academic publications, Q&A discussions, etc. Usually the weekly most-read author from Wayne State College on ResearchGate.
- Co-wrote the 2018 top-cited paper in prestigious *Computer Assisted Language Learning* journal.
- Led 10-week undergraduate study abroad class to Taiwan and Mainland China.

- Classes taught: **Communication Law, Computer Layout & Presentation, Educated Perspective, Film Criticism, *Integrated Brand Promotion, *Media Management, News Writing, Persuasion, *Photojournalism, Principles of Human Communication, Radio Production, *Social Media Marketing, Writing for the Mass Media*, plus many one-on-one honors projects and independent studies.
 - * Taught online, hybrid, or in multiple formats
 - Theory-based instructional design, using constructivism, scaffolding, task-based/task-supported learning, and elements of the flipped classroom.
 - Positive student evaluations - more than one class called “my favorite class” by students.
 - Classes broadly technology-integrated, using PowerPoint, Learning Management System, and appropriate media hardware and software.
- Strong record of volunteer service with national leadership positions.
- Faculty Advisor to student radio station KWSC-FM, named “Nebraska college radio station of the year” six of seven consecutive contests.

The University of South Dakota **Vermillion, S.D.**
Adjunct Faculty, Dept. of Contemporary Media & Journalism **2000 to 2004**

- Taught *Introduction to Electronic Media*
- Multiple scheduling formats, including conventional MWF, weekly evening, and compressed schedules.
- Positive student evaluations.

Education

Ed.D. - Education Administration/Adult and Higher Education **May 2005**
School of Education, the University of South Dakota **Vermillion, S.D.**
 Dissertation: *Portrayal of the Mission of Higher Education in the Media: A National Baseline*. Two graduate assistantships for deans of Arts & Sciences and Education in public relations, event planning for faculty training, and recruiting.

Master of Arts in Mass Communication **August 1999**
College of Fine Arts, the University of South Dakota **Vermillion, S.D.**
 Thesis: *A Survey of Higher Education Institutional Development Activities on the Internet*.

Bachelor of Science in Communication **May 1977**
College of Arts & Sciences, the University of South Dakota **Vermillion, S.D.**
 Minors in Political Science and Earth Science/Physics.

Professional Skills

- Strategic planning and systems orientation

- Intercultural communication
- Distance collaboration
- Education and nonprofit organization promotion and fund raising
- Committed to leadership philosophy promoting positive teamwork environment
- Able to work effectively with people of diverse backgrounds
- Experienced writer, able to put technical concepts in layman's terms
- World Wide Web management and relationship-marketing via Social Media (Web 2.0)
- Integrated Marketing Communications and Brand promotion
- Media management, production, electronic news gathering, and content development
- Relational database stewardship and utilization for relationship marketing
- Capable public speaker in lecture and discussion formats
- Photography
- Experienced with a wide range of computer systems and software, including multiple WWW content management and shopping cart systems; WebCT, Sakai and Canvas LMS; Microsoft Office; Dreamweaver; Photoshop; and various specialty media software packages.

Peer Reviewed Scholarly Work

§ I was corresponding author when multiple authors.

* Citations indexed by the Social Science Citation Index, SSCI, at time of publication.

Under Review

* Wu, W-C. V., Marek, M. W., Lin, I-T. D. & Yang, F-C. O. Analysis of English Idiomatic Learning Behaviors of an Audio-Visual Mobile Application. Submitted to *Sage Open*.

Under Revision

Wu, W-C. V., Marek, M. W., & Wang, R-J. Improving Critical Thinking and Problem-solving: A study of Problem-Based Learning among EFL Students in Taiwan. Submitted to *Educational Technology and Society*.

Under Development

Huang, T-C, Marek, M.W. Wu, W-C V, & Limniou, M. Virtual Learning Environments in Educational Institutions. To be published as a special issue of *Virtual Reality and Human Behaviour*. <https://www.frontiersin.org/research-topics/14817/virtual-learning-environments-in-educational-institutions>

Cupp. R. & Marek, M. W. The Star Trek Philosophy.

Marek, M. W. *A Little Church on the Prairie*, Vol. 3. Planned publication by United Church of Christ Congregational, Vermillion, SD, Fall 2021.

Wu, W-C-V, Marek M. W., & Chen Hsieh, M-Y. S., Invited chapter, tentative title: Enhancing the Quality of Out-of-Class Learning in Flipped Learning. In *The Routledge Handbook of Language Learning and Teaching Beyond the Classroom*.

Published Book Chapters

- § Marek, M. W. & Wu, P-H. N. (2020). Digital Learning Curriculum Design: Outcomes and Affordances. In L. Daniela (Ed.). *Pedagogies of Digital Learning in Higher Education*. Taylor & Francis (Routledge). <https://www.routledge.com/Pedagogies-of-Digital-Learning-in-Higher-Education/Daniela/p/book/9780367894832>
- § Wu, P-H. N. & Marek, M. W. (2020). Designing interactive cross-cultural mobile-assisted language learning. In Information Resources Management Association (Ed.) *Learning and Literacy: Breakthroughs in Research and Practice* (pp. 491-514). Information Resources Management Association (USA). doi: 10.4018/978-1-5225-9618-9.ch026
(Third printing/reprinting.)
- § Wu, P-H. N. & Marek, M. W. (2020). Designing interactive cross-cultural mobile-assisted language learning. In Information Resources Management Association (Ed.), *Multicultural Instructional Design: Concepts, Methodologies, Tools, and Applications* (pp. 452-475). Information Resources Management Association (USA). doi: 10.4018/978-1-5225-9279-2.ch021
(Second printing/reprinting.)
- § Marek, M. W. & Wu, W-C. V. (2019). Creating a technology-rich English language learning environment. In X. Gao (Ed.), *Second Handbook of English Language Teaching* (Vol. 2, Ch. 41, pp. 757-777). Springer Nature Switzerland AG. doi: https://doi.org/10.1007/978-3-319-58542-0_39-1
- § Wu, P-H. N. & Marek, M. W. (2019). Incorporating LINE smartphone app affordances: Cross-cultural collaboration, willingness to communicate, and language learning. In *Computer-Assisted Language Learning: Concepts, Methodologies, Tools, and Applications* (pp. 1341-1360). Hershey, PA, USA: IGI Global. doi: 10.4018/978-1-5225-7663-1.ch064
(Compendium reprint of original.)
- § Wu, P-H. N. & Marek, M. W. (2018). Designing interactive cross-cultural mobile-assisted language learning. In B. Zou & M. Thomas (Eds.), *Handbook of Research on Integrating Technology into Contemporary Language Learning and Teaching* (pp. 262-285). IGI Global. doi: 10.4018/978-1-5225-5140-9.ch13

(Original printing of 10,110-word expanded version of 2016 7,982-word IJCALLT in this compendium of book chapter.)

Marek, M. W., & Wu, W-C. V. (2016). Educational engineering for CALL and MALL. In Leung, Yiu-nam (Ed.), *Epoch Making in English Language Teaching and Learning: A Special Monograph for Celebration of ETA-ROC's 25th Anniversary* (pp. 237-254). English Teachers' Association, Republic of China.

§ Marek, M. W., & Wu, N. P. (2014). 20th Century Boys: Blending Eastern and Western storytelling. In Perlich, J. & Whitt, D. (Eds.), *Myth in the Modern World: Essays on Intersections with Ideology and Culture* (pp. 33-60). McFarland. ISBN: 978-0786478408

Marek, M. W. (2008). *Firefly*: So “pretty” it did not die. In Perlich, J. & Whitt, D. (Eds.), *Sith, slayers, stargates & cyborgs: Modern mythology in the new millennium* (pp. 99-120). Peter Lang. ISBN: 978-1433100956

Published Peer Reviewed Journal Articles

Marek, M. W., Chew, C. S. & Wu, W-C. V. (2021). Teacher Experiences in Converting Classes to Distance Learning in the COVID-19 Pandemic. *International Journal of Distance Education Technologies (IJDET)*, 19(1), 40-60. doi: 10.4018/IJDET.20210101.0a3

* Marek, M. W., & Wu, W. V. (2020). Establishing a “Standard Model” for CALL Instructional Design. *International Journal of Computer-Assisted Language Learning and Teaching (IJCALLT)*, 10(3), 79-88. doi:10.4018/IJCALLT.2020070106 <https://www.igi-global.com/gateway/article/257531>

Lu, Y-R, C., Marek, M. W., Chen, B. T., & Pai, I-C. (2020) An exploratory study on consumer purchase behavior from live webcasting e-commerce: A means-end chain analysis. *International Journal of Online Marketing*, 10(3), 1-20. doi:10.4018/IJOM.2020070101

* Chwo, S. M. G., Marek, M. W., & Wu, W-C. V. (2018). Meta-analysis of MALL research and design. *System*, 74, 62-72. doi: doi.org/10.1016/j.system.2018.02.009

§ Wu, P-H. N., & Marek, M. W. (2018). Developing intercultural competence via Social Media engagement in a language learning framework. *Journal of Intercultural Communication (JICC)*, 46. <http://immi.se/intercultural/nr46/wu.html>

§ Marek, M. W. & Skrabut, S. (2017). Privacy in educational use of Social Media in the U.S. *International Journal of E-Learning (IJEL)*, 16(3), 265-286. <http://www.learntechlib.org/p/149865>

- * Chen Hsieh, M-Y. S., Wu, W-C. V., & Marek, M. W. (2017). Using the flipped classroom to enhance EFL learning. *Computer Assisted Language Learning*, 30(1-2), 1-21. doi:10.1080/09588221.2015.1111910
- § Wu, P-H. N., & Marek, M. W. (2016). Incorporating LINE Smartphone app affordances: Cross-cultural collaboration, willingness to communicate, and language learning. *International Journal of Computer Assisted Language Learning and Teaching (IJCALLT)* 6(2), 56-73. doi:10.4018/IJCALLT.2016040104 <http://www.igi-global.com/article/incorporating-line-smartphone-affordances/153895> (Original version, first published)
- * Chwo, S. M. G., Marek, M. W., & Wu, W-C. V. (2016). Curriculum Integration of MALL in L1/L2 Pedagogy: Perspectives on Research. *Educational Technology & Society*, 19(2), 340-354. <http://www.jstor.org/stable/jeductechsoci.19.2.340>
- Lu, C., Berchoux, C., Marek, M. W., & Chen, B. (2015). Service quality and customer satisfaction: Qualitative research implications for luxury hotels. *International Journal of Culture, Tourism, and Hospitality Research*, 9(2), 168-182. doi: 10.1108/IJCTHR-10-2014-0087
- * Marek, M.W., & Wu, W-C. V. (2014). Environmental factors affecting Computer Assisted Language Learning success: A Complex Dynamic Systems conceptual model. *Computer Assisted Language Learning*, 27(6), 560-578. doi:10.1080/09588221.2013.776969
- Marek, M. W. (2014). *The integration of technology and language instruction to enhance EFL learning*. Paper based on keynote address presented at the Spring 2014 Technology Enhanced Language Learning-Special Interest Group (TELL-SIG) conference, Taichung, Taiwan, June 5, 2014. <http://eric.ed.gov/?id=ED545477>
- Wu, P-H. N., & Marek, M. W. (2014). Motivating low proficiency EFL literature students via Social Media. *Academic Journal of Educational Research*, 2(3), 44-54. doi: <http://dx.doi.org/10.15413/ajer.2013.0147> <https://www.academiapublishing.org/journals/ajer/pdf/2014/March/Wu%20and%20Marek.pdf>
- Marek, M. W (2014). Civil Air Patrol Communications: The formative years. *Civil Air Patrol National Historical Journal* 1(4), 9-12. https://www.researchgate.net/publication/328715710_Civil_Air_Patrol_Communications_The_formative_years
- * Wu, W-C. V., Marek, M. W., & Chen, N-S. (2013). Assessing Cultural Awareness and Linguistic Competency of EFL Learners in a CMC-based Active Learning Context. *System*, 41(3), 515-528. 515-528 doi: 10.1016/j.system.2013.05.004

- § Wu, P-H. N., & Marek, M. W. (2013). Helping second language literature learners overcome e-learning difficulties: LET-NET team teaching with online peer interaction. *Journal of Education and Learning*, 2(4), 87-101. doi:10.5539/jel.v2n4p87
- § Wu, W-C. V., Marek, M. W., & Yen, L. L. (2012). Promotion of EFL student motivation, confidence, and satisfaction via a learning spiral, peer-scaffolding, and CMC. *International Journal of Computer-Assisted Language Learning and Teaching*, 2(3), 55-76. doi:10.4018/ijcallt.2012070104
- * Wu, W-C. V., Yen, L. L., Marek, M. W. (2011). Using online EFL interaction to increase confidence, motivation, and ability. *Educational Technology & Society*, 14(3), 118–129. <https://eric.ed.gov/?id=EJ963205>
- * Wu, W-C. V., & Marek, M. W. (2010). Making English a “habit”: Increasing confidence, motivation, and ability of EFL students through cross-cultural, computer-assisted interaction. *Turkish Online Journal of Educational Technology*, 9(4), 101-112. <http://eric.ed.gov/?id=EJ908076>
- Wu, W-C. V., & Marek, M. W. (2009). Theory-based guidelines for technology-enhanced EFL teaching in Taiwan. *Tunghai Journal of Humanities*, 50, 197-212.
- Wu, W-C. V., & Marek, M. W. (2009). The Impact of Teleconferencing with Native English Speakers on English Learning by Taiwanese Students. *International Journal on E-Learning*. 8(1), pp. 107-126. <http://eric.ed.gov/?id=EJ820820>
- Wu, W-C. V., & Marek, M. W. (2007). Taiwanese student reaction to English language Internet teleconferencing for enriching EFL classroom instruction. *Journal for Language Teaching*, (41)2, 124-138. doi:10.4314/jlt.v41i2.6094

Dissertation, Thesis, Monograph

- Marek, M. W. (2008). Applying constructivism to improve public relations for Education. Monograph available from ERIC database: <http://eric.ed.gov/?id=ED499458>
- Marek, M. W. (2005). *Portrayal of the mission of higher education in the media: A national baseline*. (Doctoral dissertation, University of South Dakota, 2005). Available from <https://search.proquest.com/docview/305417509>
- Marek, M. W. (1999). *A survey of higher education institutional development activities on the Internet*. Unpublished master’s thesis, University of South Dakota.

Peer Reviewed or Invited Conference Papers/Presentations (Presented by me)

- § White, M. J., & Marek, M. W. (2019). *Integrated Project Management –The Bigger Your Media Project, the More You Need It*. Presented at the National Student Electronic Media Convention, October 30, 2019, St. Louis, Missouri, USA.
- Marek, M. W. & Wu, W-C. V. (2019). Forging international learning partnerships through study abroad programs: A case study. Paper presented at the 36th International Conference on English Language Teaching and Learning, 17 May 2019 at Tunghai University, Taichung, Taiwan.
- Marek, M. W. & Wu, W-C. V. (2017). *Seeking a Standard Model for CALL*. In J. Colpaert, A. Aerts, R. Kern, M. Kaiser (eds.). (2017). *CALL in Context*. Proceedings of the Eighteenth International CALL Conference, University of California Berkeley, 7-9 July 2017, pp. 496-503. Antwerp: University of Antwerp. Available from: https://www.researchgate.net/publication/318312149_Seeking_a_Standard_Model_for_CALL
- Marek, M. W. (2015). *Teaching EFL in 2020*. Keynote address presented by videoconference at the 2015 National Quemoy University English Conference, Kinmen, Taiwan, June 4, 2015. Available from: https://www.researchgate.net/publication/311921699_Teaching_EFL_in_2020
- Marek, M. W., & Wu, W-C. V. (2014). *Creating Sustainable Task-based CALL Instructional Design*. In J. Colpaert, A. Aerts, M. Oberhofer (eds.). (2014). *Research Challenges in CALL*. Proceedings of the Sixteenth International CALL Conference, 7-9 July 2014. Antwerp: University of Antwerp. 365 p. ISBN 9789057284533. doi: 10.13140/2.1.4135.2967
- Marek, M. W. (2014). *The integration of technology and language instruction to enhance EFL learning*. Keynote address presented at the Spring 2014 Technology Enhanced Language Learning-Special Interest Group (TELL-SIG) conference, Taichung, Taiwan, June 5, 2014.
- Marek, M. W. (2014). *How to conduct academic research through international collaboration*. Presentation at the Spring 2014 Technology Enhanced Language Learning-Special Interest Group (TELL-SIG) conference, Taichung, Taiwan, June 5, 2014. Note: TELL-SIG is sponsored by the Taiwanese national government's Ministry of Science and Technology Office of Technology in Education and is also affiliated with the Asia-Pacific Society for Computers in Education (APSCE). See: <http://eric.ed.gov/?id=ED545477>
- Marek, M. & Wu, P-H.N. (2012a). Selecting CMC Systems for EFL Instruction: Can Standard Social Media Platforms Succeed? In T. Amiel & B. Wilson (Eds.), *Proceedings of EdMedia: World Conference on Educational Media and Technology 2012* (pp. 967-972). Association for the Advancement of Computing in Education (AACE).

- Marek, M. W., & Wu, P-H. N. (2012b). Factors influencing student learning achievement using social media for CMC in an L2 Literature Class. In J. Colpaert, A. Aerts, W.C. V Wu, & Y.C.J. Chao (Eds.), *Proceedings of the 2012 CALL Conference* (pp. 484-488). Antwerp: CALL (Taichung, Taiwan)
- Wu, W-C. V., Marek, M. W. & Huang, H. W. (2012). Using Skype and Facebook as social media to enhance learner communicative competency and cultural awareness in an EFL advanced conversation class. In J. Colpaert, A. Aerts, W.C. V Wu, & Y.C.J. Chao (Eds.), *Proceedings of the 2012 CALL Conference* (pp. 681-684). Antwerp: CALL (Taichung, Taiwan).
- Wu, W-C., Chao, Y. & Marek, M. W. (2011). *Assessing EFL Learners' Cultural Awareness in a Web-based Active Learning Context*. In T. Bastiaens & M. Ebner (Eds.), *Proceedings of World Conference on Educational Multimedia, Hypermedia and Telecommunications 2011*, Lisbon, Portugal, (pp. 1254-1259). Chesapeake, VA: AACE.
- Marek, M. W. (2011, May 24). *Mythology and Literature: Star Wars, Harry Potter, and Lord of the Rings*. Invited presentation at the Providence University English Festival, Taichung, Taiwan. Note: Also delivered at the Changhua University of Education, Changhua City, Taiwan, and at Asia University, Taichung, Taiwan.
- Marek, M. W., & Wu, P-H. N. (2011, May 20). *Literature as an organic language learning tool*. Paper presented at the Sixth (2011) International Conference on Foreign Literature Teaching, Asia University, Taiwan. Available from ERIC database: <http://eric.ed.gov/?id=ED529721>
- Marek, M. W., & Wu, W-C. (2011, May 14). *Using Facebook and SKYPE as Social Media in an EFL conversation class*. Paper presented at the 28th International Conference on Teaching and Learning in the ROC, National Taichung University of Education, Taichung, Taiwan.
- Marek, M. W. (2010, October). *International collaboration for EFL Instruction: Lessons learned after five years of experience*. Paper presented at the 2010 International Conference on Language Teaching and Learning in the 21st Century, Chienkuo Technology University, Changhua City, Taiwan.
- Wu, W-C.V., Marek, M. & Wu, P-H.N. (2009). Lessons Learned from Three Years of Videoconferencing between EFL Classrooms and a Native English Speaker. In G. Siemens & C. Fulford (Eds.), *Proceedings of World Conference on Educational Multimedia, Hypermedia and Telecommunications 2009* (pp. 3167-3174). Chesapeake, VA: AACE. (Honolulu)
- Wu, P-H. N., Marek, M. & Wu, W-C.V. (2009). Enriching the EFL literature classroom in Taiwan with videos and blogs from a native speaker. In G. Siemens & C. Fulford (Eds.), *Proceedings of World Conference on Educational Multimedia, Hypermedia and Telecommunications 2009* (pp. 2339-2342). Chesapeake, VA: AACE. (Honolulu)

- Wu, P-H. N. & Marek, M. W. (2009). *Using distance technology to provide cultural information from a native speaker to EFL Literature students*. Paper presented at the 4th Annual International Conference on Foreign Literature Teaching, May 22, 2009, Department of Foreign Languages and Literature, Asia University, Taiwan.
- Wu, W-C V. & Marek, M. (2008). Enhancing learner motivation to study English via videoconferencing with a native speaker. In J. Luca & E. Weippl (Eds.), *Proceedings of World Conference on Educational Multimedia, Hypermedia and Telecommunications 2008* (pp. 4481-4489). Chesapeake, VA: AACE. (Vienna)
- Marek, M. W. (2008). *Internet Videoconferencing to Improve EFL Learning*. Paper presented at the Conference on English Teaching and Global Communication (Changhua City, Taiwan). Available from ERIC database: <http://eric.ed.gov/?id=ED501102>
- Marek, M. & Wu, W-C. V. (2007). Using Internet Teleconferencing between Taiwanese English language students and a native speaker to improve learning. In C. Montgomerie & J. Seale (Eds.), *Proceedings of World Conference on Educational Multimedia, Hypermedia and Telecommunications 2007* (pp. 316-321). Chesapeake, VA: AACE. (Vancouver, BC)
- Marek, M. W. (2006). *The KWSC story*. In M. Marek (Chair), Notice of apparent liability: Coping with the broadcast adviser's nightmare. Panel at the meeting of Collegiate Broadcasters Inc., St. Louis.
- Marek, M. W. (2004). *The interdisciplinary intersection of instructional Constructivism and Integrated Marketing Communication*. In the University of South Dakota forum for graduate research and creative work, Vermillion, S.D.
- Marek, M. W. (2004). *Shaping the message: Elements of a communications strategy for schools and colleges of education on NCLB*. In H. Rubin (Chair), Faculty and deans as collaborative leaders for implementation of NCLB. Symposium at the meeting of the American Association of Colleges for Teacher Education, Chicago.
doi: 10.13140/RG.2.1.2688.6241

Peer Reviewed Conference Papers/Presentations

(Presented by co-authors)

- Wu, W-C. V. & Marek, M. W. (2018). Curriculum development for creating a technology-rich English language learning environment. Theme-based invited presentation at the 26th International Conference on Computers in Education (ICCE), 26-30 November 2018, Manila, The Philippines. (Presented by co-author Wu.)

- Wu, P-H. N. & Marek, M. W. (2014). Learning English via cross-cultural social media interaction: A case study. Presented at AsiaCall, 21-24 November, 2014, Changhua, Taiwan. (Presented by co-author Wu.)
- Chwo, G., Marek, M. W., & Wu, W-C. V. (2014). Mobile devices in language learning research: How are they being used, and what influences their integration into taught programs? Presented at AsiaCall, 21-24 November, 2014, Changhua, Taiwan. (Presented by co-author Chwo.)
- Wu, W-C. V., Marek, M. W. & P-H. N. Huang (2013). *Peer Evaluations via VoiceThread (Web 2.0) to Enhance EFL Oral Learning*. Poster session presented at the meeting of WorldCALL 2013, Glasgow, Scotland. (Presented by co-author Wu.)
- Wu, P-H. N., Marek, M. W., & Wu, W-C. V. (2009). The role of the teacher using a web-log as a cultural teaching resource in an EFL literature course. Paper presented at the Asian EFL Journal International Conference, April 10-11, 2009, Pusan, South Korea. (Presented by co-author P-H Wu.)

Recent Invited Presentations

- Marek, M. W. (2020, June 3). *Scholarly Writing: Thesis, Dissertation, Journal articles*. Videoconference presentation to graduate Computer Assisted Language Learning class, Asia University, Taichung, Taiwan.
- Marek, M. W. (2020, April 26). *Meta-cultural Communication: A New Way of Thinking*. Videoconference presentation to Multicultural Communication class, Asia University, Taichung, Taiwan.
- Marek, M. W. (2019, June 12). *The Meta-Cultural Perspective: Communication, Understanding, Engagement, Appreciation, & Competence*. Videoconference presentation to Multicultural Communication class, Asia University, Taichung, Taiwan. See <https://eric.ed.gov/?q=The+Meta-cultural+Perspective.+&id=ED600713>
- Marek, M. W. (2019, November 18). Scholarly Writing. Presented to Qualitative Research class of Randa Garden, Wayne State College.
- Marek, M. W. (2019, May 8). *Scholarly Writing: How to Write Your Paper and Get Published*. Presented in colloquium for faculty and graduate students, Asia University, Taichung, Taiwan.
- Marek, M. W. (2018, June). *Organizational Communication*. North Central Region, Civil Air Patrol, Region Staff College.
- Marek, M. W. (2014, June). *An introduction to Middle America*. Presentation at Hungkuang University, Taichung, Taiwan.

Marek, M. W. (2014, May). *Social Media in America*. Presentation at National Taipei College of Business, Taipei, Taiwan.

Marek, M. W. (2014, May). *Using technology to enhance EFL teaching and learning*. Presentation at National Changhua University of Education, Changhua City, Taiwan.

Other Recent Scholarly Work

2019-2020 – Adapted Sakai online course materials for Canvas delivery for *Integrated Brand Promotion, Media Management, and Communication Law*.

2019 – Understanding the Novelty Effect: How long should an experimental Intervention Last? Research method, published on ResearchGate. DOI: 10.13140/RG.2.2.27103.82085

2018 – Developed course materials for Sakai online delivery of *Integrated Brand Promotion* class.

2017 – Scholarly Writing Outline for Thesis or Dissertation. Research method, published on ResearchGate. DOI: 10.13140/RG.2.2.32536.70406/1

2017 – Academic Program Planning. Research method, published on ResearchGate. DOI: 10.13140/RG.2.2.19621.19683

2016-17 – Developed course materials for Sakai online delivery of *Media Management* class.

2016 – Chair/Advisor for the Media and Communication breakout session of the Upper Midwest Regional Undergraduate Communication Research Conference, April 19, 2016, University of South Dakota, Vermillion, SD.

2016 – Presented invited colloquium: The Integration of Learning, Technology, and Research, January 27, 2016, Wayne State College. DOI: 10.13140/RG.2.2.26034.81606

2015 – Developed course materials for my first instruction of *Persuasion* class.

2015 – Conceptual Model of Foundational Beliefs. Research method, published on ResearchGate. DOI: 10.13140/RG.2.1.1710.5760

2015 – Conceptual Paper Outline. Research method, published on ResearchGate. DOI: 10.13140/RG.2.1.4962.5768/1

2014 – Keynote speaker for 2014 Taiwan TELL-SIG conference.

Other Scholarly Publications (not peer-reviewed, except by reads)

- 2019 -- *Performing Peer Review*. DOI: 10.13140/RG.2.2.16648.98563 Available from:
https://www.researchgate.net/publication/338015639_Performing_Peer_Review
- 2019 – *Critical Text Theme Analysis*. DOI: 10.13140/RG.2.2.16648.98563 Available from:
https://www.researchgate.net/publication/337961108_Critical_Text_Theme_Analysis
- 2019 – Verb Tenses in Academic Writing. DOI: 10.13140/RG.2.2.35913.29284 Available from:
https://www.researchgate.net/publication/337829631_Verb_Tenses_in_Academic_Writing
- 2019 – Understanding the Novelty Effect: How long should an Experimental Intervention Last? DOI: 10.13140/RG.2.2.27103.82085 Available from:
https://www.researchgate.net/publication/336831965_Understanding_the_Novelty_Effect_How_long_should_an_Experimental_Intervention_Last
- 2017 – *Scholarly Writing Outline for Thesis or Dissertation*. DOI: 10.13140/RG.2.2.32536.70406/1. Available from:
https://www.researchgate.net/publication/321302350_Scholarly_Writing_Outline_for_Thesis_or_Dissertation
- 2017 – *Academic Program Planning*. DOI: 10.13140/RG.2.2.19621.19683. Available from:
https://www.researchgate.net/publication/320290814_Academic_Program_Planning
- 2015 – *Conceptual Model of Foundational Beliefs*. DOI: 10.13140/RG.2.1.1710.5760. Available from:
https://www.researchgate.net/publication/280925947_Conceptual_Model_of_Foundational_Beliefs
- 2015 – *Conceptual Paper Outline*. DOI: 10.13140/RG.2.1.4962.5768. Available from:
https://www.researchgate.net/publication/277890968_Conceptual_Paper_Outline
- 2014 – *Research Study Manuscript Outline*. DOI: 10.13140/2.1.1649.1529. Available from:
https://www.researchgate.net/publication/267509823_Research_Study_Manuscript_Outline

Applied Scholarly Publications

- 2018 – Created new national Civil Air Patrol website subsection about the radio communications program (<https://www.gocivilairpatrol.com/programs/emergency-services/radio/>) using SiteViz content management system

- 2017 – An experimental blog I wrote, under my own name, achieved 1,000 page views in one month
- 2015 – My YouTube channel, used primarily for content I produce for students of English as a Foreign Language, has had 238,000 views. One video alone, about American Food, has had almost 64,800 views. (A small number of these views are my unlisted videos for online classes.)
- 2004 to 2009 – I produced over 50 news reports used on the state public radio networks NET Radio, in Nebraska, and SDPB Radio, South Dakota. NET Radio reports below were often also sold to the Nebraska Radio Network where they are repackaged for newscasts on 26 commercial Nebraska radio stations, and were also often selected for use by commercial radio station KRVN radio in Lexington, Nebraska. After receiving tenure in 2009, I made the strategic decision to focus my efforts in other areas. The full list is available on request.

Recent Applied Scholarly Work

- 2020-Present – Produced and co-hosted “The Star Trek Academy” podcast.
- 2019-2020 – Produced and hosted “Postcards from Wayne State” podcast.
- 2020 – Public Information Officer for South Dakota Wing, Civil Air Patrol, operational missions. Public Information Officer for Civil Air Patrol transport of COVID-19 vaccines to selected hospitals in South Dakota, 15-16 December. Story went national and became very high-profile.
- 2016 – One of my journal publications was in the top 4% of papers downloaded from Academia.edu, February 2016, based on 30-day download counts.
- 2015 – One of my journal publications was in the top 5% of papers downloaded from Academia.edu, March 2015, based on 30-day download counts.
- 2011 – Executive Officer for the Civil Air Patrol Joint Dakota Cadet Encampment, South Dakota National Guard Headquarters, Camp Rapid, SD. Position made extensive use of the communications and leadership methods I teach.

Honors & Awards

- 2020 – Named as one of the top 100 reviewers for the *Computer Assisted Language Learning* international journal in calendar year 2019.
- 2019 – Named one of the “All-Time Top 100 of Reviewers” for the *Computer Assisted Language Learning* international journal; also one of the top 150 reviewers for the journal in calendar year 2018.
- 2018 – “Using the flipped classroom to enhance EFL learning was recognized by *Computer Assisted Language Learning* as one of the nine top-cited papers in the journal

during 2018 and had the fourth most paid downloads from the journal website, Jan-June 2018.

- 2018 – Presented Certificate of Outstanding Contribution in Reviewing by *Computers & Education*, Elsevier Publishing, meaning I am within the top 10th percentile of reviewers for the Journal.
- 2018 – Named as one of the top 10 reviewers for the *Computer Assisted Language Learning* international journal in calendar year 2017.
- 2017 – Named as one of the top 50 reviewers for the *Computer Assisted Language Learning* international journal in calendar year 2016.
- 2017 – *Distinguished Service Award, Bronze Clasp (2nd Award)* Civil Air Patrol National Board meeting, September 2017, for leadership on the national communications program of the Civil Air Patrol during the term of the outgoing national commander.
- 2016 – Emerald Group Publishing *Award of Excellence* for top paper of the year in the journal *International Journal of Culture, Tourism, and Hospitality Research*. See: <http://www.emeraldgrouppublishing.com/authors/literati/awards.htm?year=2016&journal=ijcthr>
- 2010 – *Distinguished Service Award*, Civil Air Patrol National Board meeting, September 2010, for leadership of a project to install new VHF-FM repeaters at 545 locations around the United States, called the most complex Communications project in Civil Air Patrol’s 68-year history.”
- 2008 – Associated Press Broadcasters news contest award, Natural Sound 3rd place.

Service to Profession School, Community, College, and Department

Recent Service to Profession

- 2019-Present - Editorial Review Board Member, *International Journal of Computer-Assisted Language Learning and Teaching* (IJCALLT). (SCOPUS and Web of Science indexed). Peer reviewer since 2017. <https://www.igi-global.com/journal/international-journal-computer-assisted-language/41023> (scroll way down)
 - 2020: Academic Entrepreneurship in CALL: Significant Subject in the Era of Knowledge Economy
 - 2020: Technical Writing and Media Design Projects in EFL Pedagogy for Teaching Entrepreneurial Thinking
 - 2020: Using formative assessment in a blended EFL listening course: Student perceptions of effectiveness and challenges (initial and one resubmission)
 - 2020: A Framework for Enhancing Mobile Learner-Determined Language Learning in Authentic Situational Contexts

- 2020: All we need is a boost! Using Multimodal Tools and the Translanguaging Strategy: Strengthening Speaking in the EFL Classroom (2019 initial and 2020 resubmission)
- 2019: Fuzzy Logic Applied for Pronunciation Assessment (Initial and one resubmission)
- 2018: The Effect of Input Mode on EFL Free-recall Listening Performance: A Mixed-method Study (Initial and two resubmissions)
- 2017: The Effect of CALL-Based Training on Students' Score Attainment on the TOEFL iBT in a Yemeni Context (Initial and one resubmission)
- 2019-Present -- Editorial Board Member, *Journal of InterCultural Communication* (JICC) (EBSCO Indexed). <https://www.immi.se/intercultural/>
 - 2020: Media Coverage of International Supporters and Opponents of Israeli Foreign Policy (initial and one resubmission)
 - 2020: 'Wallah! I Beg Your Pardon...': A Cross-cultural Study of Apology Speech Acts
 - 2019: Intercultural competence: A significant prerequisite of successful cross-border communication and co-operation
 - 2019: Cross-national comparison of semantics: Who is the winner in English and Russian? (Initial and one resubmission)
- 2017-Present – *Asian ESP Journal*, “team member” for associate editor (SCOPUS Indexed) <https://www.asian-esp-journal.com/editorial-board/>
 - 2018: A Technological Pedagogical Content Knowledge (TPACK) Framework for ESP Teachers in Tertiary Education in China
 - 2017: The Effect of Explicit Vocabulary Instruction on Taiwanese Undergraduates in an English Medium Instruction Course: An Empirical Study
 - <https://www.asian-esp-journal.com/editorial-board/>
- 2011-Present – Peer reviewer for *Computer Assisted Language Learning*:
 - 2020: Looking for the Right Blend: A Blended EFL University Writing Course (2019 submission and 2020 revision)
 - 2020: Intention to Use versus Actual Adoption of Technology by University English Language Learners: What Perceptions and Factors Matter? (initial and 2 resubmissions)
 - 2020: English teachers' intention to use Flipped Teaching: Interrelationships with competence need satisfaction, motivation, self-efficacy, belief, and support (initial and 1 resubmission)
 - 2020: A systematic review of research on the flipped language classroom: Research issues, methods and findings, theoretical frameworks, teaching approaches and tools (2019 initial and three 2020 resubmissions)

- 2019: Mobile-based Dynamic Assessment and the Development of EFL Students' Oral Fluency
- 2019: Free from demotivation in EFL writing: The use of online flipped writing instruction (2018 initial and 2019 resubmission)
- 2018: Flipped Classroom in English Language Teaching: A Systematic Review
- 2017: Language teachers' perceptions on the use of OER language processing technologies in MALL (Initial and two resubmissions)
- 2017: Pedagogical beliefs and attitudes toward information and communication technology: A survey among teachers of English as a Foreign Language in China (initial and one resubmission)
- 2016: Ubiquitous knowledge and engaging activities to foster EFL experiences (initial and one submission)
- 2015: A case study of using digital storytelling to enhance EFL student English writing
- 2015: Action research on the development of Chinese communication in a virtual community (2014 initial and two 2015 resubmissions)
- 2012-2020 – Peer reviewer for *System*:
 - 2020: Vocabulary in high-school EFL textbooks: Texts and learner knowledge (2020 initial and one resubmission)
 - 2019: Mobile Data-driven language learning: affordances and learners' perception (2018 initial and 2019 resubmission)
 - 2016: Effects of different language environments on Chinese graduate students' English writing perceptions and performance (2015 initial and 2016 resubmission)
 - 2015: “Build[ing] Something Which Alone We Could Not Have Done”: International Collaborative Teaching and Learning in Language Teacher Education (2014 initial and one 2015 resubmission)
- 2020 -- Peer Reviewer for the Canadian Journal of Learning and Technology (CJLT).
 - 2020: What role does video play in flipped language classrooms?
 - 2020: The influence of foreign language exposure in EFL classroom collaborative writing tasks
- 2020 – Peer reviewer for *Journal of Asian Pacific Communication* (JAPC). Paper: The Impact of cultural differences on LINE app communication among Thai and Chinese employees: Its effects on employee engagement
- 2020 - Scientific Committee member for the 21st International CALL Research Conference, 3-5 July 2020, Waseda University, Tokyo (Canceled due to pandemic)
- 2018 – Peer reviewer for *Computers & Education*. Paper: Teaching English public speaking to EFL learners through flipped learning (2017 initial and 2018 resubmission)

- 2018 – Peer reviewer for *International Journal of Contemporary Hospitality Management*. Paper: Indoor and outdoor physical surroundings and guests' emotional well-being – The luxury resort hotel context
- 2016 – Program committee member for the International Workshop on Technology Enhanced Language Learning (TELL 2016), held October 26-29 in Rome, in conjunction with the 1st International Symposium on Emerging Technologies for Education (SETE 2016) and the 15th International Conference on Web-based Learning (ICWL 2016). See <http://140.115.126.159/Call-for-Papers/>
- 2016 – Radio contest coordinator for the Nebraska Collegiate Media Association Goldenleaf Awards.
- 2015-2016 – Program committee member for the 3rd *English Scholars Beyond Borders Conference*, May 19-22, 2016, Taichung, Taiwan, along with leaders in the field, like Glen Stockwell and Jozef Colpaert. See <http://mlab.cs.pu.edu.tw/2016ESBB/index.php/committee/>
- 2015 – Peer reviewer for *Applied Linguistics*. Paper: The disruptive effect of technology on communication and meaning-making in the language classroom: a complex systems theory approach.

Recent Service to Community

- 2020 – Assistant Deputy Chief of Staff for Communications, North Central Region, Civil Air Patrol; Assistant Wing Public Affairs Officer, South Dakota Wing, Civil Air Patrol.
- 2019 – Service on national Civil Air Patrol Leadership Development Work Group to overhaul its professional development curriculum via online instruction and recordkeeping.
- 2002-2018 – National Civil Air Patrol (U.S. Air Force Auxiliary) Headquarters Communications Plans and Requirements division head, a top national volunteer staff member in the CAP Communications program, 2015-2018. Preceded by roles as assistant national communications officer, 2011-2015; Communications Team Leader 2007-2011; deputy director of communications for curriculum & training, 2005-2007; and advisor, national communications program, 2002-2005.
- 2010-2017 – Member Board of Trustees, Yankton College, Yankton, SD.

Recent Service to College

- 2017 - 2020 – Member, WSC Academic Policies Committee.
- 2015-2017 & 2019-2020 – Member Wayne State College Human Subjects Institutional Review Board.

Recent Service to School/Department

- Search committee member for Mass Communication faculty position, summer 2019.
- Search committee chair for tenure track Mass Communication faculty position, 2018.
- Search committee chair for tenure track Mass Communication faculty position, 2017-2018.
- Search committee chair for Mass Communication faculty position, 2017-2018.
- Search committee chair for Mass Communication faculty position, 2017.
- Search committee member for Communication Studies faculty position, 2016.
- Meet regularly with visiting prospective students.

Recent Professional Development

- On-going – Literature review research for scholarly writing.
- 2012 – Completed FEMA course IS-00042, Social Media in Emergency Management.
- 2012 – Completed FEMA course IS-120.a, An Introduction to Exercises.
- 2010 – Audited MLC 110, Conversational Mandarin.

Professional Experience

Marek Integrated Marketing Consultant

**Vermillion, S.D.
2000 to 2010**

- Public Relations and Internet Marketing consultant.
- Clients have included: Crazy Horse Memorial, Yankton Area Chamber of Commerce, Korczak's Heritage Gift Shop, Whitebear Art Project, Presentation College, Discovery Mime Theater, Susan Keith Gray, Heritage Village, Tall Grass Buffalo Products, Terin Corporation, Mount Marty College, CAP South Dakota Wing.
- Experience with ecommerce website development and maintenance.

Crazy Horse Memorial Foundation Public Relations Officer

**Custer, S.D.
May 2001 to July 2002**

- Coordinated local, national, and international news media relations including frequent visits by international media.
- Developed news releases, newsletter, and report publications, and distribution strategies.
- Photographed in a wide range of organizational documentary and artistic settings.
- Planned and implemented website redesign, tripling traffic.
- Planned and executed educational outreach strategies.

The University of South Dakota Foundation Director of Research, Management, and Communication

**Vermillion, S.D.
2000 to May 2001**

- Conducted prospect research for \$60 million capital campaign.

- Researched, evaluated, and qualified major gift prospects using internal database, LexisNexis, Securities and Exchange Commission filings, and other sources.
- Tracked contact reports and donor information.
- Wrote and distributed public relations material, including successful on-line newsletter.

**The University of South Dakota Foundation
Development Officer**

**Vermillion, S.D.
1994 to 1999**

- Major gifts fund raiser. Involved in all phases of fund-raising process including planning and implementation of major donor cultivation, creation of endowments, one-on-one calls, research, and database record keeping.
- Developed direct mail materials, news releases, newsletters, and other public communications.
- Pioneered use of e-mail for direct marketing to alumni and use of World Wide Web for development.
- Helped re-direct public relations for \$5 million capital campaign.

**Friends of South Dakota Public Broadcasting
Underwriting Manager**

**Sioux Falls, S.D.
1989 to 1994**

- Conducted corporate fund raising for eight-station public TV and ten-station public radio network.
- Doubled revenue over first two fiscal years, tripled revenue over four years.

**KFCR Radio
Owner/General Manager**

**Custer, S.D.
1986 to 1988**

- With two business partners, built new radio station.
- Guided corporation in broad range of planning and development steps, including FCC licensing, facility design and construction, and strategies for serving the public.
- U.S. Forest Service award for news coverage of Galena forest fire.

**South Dakota Public Radio
News Producer**

**Brookings, S.D.
1985 to 1988**

- Hosted "Rural Renaissance" live call-in program on statewide combined commercial and non-commercial radio network.
- Produced/hosted two-city dual-anchor newscast.
- Broke story of culmination of state building "sale lease-back plan."
- Broke story of Honeywell plans for munitions testing range in Black Hills of South Dakota.

**KKAA/KQAA Radio
News Director**

**Aberdeen, S.D.
1983 to 1985**

- Broke story of governor's plan to dissolve the water conservancy subdistricts.
- Best Enterprise Reporting, The Associated Press.

**KYNT (AM)/KKYA (FM)
Operations Manager/News Director**

**Yankton, S.D.
1979 to 1983**

- Story of the Year, The Associated Press, for ongoing coverage of the bankruptcy of the Milwaukee Road and the ramifications for rail service in South Dakota .
- Best Enterprise Reporting, The Associated Press.

**KIMM (AM)
News Director**

**Rapid City, S.D.
1978 to 1979**

**KOBH (FM)
Staff Announcer**

**Hot Springs, S.D.
1977 to 1978**

Attachment: WSC Marek Emeritus Nomination Materials (2909 : Emeritus Status for Dr. Michael Marek (AP))



1111 Main Street
Wayne, Nebraska 68787
www.wsc.edu
Member of the Nebraska State College System

Date: 1/7/2021

Dr. Taoka,

The mass communication faculty at Wayne State College would like to nominate Dr. Michael Marek for emeritus status. Dr. Marek meets all criteria in stated in Board Policy 5017.

Dr. Marek served as a full-time faculty member from August 2004 through August 2020, surpassing the minimum required years of service (15), attaining tenure in 2009 and full professor in 2013.

In the area of teaching, scholarship, and service, Dr. Marek employed theory-based instructional design, including constructivism, student-centered active learning, and promotion of critical thinking. Online classes, taught starting in 2013, used the above as well as elements of flipped learning theory. In his final semester as full-time faculty, his online evaluated class ranked higher than WSC online classes as a whole and higher than other classes in Communication Arts, including being more timely than average in meeting class responsibilities, more receptive to questions, more clear assignments and explicit grading criteria, more effective use of online tools, and better enabling critical analysis and reflection.

Dr. Marek is an established scholar, with 51 published peer-reviewed scholarly publications including 28 published peer-reviewed journal articles and book chapters (some with multiple reprints), 24 peer-reviewed conference presentations (and five more conference presentations presented by co-authors). These publications draw on his Ed.D., his doctoral program experience with international classmates, and his media background, to explore using multimedia mass communication technology to promote the learning of English by speakers of other languages. As of November 29, 2020, his peer-reviewed publications have been cited over 935 times and his h-index is 15, according to Google Scholar. His top three cited journal articles have 280, 177, and 119 citations, respectively.

His service to WSC included three years on the Academic Policies Committee, including guiding some urgently-needed catalog changes for the Communication Arts department; serving twice on HSIRB; and leading the first WSC Semester Abroad in Asia class. He previously chaired the Teaching and Learning Technology Committee (TLTC), served on the WSC Centennial Committee, and the Network Services Content Management System committee, which selected the vendor for the current WSC website. He chaired six faculty searches and served on multiple search committees, including for dean of Social and Natural Sciences. In addition, he has performed over 20 peer reviews for international scholarly journals so far this year.

Dr. Marek has clearly demonstrated leadership and collaboration. When Maureen Carrigg and Max McElwain abruptly left the mass communication faculty, he was the only full-time faculty member remaining in mass communication and provided stability that was essential for the well-being and self-assurance of the students.

His leadership style is collaborative, which he demonstrated in his work with academic colleagues in the mass communication program area, as well as with student leaders in the student media he advised. His strategic planning is evidence-based. Over time, he led initiatives to update and improve the mass communication curriculum, including changing the name of the “Broadcasting” concentration to “Electronic Media”; updating course names, descriptions, and requirements; and providing leadership toward approval of the two new departmental minors which became important to the program area – Digital Film Production and Promotion and Media. He also provided valuable strategic planning and continuity for things like the spring and fall assessment reports and other planning documents/reports required by the school.

As the mass communication faculty changed in recent years, Dr. Marek provided valuable mentorship and support to all three of the current mass communication faculty members as they assumed their responsibilities. He continues to be a ready resource for advice and questions of continuity with past practices of the department.

The mass communication faculty of Wayne State College believes that Dr. Marek greatly exceeds the criteria for designation as an emeritus faculty member and recommends approval of his nomination.

Yours truly,
Dr. Michael G. White
WSC Mass Communication
Video & Film Advisor



1111 Main Street
Wayne, Nebraska 68787
www.wsc.edu
Member of the Nebraska State College System

To: Board of Trustees, Nebraska State College System
From: Yasuko Taoka, Dean of Arts and Humanities, Wayne State College
Date: February 3, 2021
Re: Emeritus Status for Dr. Michael Marek, Professor, Retired

It is my pleasure to recommend Professor Michael Marek for Emeritus status. Professor Marek retired after the 2019-2020 academic year after 16 years of service. (He arrived at WSC with 10 years of experience in radio and 12 in development/public relations.) During his 16 years at WSC, he served as the sole faculty member specializing in audio/radio in the Mass Communications program within the Communication Arts Department. For many years he served as the anchor for the program amidst personnel changes, and the program is now once again stable with a new cohort of junior faculty hired with Professor Marek's guidance.

As a teacher, Professor Marek anticipated many pedagogical innovations, and was often one of the early adapters on campus: online learning, Skyping with classrooms in other countries, the advent of social media in the Mass Comm curriculum. He was meticulous and thoughtful in course design, and introduced many new courses to the curriculum during his time. In addition to the curriculum, he has left as human legacies his students, whose voices resound over the airwaves of Nebraska, from Omaha to Norfolk and beyond.

Professor Marek is a prolific researcher on pedagogy, in particular computer assisted language acquisition. This interest developed from his interests in pedagogy, technology, and intercultural communication, and he maintains international writing partnerships with colleagues in Taiwan. Even in retirement, he has continued to write and publish.

Professor Marek was particularly dedicated to service to his colleagues at WSC: he felt a responsibility to hold the Mass Communication program intact until new tenure-track colleagues could be hired, and he was particularly dedicated to his service to the Academic Policies Committee and the Institutional Review Board. These two committees, with their attention to detail and need for strong organizational capabilities, were excellent committee placements for Professor Marek.

Professor Marek was a particularly dedicated and conscientious colleague, and always sought to help his junior colleagues, his program, and the College as a whole with his contributions. To wit, he could always be counted upon to perform a thorough and thoughtful review of curriculum revision proposals. He was also reliably fair and equitable in his treatment of proposals and colleagues, and frequently advocated—respectfully and rationally—on behalf of his junior colleagues and his program.

I should also note that for nearly two decades, Professor Marek served the community in the communications wing of the Civil Air Patrol; he was twice recognized with a Distinguished Service Award for his service.



1111 Main Street ▪ Wayne, Nebraska 68787 ▪ www.wsc.edu ▪ Member of the Nebraska State College System ▪ Our Focus Is Your Future

Vice President for Academic Affairs
402-375-7208

March 4, 2021

Dear President Rames,

This letter is written on behalf of Dr. Michael Marek, in support of his nomination for Emeritus Status. Dr. Marek has been an effective teacher, scholar, and mentor at WSC for 16 years. As a faculty member in Mass Communications in the Department of Communication Arts, Dr. Marek served in numerous committee leadership roles, introduced many new courses to the curriculum, published many exceptional scholarly works, accompanied students on the Taiwan study abroad experience, and participated in service projects in the communications discipline.

Dr. Marek is and will continue to be a resource of past practices and advice for the Mass Communications program. His potential for future contributions will be an asset to the institution.

I recommend Michael Marek for Emeritus Status without any reservations.

Sincerely,

A handwritten signature in black ink that reads 'S. Elliott'.

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

Attachment: WSC Marek Emeritus Nomination Materials (2909 : Emeritus Status for Dr. Michael Marek (AP))



1111 Main Street
Wayne, Nebraska 68787
www.wsc.edu
Member of the Nebraska State College System

PRESIDENT
(402) 375-7200

March 8, 2021

Chancellor Paul Turman
Nebraska State College System Office
1327 H Street, Suite 200
Lincoln, NE 68508

Dear Chancellor Turman:

I am writing in support of Dr. Michael Marek's nomination for Emeritus Status. His 16 years of service to Wayne State College and his involvement while on campus as an active faculty member make him an excellent candidate.

Dr. Marek is an accomplished faculty member. He taught numerous undergraduate courses and several honors projects, led undergraduate study abroad classes, served as Faculty Advisor to the student radio station, and published several journal articles and book chapters. His experience and expertise in media content creation will be utilized in his professional work, research, and teaching. Dr. Marek's expertise is evident when reviewing his curriculum vitae.

In Dr. Marek's retirement, I am confident he will continue to be an active and contributing member of the Wayne State community. I highly recommend that he receive Emeritus Status.

Cordially,

Marysz P. Rames
President

ITEMS FOR CONSENT AGENDA

June 17, 2021

ACTION: Approve Depositories and Signatories (FFA)

Board Policy 6006 states: "All cash receipts shall be deposited in banks to the credit of the individual Colleges or to the Board, as appropriate. The Board of Trustees shall approve such depositories, the designation of account, and the authority for withdrawal. The approved depositories, accounts, and authorized signatories to each account shall be recorded with the System Office. Recommendations for depositor designation and withdrawal of such funds shall be presented to the Board each year at the last meeting of the prior fiscal year for approval."

The following accounts and their purpose along with the authorized individuals are presented for Board approval.

Chadron State College
First National Bank of Chadron

Account Name and Purpose:

Agency Account - This is separately maintained operational account through which direct scholarships, student account refunds are processed. Most transactions are a deposit and withdrawal for the same amount and then a \$5 balance is maintained to keep the account open.

Revolving Account - This is a separately maintained account through which petty cash activity flows including athletic team travel, miscellaneous reimbursements, change funds, etc.

Wire Transfer Account - This is a separately maintained operational account where various electronic banking transactions are deposited. All funds in this account are paid to Chadron State College and the account generally maintains a \$0 balance.

Authorized Parties and Signatures:

Richard R. Rhine
 Kari Gaswick
 James Powell
 Melany Hughes
 Jordan Haefele

Peru State College
Mainstreet Bank, Peru Branch

Account Name and Purpose:

Student Escrow - This account may be used to issue student refund checks when timing is critical or to process refunds to the Veterans Affairs Office or to accommodate payments between a collection agency. International students who send funds by wire transfer to cover

their student account balance are deposited in the Student Escrow account.

Revolving Account - This is essentially a petty cash fund established for settlement and equitable adjustments with students, payments for immediate day-to-day operations, and to provide for contingencies. It may be used for student travel, athletic team travel, and conference registration fees. There are occasions when it has been necessary to issue a vendor payment or process a scholarship refund to an organization.

Authorized Parties and Signatures:

Michael Evans
Debbie A. White
Eulanda Cade
Randall Willey
Keith Ellis
Jennifer Rieken

Wayne State College
Elkhorn Valley Bank & Trust, Wayne

Account Name and Purpose:

Agency Account - This account includes funds held for other people. Specifically, it is used for PayPal and eBay sales of surplus property and In/Out activity.

Revolving Account - This account is the college's petty cash fund used to pay miscellaneous expenses such as entry fees for athletic teams, general student travel, postage, and emergency manual paychecks.

U.S. Bank, Norfolk

Account Name and Purpose:

Wayne State College (E-checking) - This account is used for one-time and recurring e-check payments requested by previously enrolled students and initiated by the college for past due accounts. This provides students with an additional electronic payment method in addition to credit/debt cards.

Authorized Parties and Signatures:

Marysz Rames
Angela S. Fredrickson
Barbara J. Meyer
Mitch DeBoer
Jeremy Rasmussen

The System Office recommends approval of the Depositories and Signatories (FFA).

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4220 Assessment; Policy and Procedures

Page 1 of 1

BOARD POLICY

Introduction

1. The Board of Trustees of the Nebraska State College System believes that an effective assessment system is essential because it promotes accountability, informing program development and review, assuring that students achieve established educational course and program goals, and providing evidence of institutional progress over time. In addition, an effective assessment system provides an effective review of its student support services.
2. In recognition of the importance of assessment, each College shall engage in a college-wide assessment system of student learning, program quality, and institutional effectiveness to enhance the quality and excellence of learning and teaching for students and ensure a culture of continuous improvement.
3. The assessment system in place at each College shall meet the ~~requirements of the~~ Higher Learning Commission Criteria for Accreditation and any specialty accreditations held by the College in addition to requirements outlined in this policy.
4. An effective assessment system will rely on measures that are reliable, valid, and practical; incorporate a variety of direct and indirect measurements; use appropriate technologies; and exhibit the multiple roles of assessment.
 - a. Examples of direct measurements include, but are not limited to:
 1. Standardized tests used to assess general education, academic majors, and professional capstone courses
 2. Portfolios scored with rubrics
 3. Scored exhibitions, authentic artifacts, and/or performances
 - b. Examples of indirect measurements include, but are not limited to:
 1. Interviews of students, alumni or focus groups
 2. Surveys of students, graduates, or employers
 3. Self-reported job placement data
- ~~5. The assessment system will include specific procedures related to online courses or programs that will ensure "...that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit."²¹ The Chief Academic Officers at each college will establish a distance learning assessment policy that may include a substantial culminating experience that is proctored.~~

Reporting Requirements

- ~~1. "The Chief Academic Officers at each college will submit an accountability report to the chancellor based on participation in a systematic process of assessment. This report will include a description of key assessment strategies, assessment data, and a description of changes that have been implemented as a result of assessment findings."~~
- ~~2.1. Annually, the Chancellor shall report to the Board the results of assessment measures as indicated on the 6 (six) year schedule developed by the Academic, Personnel and Student Affairs Committee.~~

¹The Library of Congress. Section 495 of the Higher Education Act of 2008 (Public Law 110-315). Retrieved from the THOMAS Home search page on March 4, 2009 from the World Wide Web: <http://Thomas.loc.gov>

Policy Adopted: 3/28/08
 Policy Revised: 4/17/09
 Policy Revised: 1/19/11
 Policy Revised: 7/8/15

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4730 Design and Delivery of Distance Education Courses Page 1 of 21

BOARD POLICY

This policy is designed to encourage the development and use of distance education courses for educational purposes, where appropriate, while ensuring a level of quality equivalent to that of regular on-campus ~~courses~~ credit instruction.

The Chancellor will encourage, facilitate and coordinate ~~the~~ distance education activities of the Nebraska State Colleges by reviewing plans, monitoring progress, and evaluating results as specified under the current policy.

Per the Higher Learning Commission, distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

~~PROCEDURE~~ COURSE MODALITIES

1. **On-Campus Course:** Instruction is primarily delivered in an onsite, face-to-face setting with both instructor and students together in the same place at the same time for scheduled class meetings. Course may include Internet enhancements.
 2. **Online Course:** Instruction is primarily delivered online via the Internet, where at least 75% of the instruction and interactions occurs via electronic communication or equivalent mechanisms, with faculty and students physically separated from each other. Instruction may be offered synchronously or asynchronously.
 3. **Hybrid Course:** Instruction is offered to all students via dual modalities of on-campus and online. One or more face-to-face class meetings are required in addition to participating in online instructional activities. No more than 75% of overall instruction for the course is delivered online via the Internet.
 4. **Blended Course:** Instruction is simultaneously delivered to two separately registered groups of students enrolled in the same course at one specific College: online students and students who receive instruction face to face in the classroom. In a blended course, there are students physically attending in the classroom as well as students attending via the Internet from one or more remote locations. Students attending remotely receive instruction synchronously (or through a recording of that particular live session) with the students in the classroom during set class meeting times. A blended course has a single syllabus and a common set of assignments, schedule, and curriculum.
- ~~1. An annual Online Programs Report pertaining to the preceding twelve months shall be filed by each institution with the Chancellor for review at the October or November Board meeting. The Chancellor shall provide guidelines for the format and content of this report.~~
 - ~~2. Any institution that intends to obtain, purchase or lease telecommunications transmission equipment, or seeks to plan and enter into consortial relationships with other organizations and agencies that would provide access to telecommunications transmission that would alter its capacity to deliver or extend the range of its delivery equipment, must receive approval of the Board.~~

~~Standards and Conditions~~ STANDARDS AND CONDITIONS

1. Courses offered via distance education may be designed and delivered differently than on-campus courses, following best practices for instruction, engagement, and assessment of students using this modality. Course outcomes for distance education courses must be equivalent to those established for on-campus courses.
2. Instructors assigned to courses offered via distance education must complete training specific to the modality and demonstrate continued effectiveness in using distance education to deliver instruction.

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4730 Design and Delivery of Distance Education Courses Page 2 of 2

- ~~4.3.~~ Instructors responsible for ~~credit~~ courses offered ~~viathrough~~ distance education must ~~be faculty members or must~~ meet the standards and procedures used by the ~~Collegeinstitution~~ for the appointment of faculty responsible for on-campus ~~resident credit~~ courses. Provision must be made for the review and approval of faculty ~~credentials~~ by the appropriate administrator in the field(s) affected.
- ~~42.~~ Procedures for evaluation of faculty responsible for ~~credit~~ courses offered ~~viathrough~~ distance education must be equivalent to those used by the ~~Collegeinstitution~~ for the evaluation of faculty teaching ~~on-campusresident credit~~ courses.
- ~~53.~~ Procedures for the evaluation of ~~the organization and content of~~ courses offered ~~viathrough~~ distance education must be equivalent to those used for ~~on-campus coursesresident instruction~~.
- ~~64.~~ Each course offered ~~viathrough~~ distance education must include procedures for monitoring and assessing student performance. Those procedures, such as written exercises, papers, and examinations, must be equivalent to those used in comparable ~~on-campusresident~~ courses. Standards for success or failure in distance education courses must be as rigorous as those for ~~on-campusresident credit~~ courses.
- ~~75.~~ The ~~Ce~~olleges have the responsibility to ~~verify the identity of students who participate in courses or programs provided through distance education, as required by Federal Policy FDCR.A.10.050. ensure that the student who registers in a distance education course is the same student who participates in and completes the course and receives the academic credit. The Chief Academic Officer at each college will establish a distance learning assessment policy that may include a substantial culminating experience that is proctored. (See Board Policy 4220).~~
- ~~86.~~ Each instructor of record in a course offered ~~viathrough~~ distance education must provide timely feedback to students regarding their progress and performance by methods equivalent to those used in ~~on-campusresident credit~~ courses.
- ~~97.~~ Students enrolled in distance education courses must be provided with academic support services appropriate to the ~~programdiscipline~~.

Policy Adopted: 6/5/93
 Policy Revised: 6/2/06
 Policy Revised: 3/26/10
 Policy Revised: 11/15/13
Policy Revised: _____

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Resolution to Temporarily Allow Increase for
Dependant Care Contributions to Employee Flex Spending
Accounts**

The NSCS would like to increase the dependent care maximum per the recent stimulus relief bill that was recently passed (American Rescue Plan Act of 2021). The dependent care maximum has increased from \$5,000 to \$10,500.

The approval of this resolution will allow for that increase to be incorporated into the Employee Flex Spending Accounts.

The System Office recommends approval of the Resolution to Temporarily Allow Increase for Dependant Care Contributions to Flex Spending Accounts.

ATTACHMENTS:

- Board Resolution and Amendment One to Flex Plan (PDF)

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

The undersigned, being all the members of the Board of Trustees of the Nebraska State Colleges (the "Board"), hereby consent to, approve, and adopt the following resolutions and each and every action affected thereby.

WHEREAS, the Board established the Nebraska State Colleges Flexible Benefit Plan (the "Plan") on October 1, 1987, which was amended and restated effective September 1, 2019;

WHEREAS, pursuant to the terms of the Plan, the Board has the power and authority to amend the Plan at any time; and

WHEREAS, the Board now wishes to amend the Plan to temporarily increase the maximum annual contribution permitted under the Dependent Care Assistance Program due to COVID-19 relief issued under the American Rescue Plan Act.

NOW THEREFORE, BE IT RESOLVED, that Amendment One, attached hereto as Exhibit A, is hereby approved and adopted as of the date set forth below;

RESOLVED FURTHER, that the members of the Board of Trustees and any officer of the Board be, and each of them individually hereby is, authorized in the name and on behalf of the Board to take or to cause to be taken any and all such further actions as in his or her judgment shall be necessary, desirable, advisable or appropriate to effectuate the purpose and intent of the foregoing resolutions, including, without limitation, executing plan amendments and distributing a summary of material modifications; and

RESOLVED, FURTHER, that any and all prior actions of any of the Board or the officers and agents of the Board in connection with the matters contemplated by the foregoing resolutions are hereby ratified, approved and adopted in all respects.

The remainder of this page is intentionally left blank. Signature page follows.

IN WITNESS WHEREOF, the undersigned members of the Board of Trustees have executed this Resolution as of June 17, 2021.

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

EXHIBIT A
AMENDMENT ONE
TO THE
NEBRASKA STATE COLLEGES FLEXIBLE BENEFIT PLAN

“1. Section 9.4, “Maximum and Minimum Benefits for DCAP” is hereby amended to add the following subsection (e):

(e) Temporary Maximum Dollar Limit During Calendar Year 2021. The maximum annual benefit amount that a Participant may elect to receive under this Plan in the form of reimbursements for Dependent Care Expenses incurred in any Period of Coverage during calendar year 2021 shall be \$10,500 or, if lower, the maximum amount that the Participant has reason to believe will be excludable from his or her income at the time the election is made as a result of the applicable statutory limit for the Participant. The applicable statutory limit for a Participant is the smallest of the following amounts:

- the Participant’s Earned Income for the calendar year;
- the Earned Income of the Participant’s Spouse for the calendar year (for this purpose, a Spouse will be deemed to have earned income of at least \$250 (\$500 if the Participant has two or more Qualifying Individuals) for each month in which the Spouse is either (1) physically or mentally incapable of self-care (provided that the Spouse must have the same principal place of abode as the Participant for more than one-half of such year), or (2) a Student); or
- either \$10,500 or \$5,250 for the calendar year, as applicable:
 - (1) \$10,500 for the calendar year if one of the following applies:
 - the Participant is married and files a joint federal income tax return;
 - the Participant is married, files a separate federal income tax return, and meets the following conditions: (1) the Participant maintains as his or her home a household that constitutes (for more than half of the taxable year) the principal abode of a Qualifying Individual (i.e., the Dependent for whom the Participant is eligible to receive reimbursements under the DCAP); (2) the Participant furnishes over half of the cost of maintaining such household during the taxable year; and (3) during the last six months of the taxable year, the Participant’s Spouse is not a member of such household; or
 - the Participant is single or is the head of the household for federal income tax purposes; or

- (2) \$5,250 for the calendar year if the Participant is married and files a separate federal income tax return under circumstances other than those described above.

The temporary relief described under this Section 9.4(e) is only effective during calendar year 2021, and shall expire effective December 31, 2021.”

The Board of Trustees, or its delegate, is hereby authorized to take any action it deems necessary or advisable to implement this Amendment.

The foregoing was adopted this ____ day of June 2021.

DELEGATED MEMBER OF THE BOARD OF TRUSTEES

 By: _____
 Title: _____

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Temporary Custodial Services Contract for Peru State College**

Peru State respectfully requests approval of the Temporary Custodial Services contract. The College published a request for proposal on November 13, 2020 and due to a lack of response, reissued again on January 27, 2021 to solicit sealed proposals from experienced firms to establish a one (1) year contract through competitive negotiations for providing temporary custodial services.

The System Office and Peru State College recommend approval of the Temporary Custodial Services Contract for Peru State College.

ATTACHMENTS:

- PSC QPS Employment Group Contract (PDF)

Note: Contracts for Services are public records which are generally subject to statutory public disclosure and public website posting requirements.

CONTRACT FOR SERVICES

(Long Form)

Board of Trustees of the Nebraska State Colleges
Chadron State, Peru State, and Wayne State Colleges

This Contract is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Peru State College (the "College"), and QPS Employment Group, Inc., an S Corporation (the "Contractor").

The Contractor and the College agree as follows:

Effective Date. This Contract shall be in effect from 07/01/2021 to 06/31/2022.

1. **Services.** The Contractor agrees to provide the following services to the College: recruit, screen, interview and assign its employees to perform work under College supervision per the job description (below) and work orders provided by the College.

| | |
|-----------------------------|---|
| Job Title Nature of work | Custodian Sweeps, dusts, mops, strips and waxes floors; shampoos carpets and upholstered furniture; may perform emergency and special setup or cleanup functions. Washes walls, woodwork, baseboards, windows, blinds and furniture; cleans classroom blackboards/dry erase boards; dusts, polishes and wipes furniture. Cleans sinks, basins, toilets, urinals, bathtubs and showers; replenishes bathroom supplies; unplugs traps and drains; collects and disposes of trash; operates vacuums, scrubbers, buffers and other mechanical or power cleaners; may change light bulbs, fuses and heating and air conditioning filters; check buildings and report maintenance needs, lighting or equipment problems to supervisor. Patch, paint and finish walls, trim and woodwork as directed. Cleans and maintains general cleaning equipment and materials; replenishes and distributes cleaning supplies as required; cares for plants in and around campus buildings as assigned. |
| Examples of Work Performed | Hours of work will be Monday through Friday 6:00 a.m. – 3:00 p.m. with occasional Saturday work required. Performs a variety of custodial tasks within an assigned area or building, including but not limited to sweeping, dusting, mopping, vacuuming, stripping and waxing flooring, cleaning classrooms, and restroom areas. Work is performed in accordance with established procedures and sanitary standards, which may vary depending upon location with specific instructions provided for unusual problems. |
| Physical Demands | Ability to work in extreme hot or cold; bend, crouch and climb; assist in safe lifting in excess of 75 pounds; with sufficient strength to perform assigned tasks. |

Contractor Associate Employees (AEs) are not permitted to operate any motor vehicle, including their own vehicle, or be entrusted with unattended premises, cash, checks, credit cards, merchandise, confidential or trade information, negotiable instruments or other valuables. Any AEs providing any supervisory, quality/inspection control or mechanical services will not have any sign off or final inspection authority while performing such services.

Contractor strictly prohibits its AEs from performing work in confined spaces, work as attendants or fire watch, work involving heights such as the use of scaffolding, (however, Contractor will allow the use of ladders four (4) feet or lower in height for counter wiping work,) work involving contact with bodily fluids including clean up and transport, work involving the transportation and handling of liquid metals and other high temperature materials and fluids, and any work around active railroad lines, moving railroad cars or active railroad sidings.

The Contractor agrees the contract work shall not be performed on time that is paid for by any public funds other than those provided by the College under this Contract.

2. **Consideration.** For the services described above, the College agrees to pay the Contractor:

\$17.88 per hour, per employee. Payment made after submittal of a weekly invoice to the College. Contract not to exceed \$100,000.00.

Attachment: PSC QPS Employment Group Contract (2916 : Temporary Custodial Services Contract for Peru State College)

Where provision is made for travel expenses, the expenses shall not exceed those allowed employees of the Nebraska State College System unless otherwise specifically provided herein.

3. **Prompt Payment Act.** In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.
4. **Independent Contractor.** The Contractor shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law.

The Contractor agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between the Contractor and the College, and the College shall not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages or overtime premiums. If the Contractor has employees or subcontractors, the Contractor further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of the Contractor's employees for the duration of this Contract. The Contractor agrees to furnish the College proof of workers' compensation insurance coverage upon request.

To the extent permitted by law, the parties agree to indemnify, defend and hold each other harmless for their own and respective employees' negligent acts or omissions or willful misconduct or any breach of the terms of this Contract. If either party asks for indemnification under this Contract, they must do so within ten (10) business days of receiving notice of any claim. Any claim related to work performed must be submitted in writing within ninety (90) days of the end of the AEs assignment. Neither party will be responsible for any indirect, incidental, consequential, exemplary, special, punitive or lost profit damages that arise under this contract regardless of how the damages are characterized.

Liability Insurance Requirements - One box below must be selected and marked.

- The Contractor is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million dollar (\$5,000,000) umbrella. The Contractor's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College.
 - The Contractor is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a three million dollar (\$3,000,000) umbrella. The Contractor's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College.
 - The Contractor is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence. The Contractor's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College.
 - The Contractor is not required to carry liability insurance as a condition of this Contract.
5. **Access to Records.** The Contractor agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. The Contractor agrees to allow authorized representatives of the College, the Board, the funding Federal Agency, if any, and the United States Comptroller General, if

appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

6. **New Employee Work Eligibility Status.** - *One box below must be selected and marked.*

- Employee Work Eligibility Status.** The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.
- The Contractor is an individual, LLC, or sole proprietorship. The Contractor must complete the "United States Citizenship Attestation Form," available on the Department of Administrative Services website at http://das.nebraska.gov/lb403/attestation_form.pdf. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide US Citizenship and Immigration Services (USCIS) documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program. *The attestation form and USCIS documents (if applicable) must be attached to the Contract.*

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

7. **Non-Discrimination.** The Contractor agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.
8. **ADA & Drug-Free Workplace Requirements.** All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, the Contractor certifies that the Contractor operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.
9. **Debarment/Suspension Certification.** If this Contract involves the expenditure of federal funds in the amount of twenty-five thousand dollars (\$25,000) or more, the Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
10. **Use of Information: Property Ownership.** The Contractor agrees that any and all information gathered in the performance of this Contract, either independently or through the College or the State College System, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. The Contractor agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for the Contractor, for any member of the Contractor's immediate family, or for any business with which the Contractor is associated except to the extent provided by this Contract.

The Contractor further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. The Contractor hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

11. **Parties; Subcontractors; Assignment.** References to the Contractor and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. The Contractor agrees that no

subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. The Contractor agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

12. **Cancellation.** This Contract may be canceled by either party upon thirty (30) days' written notice. Additionally, this Contract may be cancelled by the College upon seven (7) days written notice due to circumstances beyond the College's control, such as public health or safety concerns or other extenuating circumstances. Settlement of the amount due to the Contractor upon cancellation shall be negotiated between the parties based upon (a) specified deliverables completed by the Contractor and accepted and usable by the College as of the date of termination when the Contractor initiates termination, or (b) the percentage of services performed by the Contractor as of the date of termination when the College initiates termination.
13. **Default; Remedies.** If the Contractor defaults in its obligations under this Contract, the College may, at its discretion, exercise any remedy available by law or in equity. In addition to any other available remedy, the College may terminate this Contract immediately by written notice to the Contractor. The College shall pay the Contractor only for such performance as has been properly completed and is of use to the College. The College may, at its discretion, contract for provision of the services required to complete this Contract and hold the Contractor liable for all expenses incurred in such additional contract over and above the consideration set forth in Paragraph 2.
14. **Unavailability of Funding.** Due to possible future reductions in state and/or federal appropriations, the College cannot guarantee the continued availability of funding for this Contract beyond the current fiscal year. In the event funds to finance this Contract become unavailable either in full or in part due to reductions in appropriations for a future fiscal year, the College may terminate the Contract or reduce the consideration by notice in writing to the Contractor. The notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The College shall be the final authority as to the availability of funds. The effective date of Contract termination or reduction in consideration shall be the actual effective date of the elimination or reduction of appropriations. In the event of a reduction in consideration, the Contractor may cancel this Contract as of the effective date of the proposed reduction by written notice to the College.
15. **Complete Agreement; Governing Law; Amendment.** This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties.
16. **Technology Access.** All contracts, that include provisions of technology products, systems, and services, including data, voice, and video technologies, as well as information dissemination methods, shall comply with the Nebraska Technology Access Standards adopted pursuant to Neb. Rev. Stat. §73-205. These Standards are available for viewing on the Web at <https://nitc.nebraska.gov/standards/2-201.pdf>, and are incorporated into this Contract as if fully set forth herein.
17. **Confidentiality.** Contractor acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. Contractor will utilize user data from the College only in the furtherance of this Contract. Contractor will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. Contractor will reimburse the College for any and all expenses incurred by the College as a result of a data breach of Contractor's systems.

If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA) the Contractor agrees and acknowledges that Contractor is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: <https://www.nscs.edu/policy-manual/detail/39-3650-student%20records>) and will take necessary steps to safeguard the confidential student information.

The Contractor further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

18. **Designated College Representative.** The designated College representative for purposes of monitoring and oversight of this Contract is:

| | | |
|-----------------------|----------------|------------------|
| Darrin Reeves | (402) 872-2309 | dreeves@peru.edu |
| Typed or Printed Name | Telephone | Email Address |

19. **Signatures.**

| CONTRACTOR | COLLEGE | SYSTEM OFFICE |
|-------------------|---|----------------------|
| Signature | Signature | Signature |
| Printed Name | Debbie A. White Printed Name VP for Administration and Finance | Printed Name |
| Title | Title | Title |
| Date | Date | Date |

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Minors in Forensic Chemistry and Ethnic and Diversity Studies 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 minors, beginning Fall 2021.

- Forensic Chemistry Minor
- Ethnic and Diversity Studies Minor

The System Office and Peru State College recommend approval of the Minors in Forensic Chemistry and Ethnic and Diversity Studies for Peru State College.

ATTACHMENTS:

- PSC Forensic Chemistry Minor (PDF)
- PSC Ethnic and Diversity Studies Minor (PDF)

Peru State College
Proposal to Add Forensic Chemistry Minor

1. Descriptive Information

- A. Name of Institution: Peru State College
- B. Name of Program: Forensic Chemistry Minor
- C. Degrees/credentials to be awarded graduates of the program: None
- D. Other programs offered in this field by the institution: None
- E. CIP code: 26.0202
- F. Administrative units for the program: School of Arts and Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable: Campus
- H. Proposed date (term/year) the program will be initiated: Fall 2021
- I. Description of Program:

This minor will allow students who are interested in forensic science the ability to understand the chemical interactions and techniques used by forensic analysts. It will expand our criminal justice majors' ability to analyze crime scenes and provide them with more opportunities for employment when they graduate. It aims to provide our students with a general background in forensic chemistry.

The Forensic Chemistry minor will equip students with the knowledge of chemical interactions, forensic techniques, and how to relate an analytical approach to criminal investigations. Courses in this minor will develop students' understanding of chemistry and its applications to criminalistics. Focus will be placed on analyzing evidence found at a crime scene as well as evidence processing in a laboratory setting.

Program Outcomes

- 1. Better prepare our students for analyzing crime scenes by gaining basic knowledge in laboratory skills, chemical techniques, and instrumentation utilized to determine unknown samples.
- 2. Allow criminal justice students a greater opportunity to advance their degree into a forensic science career.
- 3. Provide students with a broader understanding of the significant connection between chemistry and forensic science.

Minor: Forensic Chemistry

| Forensic Chemistry Minor | | | |
|---------------------------|-----|--|----|
| <i>Advanced Chemistry</i> | | | |
| CHEM | 101 | General Chemistry I | 4 |
| CHEM | 102 | General Chemistry II | 4 |
| CJUS | 110 | Survey of Criminal Justice | 3 |
| CHEM | 220 | Intro to Nanotechnology and its Applications | 4 |
| CHEM | 324 | Instrumental Methods in Forensic Chemistry | 1 |
| CJUS | 450 | Criminalistics | 3 |
| MINOR TOTAL | | | 19 |

Course Descriptions

CHEM 101 (4 cr hrs) General Chemistry I

An introduction to the fundamentals of chemistry. Such topics as atomic theory, chemical bonding, stoichiometry, solutions, and pH are covered. Both lecture and laboratory are required for this course.

CHEM 102 (4 cr hrs) General Chemistry II

This course is an application of the fundamentals of chemistry, including states of matter, oxidation-reduction, thermochemistry, chemical equilibrium, kinetics, nuclear chemistry, and descriptive chemistry. Both lecture and laboratory are required for this course.

CHEM 220 (4 cr hrs) Intro to Nanotechnology and Its Applications

This course presents an analytical approach to the fundamental principles of nano-structured materials. Synthetic methods, analytical characterization techniques, and current advances in the nanotechnology field will be emphasized. The type of nano-structure materials to be studied include: nanocrystals, nano-wires, carbon-based nanostructure, porous structures, and catalysts. The synthetic methods will correspond to bottom-up approaches and will highlight solution-phase techniques such as micelle-templated, sol-gel, and non-hydrolytic molecular decomposition. Characterization methods that will be discussed include electron microscopy (transmission and scanning), UV-visible absorption and fluorescence, atomic force microscopy, X-ray diffraction (powder and single crystal), scanning tunneling microscopy, and Langmuir adsorption. Both lecture and laboratory are required for this course.

CHEM 324 (1 cr hr) Instrumental Methods in Forensic Chemistry (new course)

This course presents the fundamental and working principles of instrumentation used in forensic chemistry and will align itself with the SWGDRUG analysis categories A to C. Instrumentation used in these three categories will be discussed in this one credit hour course and will include the following: infrared spectroscopy, mass spectroscopy, nuclear magnetic resonance spectroscopy, Raman spectroscopy, X-ray diffractometry, chromatography, light and fluorescence microscopy, fluorescence spectroscopy, Ultraviolet spectroscopy, immunoassay, color tests, and melting point analysis.

CJUS 110 (3 cr hrs) Survey of Criminal Justice

This course introduces students to general criminal justice concepts and knowledge about the relationships of crime and criminal behavior. The purpose, role, and interrelationships of the police, other law enforcement officials, the courts and judiciary, corrections, and parole systems are discussed.

CJUS 450 (3 cr hrs) Criminalistics

This course introduces students to the basics of forensic science, focusing on the legal and procedural methods of evidence and evidence collection techniques to include fingerprint collection and analysis, firearms identification, gunshot residue, tool marks, footprint and tire mark impressions, forensic serology, blood spatter evidence, forensic photography, DNA theory and analysis, and electronic surveillance issues.

2. Centrality to Role and Mission

This program is central to the mission of the College by providing our students an engaging educational experience while giving them better opportunities after graduation. After completing this minor, students will be better suited for forensic analysis, which will also strengthen and enrich the communities where these students serve.

As described in the Coordinating Commission for Postsecondary Education's Comprehensive Statewide Plan approved in 2020, this program will be student-centered, create inclusive environments that foster student success, and offer lifelong learning opportunities that are responsive to students' and workforce needs as well as generate critical thinking skills with the knowledge and workplace skills needed to be successful employees. It will also serve the state by preparing individuals for productive, fulfilling lives and by developing and nurturing the citizens and future leaders of Nebraska.

On August 6, 2020 Governor Ricketts signed LB1008, which includes funding for the Career Scholarship Program as well as the Nebraska Department of Correctional Services to establish the Corrections Workforce Department Pathways program. This program will give students more opportunities to further their understanding and training in forensic science meeting the needs of the state and the core values of the State College System.

3. Evidence of Need and Demand

A. Need for the program:

One source for our evidence of need comes from the following quote found in the National Criminal Justice Reference Service's Report to Congress, "Manpower shortages are the biggest concern of the forensic community and directly impact on the ability of crime laboratories to address casework backlogs." This added minor would increase the marketability of criminal justice majors and give them added skills in crime scene investigation and forensic analysis.

The Bureau of Labor Statistics (BLS) quantifies this statement and classifies the job outlook for forensic science technicians at growth rate of 14% for the ten-year period from 2019-2029, which is "much higher than average." The BLS states, "The median annual wage for forensic science technicians was \$60,590 in May 2020" and competition for positions is likely to be

strong. Likewise, in Nebraska, the projected employment of Forensic Science Technicians is expected to increase 14.2% between 2012-2028, according to the Nebraska Department of Labor.

B. Demand for the Program:

Criminal Justice faculty expect 10%-20% of the current majors would be interested in adding this minor to their program, which would be approximately 6-12 students. This number is small, but the career advantages provided to these students would be significant as they compete for jobs.

The program relies mostly on existing courses. The one new course—which is 1 credit—could also serve Biochemistry and pre-professional students who need instruction in instrumentation. Consequently, a very small number of students would be enough to make the program viable.

4. **Adequacy of Resources**

A. Faculty and Staff Resources:

This minor would add one credit hour to the chemistry load with the addition of CHEM 451. All other courses are already taught on campus and would not be affected. It is not anticipated at this time that overloads will be a consequence of added students in any of the courses listed in this minor.

B. Physical Facilities:

Instrumentation used in CHEM 451 is only offered on-campus as well as the laboratories associated with CHEM 101, 102, and 220. Therefore, this minor can only be offered on Peru's campus.

The program maximizes existing College facilities and equipment and makes further use of those investments. A Criminalistics Lab in the Criminal Justice program and the mass spectrometer in Chemistry will both see usage by new student populations. As a result, there will be added use of instrumentation and facilities which will shorten their physical life span. However, it is not expected to have a measurable increase to the cost of running the laboratories in chemistry or the need for replacement of equipment for the program with the expected increases in course enrollment for the next ten years.

C. Instructional Equipment and Informational Resources:

No additional instructional and information resources will be needed for addition of this minor. Existing program equipment is sufficient for the addition of this minor. As mentioned previously, this program will help to maximize the investment in existing technology.

D. Budget Projections for the first five years of program:

Potentially, this program could help recruit new students in Criminal Justice as well as support retention efforts of existing students. If the program were popular, the College may need to offer an additional section of some of the core courses from time to time, using adjuncts or adjusting faculty teaching loads.

5. Avoidance of Unnecessary Duplication

Nebraska has forensic science majors (UNL, UNO) but no forensic chemistry minor. We were unable to find a similar program within the state or region.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

Values, needs and goals addressed from the Statewide Plan for Postsecondary Education

- This program is an incentive for recruiting and educating students in targeted workforce shortage area.
- The state benefits when a program like forensic chemistry can bring major benefits to the state and to its students.
- The program is responsive to the workforce development and ongoing training needs of employers and industries to build and sustain a knowledgeable, trained, and skilled workforce in both rural and urban areas of the state.
- The addition of the Forensic Chemistry minor is reacting to evolving needs and priorities of the students and people of Nebraska by adopting new methods and technologies to address their needs.

As described in the Coordinating Commission for Postsecondary Education's Comprehensive Statewide Plan, this program will be student-centered, create inclusive environments that foster student success, and offer lifelong learning opportunities that are responsive to students' and workforce needs as well as generate critical thinking skills with the knowledge and workplace skills needed to be successful employees. This program supplements the PSC Criminal Justice program by attracting and educating students with forensic interests.

Sources

Bureau of Labor Statistics. 2021. Occupational Outlook Handbook: Forensic Technicians.

<https://www.bls.gov/ooh/life-physical-and-social-science/forensic-science-technicians.htm>

National Institute of Justice. 2014. Status and Needs of Forensic Science Service Providers: A Report to Congress. <https://www.ojp.gov/pdffiles1/nij/213420.pdf>

Nebraska Department of Labor. 2021. STEM Occupations Dashboard.

<https://networks.nebraska.gov/gsipub/index.asp?docid=621>

Peru State College

Proposal to Add Ethnic and Diversity Studies Minor

1. Descriptive Information

- A. Name of Institution: Peru State College
- B. Name of Program: Ethnic and Diversity Studies Minor
- C. Degrees/credentials to be awarded graduates of the program: None
- D. Other programs offered in this field by the institution: None
- E. CIP code: 45.0101
- F. Administrative units for the program: School of Arts and Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable: Campus and Online
- H. Proposed date (term/year) the program will be initiated: Fall 2021
- I. Description of Program:

The interdisciplinary minor in Ethnic & Diversity Studies will equip students with knowledge of how race, gender, class, ethnicity, culture, and indigeneity have shaped people's experiences in the United States and throughout the world. Courses in this minor will develop students' understanding of how intersectional forces and social difference have shaped identities, power structures, institutional inequities, and fostered movements for social justice in both the past and contemporary society. No new courses have been created for this program.

Program outcomes include:

1. Better prepare our students to live and work in an increasingly diverse society
2. Students will gain basic knowledge of the concepts, theories, and debates central to race and diversity studies and their social and historical contexts.
3. Students will gain a clearer understanding of the endemic and structural nature of racism and white supremacy in U.S. society at its founding and into the present.
4. Students will understand that definitions of race are fluid and socially constructed and, therefore, have changed over time.
5. Students will recognize that racism is a form of oppression that intersects with other forms of oppression and power relations.
6. Students will examine and analyze how individual and collective action can drive social change, racial justice, and racial reconciliation.

Ethnic and Diversity Studies Minor Requirements

| Course | No. | Title | Hours |
|---|-----|--|-----------|
| Required Courses | | | |
| SOC | 255 | Diversity Issues in the United States | 3 |
| SOC | 300 | Contemporary Social Problems | 3 |
| HIST | 304 | African American History | 3 |
| ANTH/HIST | 308 | Native American History and Culture | 3 |
| ELECTIVES | | | |
| Pick 1 course from each category below | | | 9 |
| Culture | | | |
| ANTH | 225 | Introduction to Cultural Anthropology | 3 |
| ENG | 335 | Non-Western Literature | 3 |
| SOC | 322 | The World's Religions | 3 |
| American & Global History | | | |
| HIST/PSCI | 307 | Women in American History and Politics | 3 |
| HIST | 411 | U.S. West and Borderlands | 3 |
| HIST/PSCI | 351 | Modern Africa | 3 |
| HIST/PSCI | 367 | Modern East Asia | 3 |
| HIST/PSCI | 371 | Modern Middle East | 3 |
| HP | 333 | Genocides in History | 3 |
| The Arts | | | |
| MUSC | 216 | Evolution of Hip Hop | 3 |
| MUSC | 213 | Introduction to Jazz History | 3 |
| MUSC | 310 | World Musics | 3 |
| Total Credits | | | 21 |

Course Descriptions

ANTH 225 (3 cr hrs) Introduction to Cultural Anthropology

A comparative and historical approach to the religion, social organization, subsistence patterns, and the other aspects of the great variety of cultures around the world.

ANTH 308 (3 cr hrs) Native American History and Culture

This course is a broad introductory survey of the cultures and historical experiences of North American peoples from pre-contact to the present in ethno-historical perspective. Course content reflects the diverse nature of indigenous experience across a spectrum of culture groups that comprise the Native peoples of North America. Instruction focuses on how the indigenous peoples of North America responded to the ever-shifting societal stresses that accompanied rapid and often violent social, cultural, and environmental transformations of the last four centuries and how they adapted and changed to meet the challenges they confronted as they persisted in their efforts to preserve their homelands, their cultures, their sovereignty, and their right to self-determination. Cross-listed as HIST 308.

ENG 335 (3 cr hrs) Non-Western Literature

The course introduces readers to what will be for many a rather new world of literature, to material you might not otherwise have either occasion to encounter or the inclination to read. The course requires that students analyze, from a socio-cultural perspective, issues of global significance on which the literature concentrates. The examinations, class discussion, and essays likewise invite students to evaluate and synthesize relevant interdisciplinary research to develop supported conclusions and describe their implications with respect to the issues raised in the readings from Libya to New Zealand, from the conflict between tradition and modernity as it relates to cultural values, to the political turmoil of post-colonial society.

HIST 304 (3 cr hrs) African American History

This course provides a survey of African American life and culture in America from 1619 to the present.

HIST 307 (3 cr hrs) Women in American History and Politics

This course is an introductory survey of American women's history from pre-contact to the present with an emphasis on women's roles in the nation's political and civic life.

HIST 308 (3 cr hrs) Native American History and Culture

This course is a broad introductory survey of the cultures and historical experiences of North American peoples from pre-contact to the present in ethno-historical perspective. Course content reflects the diverse nature of indigenous experience across a spectrum of culture groups that comprise the Native peoples of North America. Instruction focuses on how the indigenous peoples of North America responded to the ever-shifting societal stresses that accompanied rapid and often violent social, cultural, and environmental transformations of the last four centuries and how they adapted and changed to meet the challenges they confronted as they persisted in their efforts to preserve their homelands, their cultures, their sovereignty, and their right to self-determination. Cross listed as ANTH 308.

HIST 351 (3 cr hrs) Modern Africa

Modern Africa presents the history of sub-Saharan Africa, concentrating on the events of the last three centuries and providing comparisons with European and American history. Cross listed as PSCI 351.

HIST 367 (3 cr hrs) Modern East Asia

Course examines modern East Asian history from 1800 to the present. The major emphasis is on the histories of China and Japan. The history of these countries is deeply intertwined politically and culturally, but each country's fate in the 19th and 20th century was unique to its internal and external circumstances. This course traces the political histories of each country, the issues of their social structures, their intellectual and philosophical thoughts and beliefs, and their internal efforts to modernize themselves. The road to modernity for each state was paved with different goals and challenges, and yet the region continues to have a major impact on the world today.

HIST 371 (3 cr hrs) Modern Middle East

This course examines the recent history of the Middle East region, focusing on the Arab-Israeli conflict, the growth of fundamentalism and terrorism, and the international conflicts in Afghanistan and Iraq.

HIST 411 (3 cr hrs) U.S. West and Borderlands

This course is a thematic survey of the history and major debates that have framed Americans changing conceptions of the American West and its borderlands from the colonial period to the present.

HP 333 (3 cr hrs) Genocides in History

This course examines the phenomenon of genocide in world history in comparative and historical perspective, with a principal focus on the 19th, 20th, and 21st centuries. Potential topics to be discussed may include ancient, medieval, and early modern cases, the extermination of the indigenous peoples of the Americas and Australia, the Herero-Nama Genocide, the Armenian Genocide, the Holodomor, the Holocaust, Cambodia, Rwanda, Yugoslavia, and Darfur.

MUSC 213 (3 cr hrs) Introduction to Jazz History

Introduction to Jazz History is a general education survey course that will examine the three artistic activities of music, viz., creating, performing, and listening; the course will examine the unique place jazz has in American cultural history and how its creators have been influenced by social and historical forces peculiar to America; and although concerned primarily with the music of jazz, the course will examine the lives of some of the most prominent performers from each jazz period.

MUSC 216 (3 cr hrs) The Evolution of Hip-Hop

The Evolution of Hip-Hop traces the development of hip-hop and rap music from its inception in the Bronx in the 1970s through today. As active listeners and participants, students will have the opportunity to discuss, debate and criticize elements of not only the musical stylings, but the socio-political and historically relevant topics of each year.

MUSC 310 (3 cr hrs) World Musics

World Musics is an introduction to ethnomusicology, integrating the disciplines of anthropology and musicology. Students will learn to experience and understand music in the context of cultural beliefs and societal institutions. Students will gain exposure to, and analyze the musics of Africa, Native America, Asia, the Near East, the Pacific, and Eastern Europe. This course will also provide the student the tools with which to discover the meanings of music in the life of any society.

SOC 255 (3 cr hrs) Diversity Issues in the United States

This course provides a comprehensive review of majority-minority relations in the United States and begins with an introduction of the sociological framework of the study of minorities, culture, prejudice, discrimination and intergroup relations. Subsequent weeks will be spent learning specifically about the experiences of a wide variety of minority groups, each starting with a socio- historical perspective and ending with a sociological analysis of their contemporary situation.

SOC 300 (3 cr hrs) Contemporary Social Problems

This course is an introduction to the causes, treatment, and prevention of selected social problems with particular emphasis on the problems of conflict and inequality.

SOC 322 (3 cr hrs) The World's Religions

This course provides an introduction to the world's major religions: Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. Central to the understanding of each will be knowledge of: location and history of the origins of the faith, especially in relation to world history; the difference between philosophy and religion, and where each fits; basic theological concepts; and social teachings. Dual listed as PHIL 322.

2. Centrality to Role and Mission

The proposed minor supports the Coordinating Commission on Postsecondary Education strategic plan as well as that of the Nebraska State College System and Peru State College. By learning about people from diverse cultures and their histories, our students will develop cultural competency for their careers and personal lives while fostering an inclusive environment on campus.

From the CCPE plan, this program supports the following initiative: "Nebraska's postsecondary institutions will be student-centered, create inclusive environments that foster student success, and offer lifelong learning opportunities that are responsive to students' and workforce needs." This proposal also addresses the following System Core Values: "Provide a safe, stimulating, caring, and enriching learning experience" and "Meet the changing needs of our students and the state."

This program supports PSC's goal of "fostering an inclusive environment on campus and preparing our students for an increasingly diverse world" by providing students the opportunity to engage the ideas of critical race studies and encourage constructive dialogue through a variety of disciplinary perspectives and methods. In particular, this program advanced the core value of Unity: "We embrace unity as a diverse and inclusive community. We believe in creating a culture of respect, mutual support, and understanding. We lead and model this culture on campus, in the region and around the world." Students in this program will gain first-hand experience with developing an understanding of other cultures and will gain the ability to communicate with respect and understanding with those who are different than them.

Finally, the program contributes directly to the following Peru State Institutional Learning Outcomes related to Cultural Competency. Peru State graduates will be able to:

Discover their own identity, beliefs, behaviors, values, and biases to better understand diversity.

- Develop a mindset for inclusive environments that embraces differences in others.
- Model respect by engaging in dignified and thoughtful conversations with diverse others.
- Articulate the benefits and impacts of interactions with diverse populations and cultural experiences.

3. Evidence of Need and Demand

A. Need for the program:

Data from the National Survey of Student Engagement suggests Peru State students score slightly lower than our peers on questions related to including diverse perspectives (political, religious, racial/ethnic, gender, etc.) in course discussions or assignments and having discussions with people of a race or ethnicity other than their own. These courses and program will equip students to have these discussions and will foster their ability to articulate diverse perspectives in their coursework.

According to the American Council on Education (2012), diversity is important in higher education for the following reasons:

- *Diversity enriches the educational experience.* We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.
- *It promotes personal growth and a healthy society.* Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students learn to communicate effectively with people of varied backgrounds.
- *It strengthens communities and the workplace.* Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.
- *It enhances America's economic competitiveness.* Sustaining the nation's prosperity in the 21st century requires us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

B. Demand for the Program:

Anecdotally, there has been interest in this type of program for many years from our students. While there is no minimum number of students needed to make the program viable—since the classes are already being offered—it is expected that there will be 20-30 students who enroll in this minor each year. Many of the classes can also be used to fulfill general education requirements, so it will likely be popular with students for that reason as well. Student climate survey questions from recent years indicate a desire from students to have more programming about diversity so students can “learn about these different cultures,” in the words of one student who responded to the 2019 survey.

4. **Adequacy of Resources**

A. Faculty and Staff Resources:

No additional staffing is needed since these courses are offered on a regular basis currently.

B. Physical Facilities:

No additional facilities are needed.

C. Instructional Equipment and Informational Resources:

No additional instructional equipment and informational resources are needed since the courses are currently being offered.

D. Budget Projections for the first five years of program:

Potentially, this program could help recruit new students as well as support retention efforts of existing students. If the program were popular, the College may need to offer an additional section of some of the core courses from time to time, using adjuncts or adjusting faculty teaching loads.

5. Avoidance of Unnecessary Duplication

There are no similar majors or minors in the State College System at this time. In the University system there are minors in Ethnic studies which is likely a reflection that higher education institutions across the country are recognizing the need to include programs of study that take a stronger look at diversity across a variety of courses.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Vision for Nebraska Postsecondary Education states,

“Nebraskans will reap many benefits from affordable, accessible, and high-quality postsecondary education. Nebraska’s people will value and support postsecondary institutions that are vital, vigorous, and visionary. Each postsecondary institution will fulfill its role and mission with distinction by being responsive to changing academic, workforce, societal, economic, cultural, and community development needs. Together, Nebraska’s postsecondary institutions will provide access to educational opportunities that meet the diverse needs of students and citizens; create environments that foster student success; position Nebraska to excel in the global economy; and exercise careful, creative, and cooperative stewardship of available resources.”

This program helps the state achieve this vision in multiple ways:

- The Ethnic and Diversity Studies minor from Peru State College is another way that the College provides an accessible and affordable education to students. Since this type of program is very common at large institutions, it is vital that the College provides this educational option to students who choose Peru State.
- Additionally, the program helps the College address the changing cultural, societal and workforce trends in the state. With increasing diversity in the state, it is critical that college graduates are culturally competent so they can be effective leaders in their professions and communities.
- Finally, this program helps the College meet the diverse needs of its students and will be part of our effort to further develop a culture at the college that is inclusive and welcoming of all students.

Sources

American Council on Education. (2012). **On the Importance of Diversity in Higher Education.**
<https://www.acenet.edu/Documents/BoardDiversityStatement-June2012.pdf>

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve STEP Agreement for Columbus Public Schools with Wayne State College**

Per Board Policy 7015, which requires Board action for approval of academic agreements, Wayne State requests approval of the Students to Teachers through Educator Pathways (STEP) Partnership Agreement with Columbus Public Schools. This unique pathway 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 skillsets to their pedagogical repertoire to better serve future students and schools.

The System Office and Wayne State College recommend approval of the STEP Agreement for Columbus Public Schools with Wayne State College.

ATTACHMENTS:

- WSC S.T.E.P. Partnership Agreement (PDF)
- WSC Columbus STEP Agreement Appendix I (PDF)

S.T.E.P. PARTNERSHIP AGREEMENT

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

This Partnership Agreement (herein after “Agreement”) is between the Board of Trustees of the Nebraska State Colleges (NSCS) dba Wayne State College (WSC) and Columbus Public Schools (CPS). Both entities are herein after referred to as “Parties.” This Agreement establishes an educator pathways initiative referred to as Students to Teachers through Educator Pathways (STEP). Wayne State College’s STEP initiative, in partnership with CPS, is a unique pathways initiative blending two enduring education reform movements – Career Academies and Guided Pathways – to support high school students interested in becoming teachers. This pathway, by utilizing dual-credit opportunities with high school partners pursuing career academies, is an affordable and equitable approach to degree completion. Eligible and capable students are given access to college-level pre-professional education courses in high school. By completing WSC’s key pre-professional courses as dual-credit courses at CPS (see below: EDU 150, 250 and 275), students will have greater accessibility to a variety of teaching endorsement options and opportunities while at WSC, thus increasing their marketability by adding valuable skillsets to their pedagogical repertoire to better serve future students and schools.

WSC and CPS agree to the following conditions:

- 1) This Agreement describing the STEP initiative and the nature of the partnership between both named Parties above will be effective beginning July 1, 2021 to be run on the fiscal calendar for five (5) years, ending on June 30, 2026 unless renewed in writing and signed by both Parties.
- 2) CPS will work collaboratively with WSC to help build academic calendars and course offerings for the purposes of staffing the STEP courses.
- 3) The program of study is a three-course sequence utilizing WSC’s Level 1, pre-professional courses of EDU 150, 250, and 275.
 - a. Course #1: EDU 150 – Introduction to Professional Education
 - i. Created by WSC
 - ii. Instruction delivered by CPS
 - iii. Fee-based, may require students to purchase software/textbook
 - iv. Dual-credit
 - v. Available to Educator Rising or other interested and eligible students
 - vi. Course will be offered during the junior or senior year
 - b. Course #2: EDU 250 – Human Growth and Cognitive Development
 - i. Created by WSC
 - ii. Instruction delivered by CPS
 - iii. Fee-based, may require students to purchase software/textbook
 - iv. Dual-credit

- v. Available to Educator Rising or other interested and eligible students
 - vi. Course will be available during the junior or senior year
- c. Course #3: EDU 275 – PK-12 Instructional Design
- i. Created by WSC
 - ii. Instruction delivered by CPS
 - iii. Fee-based, may require students to purchase software/textbook
 - iv. Dual-credit
 - v. Available to Educator Rising or other interested and eligible students
 - vi. Course will be offered during the junior or senior year
- 4) Should a student be capable and interested in entering WSC at the Level II professional course level, the WSC Benchmarks Chart (Appendix I, updated annually and shared by WSC with STEP partners) indicates the necessary criteria a student would have to satisfy. Consultation with the Dean of the School of Education and Behavioral Sciences is strongly encouraged early in a student’s progression through STEP.
- 5) The Agreement acknowledges that data sharing between institutions will be necessary for continuous improvement of the program and of the partnership, and to track student progress and readiness through STEP. Data shared will help make decisions on student progress according to the WSC Benchmarks Chart (Appendix I). The data can include, but is not limited to, student demographics, ACT scores, ETS scores, GPA, field experience evaluations, course grades, and course and instructor evaluations. The data gathered will be shared confidentially between the Parties. WSC and CPS recognize the need to be compliant with the Family Educational Rights and Privacy Act (FERPA).
- 6) This Agreement allows for WSC to work with CPS jointly regarding presentations to Educator Rising members, or other interested students or student groups or community groups about STEP.
- 7) The designated WSC representatives for the purposes of monitoring and oversight of this Agreement are:

Nicholas J. Shudak, PhD (or)
 Dean of the School of Education and Behavioral Sciences
 (402) 375-7164 | nishuda1@wsc.edu

AND

Steven Elliott (or)
 Vice President for Academic Affairs
 (402) 375-7208 | stellio1@wsc.edu

- 8) The designated CPS representatives for the purposes of monitoring and oversight of this Agreement are:

Dr. Troy Loeffelholz (or)
 Superintendent, Columbus Public Schools
 (402)-563-7000 | loeffelholzt@discoverers.org

AND
Dave Hiebner (or)
Principal, Columbus High School
(402)-563-7050 | hiebnerd@discoverers.org

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

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

Date

Dr. Paul Turman, Chancellor, Nebraska State College System

Date

For the Columbus Public Schools:

Dr. Troy Loeffelholz, Superintendent

Date



Benchmarks for Successful Advancement in Educator Preparation

School of Education and Behavioral Sciences • Effective 7-31-2020

Welcome to the School of Education and Behavioral Sciences at Wayne State College! Although you are responsible for meeting the benchmarks listed below, our faculty and staff look forward to working with you on your journey towards certification as a teacher. Please don't hesitate to seek assistance when you have questions. Students wishing to advance in educator preparation must maintain a professional attitude, demonstrate instructional and curriculum development skills, and possess the same high moral and personal standards as required of certified teachers in the laws of the State of Nebraska. Students must also be free from physical, emotional, and mental impairments such as those that would cause revocation of a teaching certificate by the State Board of Education. Violation of college and/or Board of Trustees policies or regulations can be sufficient cause for denial of advancement in the educator preparation program. Questions about the Benchmarks? Contact the Field Experience Office (Benthack Hall, 1st floor) or by phone at 402-375-7391.

Initial Prerequisites – must be completed during EDU 250 or during first semester at WSC (if a transfer student)

- myEportfolio:** All education majors must purchase *myEportfolio* (Chalk and Wire subscription), which is an electronic portfolio used for submitting homework and assessing progress. *myEportfolio* can also be used for building a personal portfolio for future employment. Subscriptions are purchased through the bookstore located in the Student Center. **If you are a WITT transfer student, contact Dr. Mark Baron mabaron1@wsc.edu or 402-375-7379 for the link to gain access to the Benchmarks Portfolio.**
- Introductory Video and State Authorization Reciprocity Act (SARA):** Students are required to view the Introductory Video describing the educator preparation process, required benchmarks, and the expectations for professional conduct when interacting with PK-12 students. Students must also review the SARA information at the end of this document and/or on the website. After viewing, students must digitally sign a Signature Sheet (*located in myEportfolio*) indicating they understand the requirements/information.
- Application to Educator Preparation** located in *myEportfolio* and completed/submitted electronically. A digital copy will be sent by the C/W system to the Field Experience Office.
- Background Check:** All education majors must complete an initial background screening prior to being placed for any field experiences. Information (including the name of the company that completes the screening and fee paid by the student) is provided in *myEportfolio*.

Level One: Preparing for Teacher Candidacy – Benchmarks for All Endorsements

Required Basic Knowledge Test (Core Academic Skills for Educators known as the “Core” test):

- Must pass all three sections of the Core test. Required minimum scores are: Reading 156; Math 150; and Writing 162. [Visit www.ets.org](http://www.ets.org) for information about the test. Study guides are on reserve in Conn Library.

Required General Studies courses (must earn a “C” or higher in the following two classes):

- CNA 100 Principles of Human Communication
- ENG 102 Composition Skills

Required Professional Education courses (NOTE: must earn a “C” or higher in all EDU or SPD prefix classes):

- EDU 150 Introduction to Professional Education
- EDU 250 Human Development and Cognition (includes field experience component)
- EDU 275 PK-12 Instructional Design (includes field experience component)

NOTE: Some of the above courses may be accepted as transfer credit from other institutions – see your advisor for assistance.

Training in Human Relations:

- Completion of EDU 275 PK-12 Instructional Design **OR**
Completion of EDU 457 Human Relations in a Pluralistic Society (if transferring in an equivalent EDU 275 course from another institution)

Performance Benchmarks:

- Must have a 2.5 (or higher) cumulative GPA
- Evidence of professionalism and potential for teaching verified by successful progress on the Educator Growth Portfolio (EGP)

Recommendation and Approval:

- Must receive a recommendation rating to advance. Each student's EGP will be reviewed by a faculty committee for evidence of satisfactory progress in knowledge, skills, and dispositions. **If you are a WITT transfer,**
→Please refer to the attached Recommendation Process handout for an explanation of the recommendation options – some students may not be recommended for candidacy.
- Must receive approval from the Professional Progress Committee (PPC) to advance to candidate status

Students who meet all Level One benchmarks and receive approval for Candidacy will be allowed to take Level 300 or 400 EDU and SPD classes.

Level Two: Preparing for Clinical Practice – All Endorsements

Candidates must complete all content courses required (see catalog) **PLUS** the following required Professional Education courses in their chosen endorsement area(s).
 (NOTE: all candidates must earn a “C” or higher in all EDU or SPD prefix classes)

Special Education Generalist

- EDU 332 Development of Language Arts Elementary/Middle School
- EDU 341 Intermediate Reading or EDU 340 Early Reading (if K-6 subject only)
- EDU 430 Literacy Assessment
- MAT 215 Math for Elementary School Teachers II
- CNA 451 Speech Pathology

Middle Level Education

- SPD 302 Inclusive Practices
- SPD 435 or 436 Social & Emotional Development, Behavior Intervention, and Prosocial Classroom Management for either Elementary or Secondary level
- EDU 310 Reading, Writing, and Assessment for Content Area
- EDU 350 The Middle Level Teacher
- EDU 409 Content Area Methods and Assessment
- EDU 414 Content Area Practicum Experience

PK-12 Education (Art, Music or Health/PE)

- SPD 302 Inclusive Practices
- SPD 435 or 436 Social & Emotional Development, Behavior Intervention, and Prosocial Classroom Management for either Elementary or Secondary level
- EDU 310 Reading, Writing, and Assessment in Content Areas
- EDU 409 Content Area Methods and Assessment for each subject/discipline area (Music Education majors take MUS 308, 309 and 415)
- EDU 414 Content Area Practicum Experience (taken concurrently with EDU 409) Note: Music Education majors take MUS 411 (concurrently with MUS 415) and MUS 412 (concurrently with either MUS 308 or 309).

Early Childhood Inclusive Education

- SPD 160 Introduction to Special Education
- SPD 435 Social, Emotional Development, Behavior Intervention, and Elementary Prosocial Classroom Management
- FCS 412 Guiding the Young Child (includes field experience component)
- EDU 435 Practicum Experience II (includes field experience component)

Elementary Education

- SPD 302 Inclusive Practices
- SPD 435 Social & Emotional Development, Behavior Intervention, and Prosocial Classroom Management for Elementary
- EDU 302 Curriculum, Standards, and Assessment in Elementary Schools
- EDU 335 Practicum Experience I (includes field experience component)
- EDU 435 Practicum Experience II (includes field experience component)

Secondary Education

- SPD 302 Inclusive Practices
- SPD 436 Social & Emotional Development, Behavior Intervention, and Prosocial Classroom Management for Secondary
- EDU 310 Reading, Writing, and Assessment in Content Areas(or ENG 444 for Secondary English majors)
- EDU 409 Content Area Methods and Assessment for each subject/discipline area (Music Education majors take MUS 308 and 309)
- EDU 414 Content Area Practicum Experience (taken concurrently with EDU 409) Note: Music Education majors take MUS 412 (concurrently with either MUS 308 or 309).

Plus (for all endorsements)...

Background Check:

- All candidates must complete a second background check within 90 days prior to clinical practice. Information (vendor and fee paid by candidate) is posted in *myEportfolio*.

Performance Benchmarks:

- All required coursework must be completed *prior* to clinical practice with at least a 2.75 GPA in each of these three categories: cumulative, content area, and professional education
- Evidence of readiness for clinical practice verified by successful progress on the Educator Growth Portfolio (EGP)

Recommendation Benchmarks:

- Successful completion of all field and practicum experience requirements and positive recommendations from all cooperating teachers
- Evidence of readiness for teaching as determined by faculty following a review of candidate’s EGP
- Approval of the Professional Progress Committee for placement for clinical practice

Required Paperwork: Application for Clinical Practice is submitted to the Field Experience office one semester prior to clinical practice (form and instructions are available in *myEportfolio*)

Candidates who successfully complete all Level Two benchmarks and receive PPC approval will be placed for Clinical Practice.

Level Three: Clinical Practice – All Endorsements

- Evidence of positive impact on PK-12 student learning demonstrated by successful completion of the Reflection of Instructional Choices (RIC) during clinical practice
- Successful completion of clinical practice evidenced by satisfactory evaluations from cooperating teacher(s) and college supervisor(s), and a grade of “S” from Academic Coordinator
- Successful completion of any/all general requirements for Wayne State College graduation (please refer to *General and Graduate Catalog*)

Successful completion of all Level Three benchmarks will result in recommendation for teacher licensure (certification.)

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Health Services Agreement with Faith Regional Physician Services LLC for Wayne State College**

Wayne State requests approval to enter into a health services Agreement with Faith Regional Physician Services for 2021-22. This Agreement will provide similar services as the 2020-21 Agreement.

The System Office and Wayne State College recommend approval of the Agreement with Faith Regional Physician Services for Wayne State College.

ATTACHMENTS:

- WSC FRPS Agreement 21-22 (PDF)

HEALTH SERVICES AGREEMENT

THIS HEALTH SERVICES AGREEMENT is between the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College, hereinafter "WSC" and Faith Regional Physician Services, L.L.C., hereinafter "FRPS" a Nebraska limited liability company and wholly-owned subsidiary of Faith Regional Health Services, a Nebraska non-profit corporation regarding health services to be provided to students enrolled at WSC.

This Health Services Agreement (Agreement) replaces the previous Professional Services Agreement, which was effective August 1, 2020.

TERMINATION OF THIS AGREEMENT

1. The term of this Agreement shall be for one (1) year beginning August 1, 2021, unless a written Notice of Termination is provided by one party to the other party.
2. Either party may terminate this Agreement, without cause, at any time, upon one hundred twenty (120) days advanced written Notice of Termination is provided to the other party. In the event of termination, WSC shall be liable to FRPS only for the prorated payments required by this Agreement to the date of termination and invoiced upon the termination effective date.

FRPS RIGHTS AND RESPONSIBILITIES

In performing the services outlined in this Agreement, FRPS agrees to:

1. For students who are determined by the WSC or FRPS Nurse to need additional care, such students will be referred to a Provider at FRPS. Provider is defined as an individual who is qualified by education, training and licensure/regulation and has privileges to perform the services outlined in this Agreement. Provider certification will include: D.O., M.D., PA-C, APRN, and/or NP. Evidence of such licensure/certification for each Provider shall be provided to WSC upon request. The services of FRPS shall include the following:

Services of the Provider will be provided at the WSC Student Health Clinic at Providence Medical Center located at 1200 Providence Road, Wayne, Nebraska. FRPS shall provide for the examination and testing (if needed) of WSC students referred to FRPS, generally during the hours of 11:00 a.m. to 1:00 p.m., but no more than 2 hours per day Monday-Friday during the WSC academic school year. The services of FRPS shall include:

- Tests for Strep Throat, Mono and Influenza
- Urinalysis (UA's) for Urinary Tract Infections
- No cost appointments with provider on agreed upon clinic dates and times

SERVICES OFFERED TO STUDENTS AT THE STUDENT’S EXPENSE/BILLED TO STUDENT INSURANCE INCLUDE, BUT ARE NOT LIMITED TO:

- Prescription medication
 - X-ray and related radiology diagnostic services
 - Immunizations such as flu shots
 - Laboratory testing: blood tests, serologies, etc.
 - Any provider care received other than that scheduled as Student Health
2. Provide a Registered Nurse (RN) or Licensed Practical Nurse (LPN) (together “Nurse”) or qualified staff member for intake during the hours of 11:00 AM and 1:00 PM Monday through Friday beginning two weeks prior to the start of the academic school year and during the fall and spring semesters to assist the Provider.
 3. Provide a Provider, two (2) times per week for one (1) hour at the WSC athletic training room for general medical needs (illness, concussion checks, etc) beginning two weeks prior to the start of the academic school year and during the fall and spring semesters. This also includes sideline coverage during home football games. This also is available for post-season events as mutually agreed upon between both parties. Provider is defined as an individual who is qualified by education, training and licensure/regulation and has privileges to perform the services outlined in this Agreement. Provider certification will include but is not limited to: D.O., M.D., PA-C, APRN, and/or NP.
 4. Provide intake services through FRPS clinic on an as needed basis during times WSC is not in session or when the FRPS designated provider is unavailable. Students must inform clinic staff they are a WSC student.
 5. FRPS will provide a dietitian to provide general education on a variety of topics on current health issues, including education regarding meal planning, food journaling, healthy recipe ideas and heart-healthy eating. Services include hosting student support group/educational classes at least once per semester and the hours onsite may be used to prepare for these sessions. Medical nutrition therapy can be provided with provider orders. This includes any 1:1 services which may include but are not limited to nutrition plans and weight loss. The dietitian will be available onsite once a month during the months of August, September, October, November, January, February, March and April (a total of eight (8) times) for up to four (4) hours per session during the school year.
 6. FRPS shall be solely responsible for hiring, supervision, compensation, and termination of staff or personnel required of FRPS pursuant to this Agreement. Consideration will be given during the hiring process for personnel with experience in student health.
 7. When the regularly scheduled FRPS employee is unable to work due to vacation, illness, or other reasons, FRPS will provide a substitute employee.
 8. FRPS shall submit to WSC a written summary of health services provided to WSC students through the WSC Student Health Clinic located at Providence Medical Center, and

shall maintain all medical records belonging to WSC students for services provided by FRPS, and FRPS shall be responsible for protecting the confidentiality of all records regarding services provided under this Agreement in conformity with applicable laws and ethical standards of the medical profession including but not limited to the Health Insurance Portability and Accountability Act (HIPPA).

9. FRPS shall provide, at its cost, insurance from a reputable insurance company acceptable to WSC and deliver to WSC, upon request, satisfactory evidence of such coverage, as follows:

A. Worker's compensation insurance in compliance with the laws of the State of Nebraska and employer's liability insurance covering all of its employees with a minimum liability limit in compliance with state statutory requirements.

B. Comprehensive general liability insurance, including contractual liability and medical malpractice insurance, with a minimum liability limit of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in umbrella coverage. FRPS may satisfy this requirement through a policy or policies of insurance written through private companies or through a combination of private insurance and qualification under and participation in the Nebraska Hospital-Medical Liability Act, Neb. Rev. Stat. § 44-2801 *et seq.* WSC shall be named as an additional insured on such policies and the policies shall reflect that any right of subrogation against WSC is waived.

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

11. FRPS agrees to fully comply with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. FRPS further agrees to insert a similar provision in all subcontracts for services allowed under this Agreement, if any.

12. All provisions of this Agreement are subject to the Americans with Disabilities Act (ADA). Further, FRPS certifies that it operates a drug-free workplace and, during the term

of this Agreement, will be in compliance with the provisions of the Drug Free Workplace Act of 1988.

WSC RIGHTS AND RESPONSIBILITIES

Pursuant to the services to be rendered by FRPS under this Agreement, WSC shall:

1. Provide staff to provide clerical support services, including telephone service and appointment scheduling.
2. Provide physical space at the WSC Student Health Clinic located at Providence Medical Center, which space shall have sufficient room(s) so as to maintain the privacy and confidentiality of students seeking health services.
3. Provide I.T. services including: computer, monitor, printer, printer supplies, internet, phone, phone service and basic office furniture at the WSC Student Health Clinic located at Providence Medical Center.
4. Maintain medical records of students receiving health services at WSC Student Health Clinic located on the WSC campus and WSC shall be responsible for protecting the confidentiality of all records regarding services provided under this Agreement in conformity with applicable laws and ethical standards of the medical profession including but not limited to the Health Insurance Portability and Accountability Act (HIPPA). WSC will maintain immunization records and student health forms.
5. WSC shall pay all such financial consideration as provided and identified below.

FINANCIAL CONSIDERATIONS

1. In consideration of FRPS's performance under this Agreement, WSC shall pay FRPS as follows: \$61,260.00 for the 2021-22 school year.

The annual amount shall be invoiced in two installments, on December 1, 2021 and June 1, 2022. Each installment will be \$30,630.00

2. FRPS will provide ad-hoc Nurse (RN or LPN) services to WSC mutually agreed upon at an hourly rate of \$61.50 per hour for additional nursing services, as requested. The request for additional hours must be provided in writing at least 14 business days in advance of the requested start date. Ad-hoc services include orientation dates, additional TB testing, and extended hours during flu shot clinics. FRPS will include the ad-hoc service fee on the two installment invoices as outlined above. Ad-hoc services will not exceed \$10,332.00. FRPS has the right to decline the ad-hoc service request within 4 business days from the original request.

3. WSC will be responsible for maintaining needed supplies for the WSC Student Health Clinic located on the WSC campus.
4. In the event that any amount due under this Agreement remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.
5. The maximum amount to be paid by WSC is \$71,592.00 for services rendered under this Agreement.

GENERAL TERMS AND CONDITIONS

1. **Relationship of Parties.** FRPS is an independent contractor. No agent, employee, servant, or subcontractor of FRPS shall be deemed to be an agent, employee, servant, or subcontractor of WSC. FRPS shall be solely responsible at all times for its acts and the acts of its agents, employees, servants and subcontractors.
2. **Notice.** Any notice required to be given by this Agreement shall be sufficient if in writing and personally delivered to the addressee; or, if mailed, by United States mail, first class postage, prepaid to:
 In the case of WSC:
 Vice President for Administration and Finance
 Angela Fredrickson
 1111 Main Street
 Wayne, NE 68787

 In the case of FRPS:
 Attn: Brian Blecher, Chief Operating Officer Faith Regional Physician Services
 2700 West Norfolk Avenue
 Norfolk, NE 68701
3. **Applicable Taxes.** FRPS shall be solely responsible for any taxes or payroll withholdings applicable to the compensation of its employees, agents or representatives that they may receive as a result of FRPS's performance under this Agreement.
4. **Hold Harmless.** FRPS shall protect, defend, indemnify and hold harmless WSC, its employees, agents and representatives from any and all actions, causes of actions, claims demand, judgments, expenses, liabilities, damages, costs and attorney's fees in any way connected with, arising out of, or occurring as a result of the acts or omissions of FRPS, its agents, employees or subcontractors hereunder.

WSC shall protect, defend, indemnify and hold harmless the FRPS, its employees, agents and representatives from and against any and all actions, causes of actions, claims, demands, judgments, expenses, liabilities, damages, costs and attorney's fees in any way connected with, arising out of or occurring as a result of the acts or omissions of WSC, its agents, employees or subcontractors hereunder.

5. **Modifications of Agreement.** Any extension or amendment of this Agreement is subject to the signed, written consent of both parties hereto.
6. **Enforceability.** If any one or more of the provisions of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired in any way.
7. **Applicable Laws.** This Agreement shall be governed, in all respects, whether as to validity, constructions, capacity, performance or otherwise by the laws of the State of Nebraska.
8. **Public Records Disclosure.** Agreements for services are public records which are generally subject to statutory disclosure and public website posting requirements.
9. **Designated WSC Representative.** The designated WSC representative for purposes of monitoring and oversight of this Agreement is:
 Name: Alicia K. Dorsey McIntosh
 Telephone: 402-375-7321
 Email: aldorcel@wsc.edu
10. **Confidentiality of Patient Information.** FRPS and WSC agree they are Covered Entities and are entering this Agreement as an organized healthcare arrangement. Both parties agree to comply with the applicable portions of 42 CFR Part 164 and not to use or further disclose any Protected Health Information, as defined in 42 CFR Part 164, or individual health information as defined in 42 CFR Part 142 (collectively, the “Protected Health Information”), concerning a student/patient other than as permitted by the Agreement and the requirements of the federal privacy regulations as contained in 42 CFR Part 164 (the “Federal Privacy Regulations”) and the federal security standards as contained in 42 CFR Part 142 (the “Federal Security Regulations”). Both parties have/will implement appropriate safeguards to prevent the use or disclosure of a patient’s Protected Health Information other than as provided for by the Agreement and will make any amendments to a Patient’s Protected Health Information as directed by the other party pursuant to 45 CFR §164.526. Both parties will promptly report to the other any use or disclosure of a patient’s Protected Health Information not provided for by the Agreement of which it becomes aware. Notwithstanding the foregoing, no attorney-client, accountant-client, or other legal privilege shall be deemed waived by FRPS or WSC by virtue of this section. This section and the confidentiality requirements established herein shall survive termination of this Agreement.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the following authorized officials:

| | |
|---|--|
| <p>FOR FRPS: Signature: _____ By: Blecher, Brian Title: Chief Operating Officer Dated: _____</p> | <p>FOR WSC: Signature: _____ By: Marysz Rames Title: President Dated: _____ Signature: _____ By: Paul Turman Title: Chancellor Dated: _____</p> |
|---|--|

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Addition of Minor in Creative Writing and Termination of Minor in Anthropology for Wayne State College**

Per Board Policy 4200, which requires all academic program additions and terminations to be submitted to the Board for approval, Wayne State seeks approval to add the Creative Writing minor and terminate the Anthropology minor, beginning Fall 2021.

The System Office and Wayne State College recommend approval of the Addition of Minor in Creative Writing and Terminate Minor in Anthropology for Wayne State College.

ATTACHMENTS:

- WSC Creative Writing Minor (PDF)
- WSC Anthropology Minor (PDF)

Wayne State College

Proposal to Add an Undergraduate Minor Creative Writing

1. Descriptive Information

- A. Name of Institution:
Wayne State College (WSC)
- B. Name of Program:
Creative Writing Minor
- C. Degrees/credentials to be awarded graduates of the program:
Minor in Creative Writing
- D. Other programs offered in this field by the institution:
Major in English, Concentration in Writing & Literature
Major in English, Concentration in Writing
Minor in English
- E. CIP code:
23.0101
- F. Administrative units for the program:
Department of Language and Literature, School of Arts & Humanities
- G. Proposed delivery site(s) and type(s) of delivery, if applicable:
Wayne campus
- H. Proposed date (term/year) the program will be initiated:
Fall 2021
- I. Description of Program:
The proposed Creative Writing minor complements the existing major concentration in English Writing, and balances out the existing major and minor in English Literature. The minor will comprise 21 hours as outlined below:

Minor in Creative Writing: 21 hours

- ENG 402 Advanced Poetry Workshop (3)
- ENG 403 Advanced Fiction Workshop (3)
- ENG 404 Advanced Creative Nonfiction Workshop (3)
- At least 9 hours from the following: (9)
 - ENG 202 Poetry Workshop (3)
 - ENG 203 Fiction Workshop (3)
 - ENG 204 Creative Nonfiction Workshop (3)
 - ENG 205 Play Writing/Screen Writing (3)

At least 3 hours from the following: (3)
 ENG 361 American Literature I (3)
 ENG 362 American Literature II (3)
 ENG 365 Modern American Fiction (3)
 ENG 371 British Literature I (3)
 ENG 372 British Literature II (3)
 ENG 378 Topics in Modern British Fiction (3)
 ENG 380 Shakespeare (30)
 ENG 381 Classical Mythology (3)
 ENG 382 The Bible as Literature (3)
 ENG 383 Film and Literature (3)
 ENG 384 World Literature (3)

Course Descriptions:

ENG 202 Poetry Workshop (3) Study of and practice in the techniques of poetry writing for the beginning student.

ENG 203 Fiction Workshop (3) Study of and practice in the techniques of writing short fiction.

ENG 204 Creative Nonfiction Workshop (3) Study of and practice in the techniques of writing creative nonfiction, or fact-based writing that is crafted in a way that is both artistic and accessible rather than scholarly.

ENG 205 Play Writing/Screen Writing (3) Study of and practice in the techniques of play writing and/or screen writing. Cross-listed as CNA 205.

ENG 361 American Literature I (3) A survey, beginning with pre-contact indigenous literature and concluding with the Naturalist/Symbolist Period.

ENG 362 American Literature II (3) A survey, beginning with the Harlem Renaissance and Modernist Period in American Literature and concluding with study of significant contemporary writers.

ENG 365 Modern American Fiction (3) Short stories and novels by significant 20th century American writers.

ENG 371 British Literature I (3) A survey of British literature, beginning with Beowulf and concluding with works by 18th century writers.

ENG 372 British Literature II (3) A survey of British literature, beginning with the Romantic writers and concluding with contemporary writers.

ENG 378 Topics in Modern British Fiction (3) Short stories and novels by significant 20th century British writers.

ENG 380 Shakespeare (3) Directed reading of Shakespeare’s plays and poetry against the background of Renaissance culture. Cross-listed as CNA 380.

ENG 381 Classical Mythology (3) A study of the ancient epic and of Greek drama; readings of Homer, Virgil, Aeschylus, Sophocles, Euripides, Aristophanes, and Aristotle.

ENG 382 The Bible as Literature (3) Literary analysis of the Hebrew scripture (Old Testament) and of the New Testament.

ENG 383 Film and Literature (3) An on-going series of courses concerned with the relationship (thematic, generic, social-historical, etc.) between cinema and literature. CNA/ENG 383 repeatable once for credit. This course is cross-listed as CNA 383.

ENG 384 World Literature (3) This course examines works from literary canons and traditions world-wide. The course may treat a common theme across various cultures; focus on a particular time period, culture, or genre; or compare and contrast texts from two or more countries.

ENG 402 Advanced Poetry Workshop (3) Prerequisite: ENG 202 or permission of instructor. Continued study of and practice in the techniques of poetry writing.

ENG 403 Advanced Fiction Workshop (3) Prerequisite: ENG 203 or permission of instructor. Continued study of and practice in the writing of short fiction.

ENG 404 Advanced Creative Nonfiction Workshop (3) Prerequisite: ENG 204 or permission of instructor. Continued study of and practice in the writing of creative nonfiction.

2. Centrality to Role and Mission

Wayne State College’s Mission Statement includes, “Wayne State College is a comprehensive institution of higher education dedicated to freedom of inquiry, excellence in teaching and learning, and regional service and development.” The Vision Statement includes, “Wayne State makes a notable difference to rural and community life through learning excellence, student success and regional service.” Among the Core Values is “Learning Experience.” The CCPE’s Comprehensive plan defines Wayne State’s emphasis as “high quality, comprehensive undergraduate programs.” The Creative Writing minor helps fulfill these statements by promoting freedom of inquiry, academic excellence, and stimulating learning experiences.

Among the Goals of the NSCS 2025 Strategic Plan are Workforce & Economic Impact and Academic Experiential Learning Activities. In addition to its academic quality and value to the institution and its students, the WSC Creative Writing program is well-positioned to contribute to these two areas in particular:

- The affiliation of the WSC Press to the English program allows creative writing students experiential learning opportunities in the fields of writing and English. A member of the Association of Writers and Writing Programs (AWP), the WSC Press provides students with opportunities to publish their own writing, as well as edit and format the books of professional writers. The WSC Press specializes in regional and Nebraska writing, particularly

poetry (but also short fiction and literary analysis). Additionally, the WSC Press organizes the Plains Writers Series, which provides creative writing students with lectures, readings, and master workshops by practicing professional writers. The WSC Press thus also introduces creative writing students to the network of professional writers in the eastern Nebraska region.

- The WSC creative writing program participates in service-learning projects that partner with community organizations and introduce the craft and utility of writing to the local community. Recently, the program partnered with the Wayne Public Library to present a series of workshops titled “Writing the Family Story.” The workshops allowed community members to work with creative writing students to explore their family histories and write them down to be recorded for posterity. The partnership culminated in a book that memorialized the stories and their families.

3. Evidence of Need and Demand

A. Need for the program:

Written communication skills continue to be a foundational workplace skill in high demand among employers. The Creative Writing minor, with its focus on clarity, precision, drafting, and rewriting, hones these skills, regardless of the type of writing in question (poetry, fiction, non-fiction). The creation of this minor will allow students in various majors to add a written communication credential to their major area of study.

Written communication skills are needed in every career path, on an daily basis, from interoffice communications to program proposals to public outreach. Indeed, Forbes magazine notes that writing skill can help “future proof” one’s career:

<https://www.forbes.com/sites/gretasolomon/2018/08/09/why-mastering-writing-skills-can-help-future-proof-your-career/>

While excellent writing skills will benefit any profession, employment projections for writing-focused professions are strong. As noted in Chadron State College’s November 2020 proposal for the Advanced English major, the Bureau of Labor Statistics (BLS) projects increases in demand for the following careers in Nebraska by 2026:

- Copy Writer: 7% increase
- Creative Writers, Lyricists, and Poets: 7% increase
- Public Relations Specialists: 9% increase
- Technical Writers: 17% increase
- Video Game Designers: 14% increase

B. Demand for the Program:

The existing English minor focuses on the academic study of literature. A new Creative Writing minor would allow students to pursue their writing interest. Currently there is no minor option that focuses on writing, only a major. Since a major concentration in Writing already exists, all of the courses for the minor are already offered and part of the regular English program rotation.

The demand for creative writing has traditionally been strong at Wayne State, and has increased since creative writing workshops became part of the General Studies program. This success has allowed the faculty to introduce writing as a field of study to the first-year class. A hoped-for

byproduct of the General Studies reform was that students would pursue minors in their areas of interest. The traditional English minor, at 8 students, is designed with a literary emphasis, and does not appeal to students wishing to focus on writing. The Editing & Publishing minor (offered in conjunction with the Communication Arts department) has 14 students, in contrast, and among them are many Writing majors. It is evident there is student interest in creative writing and the production of writing.

The minor may also appeal to students outside of the traditional liberal arts. Chadron State College's recent (Nov. 12, 2020) proposal to add a new major in Advanced English Studies well documents the need for writing skills in the workforce at large and across specific professions in particular. As written communication skills continue to be valued in the workplace, students majoring in more traditionally applied and career-preparatory disciplines are seeking to hone their writing skills, and have them credentialed. This minor, and the continued expansion of the English program into technical and professional writing, will meet the needs of those students.

4. Adequacy of Resources

A. Faculty and Staff Resources:

There are two full-time Creative Writing faculty in the Department of Language and Literature, as well as several qualified adjunct faculty, to meet the staffing needs for the Creative Writing minor. Play-writing is taught by a full-time tenure-track faculty member in Communication Arts. No additional personnel needs are anticipated at this time.

B. Physical Facilities:

Current facilities include classrooms in the Humanities Building on the Wayne State campus. Classroom and equipment needs are adequate for delivery of the program.

C. Instructional Equipment and Informational Resources:

The Humanities Building has a computer lab dedicated to editing and publishing. This lab has been adequate to meet the needs of the program. LMS resources are sufficient.

D. Budget Projections for the first five years of program:

Little budgetary impact. Occasionally an adjunct may be needed to cover an extra section.

5. Avoidance of Unnecessary Duplication

Many public colleges in Nebraska have a Creative Writing minor, including Chadron State, UNK, UNL, and UNO. However, there is currently no Creative Writing minor available at a public college in this region of the state. Of schools in the member states in the MHEC, Morningside, Briar Cliff, Mount Marty, and USD offer the minor. As a public college in northeast Nebraska, WSC would help fill a regional need by offering Creative Writing.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Creative Writing minor at Wayne State College fits into the CCPE's Comprehensive Statewide Plan by offering a high quality academic program that enhances the learning experience of students.

The CCPE Plan notes that “Postsecondary education has an important role in supporting the state’s economic development goals by contributing to a competent and competitive workforce for our state, by ensuring lifelong learning and training opportunities for our citizens, and by promoting an innovative and entrepreneurial culture that rises to the challenge of globalization.” The Creative Writing minor will provide the state with a workforce who is skilled in written communication skills, regardless of career path. As a minor, the program will be available to students of all majors.

The CPPE Plan also notes the importance of regional service: “Nebraska’s postsecondary institutions fill a vital role in many communities by serving as a cultural hub, not only educating their students in the arts and humanities but sharing those learning opportunities with the public whenever possible.” As the Creative Writing program’s service-learning projects have demonstrated, it is dedicated to serving the local community and will continue to do so.

Wayne State College

Proposal to Eliminate Minor in Anthropology

1. Descriptive information

- A. Name of institution
Wayne State College (WSC)
- B. Name of program to be terminated
Minor in Anthropology
- C. Degrees/credentials to be awarded graduates of the program
N/A
- D. Other programs offered in this field by the institution
BA or BS in Sociology, Minor in Sociology
- E. CIP code
45.0201
- F. Administrative units for the program
Department of Psychology and Sociology; School of Education and Behavioral Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable
Currently delivered at Wayne State College, In-Person Course Delivery
- H. Proposed date (term/year) the program termination will be initiated
Fall 2021
- I. Description of Program:

Anthropology studies human existence through the varied lenses of linguistics, science, history and sociocultural perspectives. The study of anthropology develops the skills necessary to pursue a variety of careers. Sociology, as the scientific study of human behavior and social processes, is closely associated with the field of anthropology. As such, the Anthropology minor at WSC has been incorporated under Sociology, and courses were all staffed by a single faculty member.

Minor in Anthropology: 21 hours

A minor must include a minimum of 12 hours unduplicated by the student's major

Note: Another major or minor is required for students selecting sociology and anthropology major/minor combinations

- SOC 101 Introduction to Sociology (3)
- SOC 110 Introduction to Anthropology (3)
- Electives chosen from below: (15)
 - SOC 345 Race and Ethnic Relations (3)
 - SOC 350 Religion and Culture (3)
 - SOC 415 The Family (3)

SOC 435 Forensic Anthropology (3)
 SOC 444 Topics in Sociology (by advisement) (3)
 SOC 445 Native Americans (3)
 SOC 465 Peoples and Cultures of the Middle East (3)

2. Centrality to Role and Mission

Removing the minor does not change the mission of the college or the department. The BA/BS in Sociology will remain as well as the minor in Sociology. In terms of being central to our role and mission as a state college, the Sociology major/minor is appropriate for pre-professional health fields, such as Occupational Therapy and for Accelerated Nursing and the Public Health Minor. Removal of the Anthropology minor accompanies the termination of several courses that have not been offered by WSC in over two years, courses which our current faculty are not qualified to teach.

3. Evidence of Need and Demand

There is no evidence of need or demand, and there has not been any evidence for the past several years; thus, the proposal to terminate this minor. The Sociology program's Anthropologist faculty member retired in December 2018. This position was not filled with another full-time Anthropologist. Since then, we have only offered SOC 110 Introduction to Anthropology taught by an adjunct. There are currently no Anthropology minors.

4. Adequacy of Resources

Removal of the Anthropology aligns curricular offerings to resource re-allocation decisions made in 2018. This will not affect the demand for SOC 110 Introduction to Anthropology that is taught by adjuncts.

5. Avoidance of Unnecessary Duplication

N/A

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

N/A. This is a termination of an existing academic offering.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Addition of Undergraduate Concentrations in Digital Film Production Theory, Sports Media, and Supply Chain Management for Wayne State College**

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

- Major in Mass Communication - Digital Film Production and Theory concentration
- Major in Mass Communication - Sports Media concentration
- Major in Business Administration - Supply Chain Management concentration

The System Office and Wayne State College recommend approval of the Addition of UG Concentrations Digital Film Prod Theory, Sports Media, Supply Chain Mgt Wayne State.

ATTACHMENTS:

- WSC Digital Film Production and Theory Concentration (PDF)
- WSC Sports Media Concentration (PDF)
- WSC Supply Chain Concentration (PDF)

Wayne State College
 Proposal to Add a Concentration in Digital Film Production and Theory
 (Mass Communication Major)

1. Descriptive Information

- A. Name of Institution:
Wayne State College
- B. Name of Program:
Mass Communication (Major), New Concentration: Digital Film Production and Theory
- C. Degrees/credentials to be awarded graduates of the program:
Bachelor of Sciences or Bachelor of Arts in Mass Communications
- D. Other programs offered in this field by the institution:
Mass Communication (Major), Concentrations in: Electronic Media; Agricultural Communication and Leadership; Journalism
- E. CIP code:
09.0102
- F. Administrative units for the program:
Department of Communication Arts; School of Arts & Humanities
- G. Proposed delivery site(s) and type(s) of delivery, if applicable:
Wayne campus
- H. Proposed date (term/year) the program will be initiated:
Fall 2021
- I. Description of Program:
The Mass Communication program instills knowledge of professional standards and social responsibilities for careers in the areas of print, broadcast, and online communications. This new concentration in Digital Film Production and Theory specializes in film, preparing students for a career creating film, from ten-second commercial trailers to full-length feature films. With the dramatic growth in the film industry, the film concentration at WSC offers our students (and potential recruits) another relevant major for career and/or graduate school.

Major in Mass Communication (BA or BS) 36 or 48 hours

The Mass Communication program area currently has three concentrations: Agricultural Communication and Leadership, Electronic Media, and Journalism. All students in the Mass Communication program must complete the 15 hour core and a 21 hour concentration area. If the student selects the 48 hour major option for either concentration, the student with his/her advisor will choose twelve hours from the list of electives that does not duplicate courses in the concentration area.

Mass Communication with Digital Film Production and Theory Concentration Requirements:***Mass Communication Core Courses: 15 hours***

| | |
|---------|--|
| CNA 263 | Introduction to Mass Communication (3) |
| CNA 280 | News Writing (3) |
| CNA 372 | Media Ethics (3) |
| CNA 400 | Portfolio Seminar (0) |
| CNA 471 | Mass Media and Society (3) |
| CNA 475 | Communication Law (3) |

Digital Film Production and Theory Concentration: 21 hours

| | |
|---------|--------------------------------|
| CNA 223 | Acting (3) |
| CNA 274 | Video Production (3) |
| CNA 284 | Film Criticism (3) |
| CNA 318 | Directing (3) |
| CNA 378 | Performance for the Screen (3) |
| CNA 472 | Sound Design (3) |
| CNA 473 | Video Production (3) |

Course Descriptions for Concentration courses:

CNA 223 Acting (3) Exploration of basic acting techniques and performance theory through object exercises, monologues, and scene work.

CNA 274 Video Production I (3) An introduction to studio and remote production including live broadcasts of news, sports, and special events. Students learn current concepts and theories of pre-production, production and post-production procedures and apply them utilizing video and audio equipment for digital storytelling.

CNA 284 Film Criticism (3) Exploration of diverse influences on cinematic and film production, including story and character development, visual elements of storytelling, artistic/esthetic qualities, business/marketplace influences, and cultural significance. Emphasis on the role of the critic in development of film professionals.

CNA 318 Directing (3) Study and practice of basic directing theory starting with screen-analysis and proceeding to director-actor-designer relationships in the production process.

CNA 378 Performance for the Screen (3) This course focusses on basic performance techniques that are used in work as a newscaster, an interviewer or a talk show host, and an actor in various types of film productions. Special emphasis will be placed on developing roles for dramatic or comedic scenes.

CNA 472 Sound Design (3) Study of advanced techniques in preparation, production, and presentation of audio materials in electronic media. Includes multi-track recording and editing, film sound track audio, radio and podcast production, and audio needs of developing media.

CNA 473 Video Production II (3) Study of advanced video and film-making techniques for program and non-program content in standard, cable, and specialized video. Includes post-production, digital editing, color correction, and distribution.

2. Centrality to Role and Mission

The Digital Film Production and Theory major concentration speaks directly all three of WSC's central tenets of learning excellence, student success, and regional service.

Learning Excellence: the new concentration provides WSC students with an unparalleled opportunity in this region. The program provides hands-on experience in film production that is unavailable at regional competitor programs. Further, it provides such opportunities at a public, open-enrollment institution, thereby making film production a financially and academically viable option for all students, particularly those of our rural northeast and central Nebraska service region.

Student Success: as noted above, graduates of the Mass Communication program, even before the Digital Film Production and Theory concentration was proposed, have been successful in competitive admissions to graduate film schools. In addition, the program has ties with industry liaisons which will provide students with internship and part-time employment opportunities before graduation, and career opportunities after graduation.

Regional Service: as noted below, demand for video production has grown nationwide, and is projected to continue to grow. This growth also translates into regional demand for video production, including need for advertising and promotional video for businesses on platforms like websites, YouTube, Vimeo, etc., in addition to the traditional broadcast and cable TV outlets. With this exponential growth in demand driven by the internet, the Video Production program has helped meet the need by providing video services both to units at WSC as well as external to WSC. Many graduates of the program will continue to live in the region, adding to the stock of available skilled labor.

3. Evidence of Need and Demand

A. Need for the program:

The Motion Picture Association of America released a new report showing the industry has surpassed \$101 billion in March of 2020. With the advent of streaming has come the greatest demand for screenwriters and production workers in history.

According to the Dept. of Labor's Bureau of Labor Statistics, Occupational Projections data for 2029 (<https://data.bls.gov/projections/occupationProj>) forecast strong demand for workers skilled in the production, editing, and operation of video and film: the need for Camera Operators are projected to increase by 14%; Film and Video Editors 21.6%; Producers and Directors 10%; Sound Engineers 6%. (In contrast, in the same field, projections are negative for film projector operators and photo processing workers—this reveals a shift to production over processing, and for digital over traditional physical film.)

For many years, the WSC program trained students to work primarily in local and regional television broadcasting. However, in recent years, Laurie Richards, the Nebraska state film commissioner, has relied on the Mass Communication program for students to address the growing need for positions in commercial and film production. In short, Nebraska needs a workforce to meet the demands of the expanding industry. The new major concentration will allow WSC to utilize its resources to create a Digital Film Production and Theory concentration to better address the economic and vocational needs.

B. Demand for the Program:

With the dramatic growth in the film industry, a film concentration at WSC will offer current and prospective students another relevant major for career and/or graduate school. The Electronic Media concentration has grown over the past 4 years, with 13 new freshman majors in Fall 2020, and 34 overall. Furthermore, interest is strong in the new Digital Film Production minor (now in its third academic year); it already has 14 students. Even without a major concentration, the program has also placed recent graduates at the esteemed MFA Film Program at Columbia College Chicago.

Students have been writing, producing, and directing award-winning films. In the past three years students' projects have been featured and winning accolades in the Prairie Lights, Oneota, Snake Alley, SCFF, Muscatine, Flatwater, Sandy Dennis, Iowa Motion Picture Association, and Bison Film Festivals. Through the unit's exit assessment survey, students are requesting a major in film. The skills needed, such as writing, producing, directing, cinematography, production design, editing, etc., are no longer limited to Electronic Media. Having this concentration allows students the increased opportunity for careers and post graduate study in film. Beyond production, this concentration allows students to pursue theoretical study of the aesthetic and structural approaches to film via criticism.

Student demand for the program is strong, with 14 students enrolled in the newly-available Digital Film Production minor. The Electronic Media major concentration—the closest major program currently available—is at 34 students, a number that has been sharply increasing due to interest in film production. As noted elsewhere, this major concentration is not only unique in the NSCS; it is unique in this region for its strength in hands-on production. While students will receive a theoretical background, this program's focus on experiential learning provides students with invaluable expertise and an edge in the marketplace. Finally, it behooves the NSCS to make such opportunities available to its students, whereas traditionally film schools are housed mostly at large research or private universities.

4. Adequacy of Resources

A. Faculty and Staff Resources:

No new faculty are needed to implement this concentration. All courses already exist in the catalog. Additionally, sufficient seats are available in these courses. They are on a regular rotation so students can complete the concentration in a timely fashion.

B. Physical Facilities:

No new facilities are needed. The fourth floor of the Humanities building is well-upgraded for the concentration addition.

C. Instructional Equipment and Informational Resources:

Current equipment provided for the Mass Communications major will also be used for the Digital Film Production and Theory concentration. In addition to existing funding, some courses have recently been approved to add a small course fee to purchase consumables used in the course.

D. Budget Projections for the first five years of program:

No negative budget impact is anticipated for this program, as faculty, resource, and equipment needs are anticipated to be in line with the larger Mass Communication unit's projected needs. Indeed, the opportunities this program provides, combined with WSC's affordable price-point, may attract net-new students to WSC.

5. Avoidance of Unnecessary Duplication

In Iowa, Nebraska, and South Dakota, there are only two similar baccalaureate programs: the University of Nebraska and the University of Iowa. The University of Nebraska's program has an emphasis on New Media and Film Theory, leaving the need in the state for film production students with advanced training in not only basic film production, but Motion Graphics and Animation, Sound Engineering, and other advanced technical skills. The University of Iowa program is primarily theory-based. The WSC program will provide advanced study in all technical aspects from conception to distribution.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The NSCS prides itself on providing a quality education with solid skills in service of regional workforce needs. This major concentration fits squarely within the NSCS mission, providing students with both the theory and the hands-on experience in video production to serve the needs of the state and region. Because of the lower cost of tuition at WSC, interested film students lacking the financial resources to attend the more expensive flagship universities will be able to pursue their field of interest more affordably. Because of the smaller size and rural placement of WSC, students from smaller communities may find the program a more comfortable fit. The program will create a pool of students trained to work in high end production addressing the need for commercial production in the state. In turn, this will make film production more viable and attract projects otherwise lost to neighboring states.

This program is in accordance with the CCPE Plan's Shared Values and Beliefs of:

- "unique areas of excellence in which they can bring major benefits to the state and to students";
- "contributing to a competent and competitive workforce for our state";
- "promoting an innovative and entrepreneurial culture that rises to the challenge of globalization";
- "serving as a cultural hub, not only educating their students in the arts and humanities but sharing those learning opportunities with the public whenever possible"; and
- "apply information technology effectively to respond rapidly to changing student, employer, and state needs".

Wayne State College

Proposal to Add a Concentration in Sports Media (Mass Communication Major)

1. Descriptive Information

- A. Name of Institution:
Wayne State College
- B. Name of Program:
Mass Communication (Major), New Concentration: Sports Media
- C. Degrees/credentials to be awarded graduates of the program:
Bachelor of Sciences or Bachelor of Arts in Mass Communications
- D. Other programs offered in this field by the institution:
Mass Communication (Major), Concentrations in: Electronic Media; Agricultural Communication and Leadership; Journalism
- E. CIP code:
09.0102
- F. Administrative units for the program:
Department of Communication Arts; School of Arts & Humanities
- G. Proposed delivery site(s) and type(s) of delivery, if applicable:
Wayne campus
- H. Proposed date (term/year) the program will be initiated:
Fall 2021
- I. Description of Program:
The Mass Communication program instills knowledge of professional standards and social responsibilities for careers in the areas of print, broadcast, and online communications. The Sports Media concentration fully utilizes our new facilities, allows us to expand our sports broadcasting, and prepares students for careers in live sports broadcasting, production, public relations, sports reporting, sports brand management, and post graduate study. A Sports Media concentration meets regional workforce needs and consistent student demand. Sports Media is a large and established focus area within the field, and WSC is well-positioned to house a unique program with a strong foundation in theory and plentiful hands-on application.

Major in Mass Communication (BA or BS) 36 or 48 hours

The Mass Communication program area currently has three concentrations: Agricultural Communication and Leadership, Electronic Media, and Journalism. All students in the Mass Communication program must complete the 15 hour core and a 21 hour concentration area. If the student selects the 48 hour major option for either concentration, the student with his/her advisor will choose twelve hours from the list of electives that does not duplicate courses in the concentration area.

Mass Communication with Sports Media Concentration Requirements:***Mass Communication Core Courses: 15 hours***

| | |
|---------|--|
| CNA 263 | Introduction to Mass Communication (3) |
| CNA 280 | News Writing (3) |
| CNA 372 | Media Ethics (3) |
| CNA 400 | Portfolio Seminar (0) |
| CNA 471 | Mass Media and Society (3) |
| CNA 475 | Communication Law (3) |

Sports Media Concentration: 21 hours

| | |
|-------------------|---|
| CNA 162 | Radio Production (3) |
| CNA J 220/320/420 | Mass Communication Arts Workshop-Journalism (3) |
| CNA R 220/320/420 | Mass Communication Arts Workshop-Radio (3) |
| or | |
| CNA V 220/320/420 | Mass Communication Arts Workshop-Video (3) |
| CNA 297/397/497 | Internship in Broadcasting (3) |
| CNA 334 | Sports Media Theory (3) |
| CNA 390 | Multiplatform Journalism (3) |
| CNA 392 | Sports Writing (3) |

Course Descriptions for Concentration courses:

CNA 162 Radio Production (3) Students learn radio production techniques including digital recording, broadcast writing, announcing, remote recording, and digital editing software. This course will also introduce students to broadcast vocabulary and radio station management structures.

CNA J 220/320/420 Mass Communication Arts Workshop (3) Journalism workshop. Practical application of skills learned in other classes to direct, produce, and coordinate content development in electronic media and journalism.

CNA R 220/320/420 Mass Communication Arts Workshop (3) Radio workshop. Practical application of skills learned in other classes to direct, produce, and coordinate content development in electronic media and journalism.

CNA V 220/320/420 Mass Communication Arts Workshop (3) Video workshop. Practical application of skills learned in other classes to direct, produce, and coordinate content development in electronic media and journalism.

CNA 297/397/497 Internship in Broadcasting (3) Approval of academic advisor and department chair. The course provides opportunity to integrate career-related work experience with classroom learning.

CNA 334 Sports Media Theory (3) **New Course.** This course applies media theory (such as audience reception, critical cultural studies and fan participation) to issues pertaining to various sports media. Students explore topics ranging from the history of sports broadcasts to contemporary representations of race, gender, and identity in popular sports. Students can use these investigations to develop content for student media as well as academic inquiry.

CNA 390 Multiplatform Journalism (3) An overview of multiplatform journalism from brainstorming story ideas, to interviewing, writing for the web and broadcast, and multimedia journalism skills. Students learn how to organize electronic newscasts and create online news stories using current applications

CNA 392 Sports Writing (3) Introduction to theory and practice of sports writing in various media. Students will analyze exemplary literature in the field as well as write game reports for publication in the college newspaper. Useful for students interested in such areas as critical sports studies, sports management and journalism.

2. Centrality to Role and Mission

The Sports Media major concentration speaks directly all three of WSC's central tenets of learning excellence, student success, and regional service.

Learning Excellence: the Sports Media concentration will allow WSC to remain competitive in the Mass Communication marketplace. Sports Media is an area in high demand among students, who are interested in covering sports in all media (print, digital, radio, video) and regions (local, regional national). Competitor institutions commonly offer this area of study, and it is essential for the NSCS to offer this concentration to remain competitive. WSC is the only member of the NSCS with the academic infrastructure, personnel, and facilities to support the Sports Media concentration.

Student Success: the Sports Media concentration prepares students for careers immediately after graduation in the field, with experiential learning throughout the curriculum, utilizing the new resources of the WSC Press Box and the many opportunities provided by an NCAA Division II Athletics Program. In addition, students will learn the communications theory underpinning such hands-on skills, thereby also preparing them for graduate study in Sports Media.

Regional Service: through the concentration's curriculum, which will include coverage of not only WSC athletics, but also local and regional sporting events, the program will provide valuable coverage of athletic events for the region. Further, it is expected that graduates of the program will proliferate among the region's media outlets, providing a supply of trained and experienced professionals for these newspapers, radio stations, TV stations, and websites.

3. Evidence of Need and Demand

A. Need for the program:

The Sports Media concentration at Wayne State College uses existing resources to diversify student media and formalize a growing interest among electronic media students to produce live sports broadcasts. Further, local media outlets including Flood Communications and the Midco Sports Network are interested in WSC graduates to cover local and regional sporting events.

According to the Dept. of Labor's Bureau of Labor Statistics, Occupational Projections data for 2029 (<https://data.bls.gov/projections/occupationProj>) forecast an increase in media and communication occupations in the Spectator Sports industry: the need for Media and Communication Workers (including broadcast announcers, public relations specialists, writers, and editors) are projected to increase by 10.7%; Media and Communication Equipment Workers (audio and video technicians, broadcast technicians, photographers, camera operators, video editors,

lighting technicians) are projected to increase by 14% as a whole, with individual occupations varying between 10.7% and 19.5% in increase.

Although sports media is often associated with jobs at *Sports Illustrated* or ESPN, students can develop their skills at WSC sporting events in an effort to find meaningful careers in their own communities. There is no dearth of opportunities to cover local, regional and high school sports for local cable companies, radio, and newspapers. Additionally, sports media presents an opportunity to diversify the WSC student body, making meaningful additions to campus life and community spirit while fortifying relationships with our local community through the coverage of high school sports.

B. Demand for the Program:

With the addition of WSC's \$3 million press box, a Sports Media Concentration will address the interest and excitement of roughly 25% of the current Mass Communication Majors. The Sports Media concentration will fully utilize these new facilities, allow WSC to expand its sports broadcasting, and prepare students for careers in live sports broadcasting, production, public relations, sports reporting, sports brand management, and post-graduate study. This concentration fills a gap in the Nebraska State College System and allows WSC to compete with the University of South Dakota. This concentration will have a profound recruiting impact, and stands to attract net new students to WSC who have not had heretofore had an opportunity to pursue Sports broadcasting, reporting, and marketing. This major compliments majors and minors in Sport Management, Promotion and Media, Coaching, and Journalism. It is also well-suited for students interested in broadcasting e-sports, a burgeoning emerging market in sports.

There is strong student interest in Sports Media has resulted in student initiative for covering athletics even in the absence of a Sports Media concentration. While COVID-19 brought an abrupt halt to collegiate sports in 2020, KWSC-FM and KWSC-TV broadcasted intrateam scrimmages by the Men's Football team and Women's Soccer team in the Fall of 2020. KWSC-FM covered the games of the Men's and Women's Basketball teams in the Winter of 2021. Students are organizing broadcasting teams to cover Men's Baseball and Women's Softball in the Spring of 2021. Further, simulcasts of the Women's Soccer team, Men's and Women's Track and Field, and Men's Football team are scheduled for coverage by KWSC-FM and KWSC-TV in Spring 2021.

Additionally, KWSC-FM hosts a weekly sports talk show (CatTalk) each Wednesday at Noon. Finally, students are also looking at the opportunities for covering WSC's new e-Sports team on campus. Students are interested in the careers available for commentators, broadcasters, and journalism in this new sporting environment. The opportunity to cover this new team also means students are on the ground floor of a new and lucrative popular pastime.

In the coming five years KWSC-FM and KWSC-TV plan to formalize student interest in sports broadcasting by developing a schedule and strategizing coverage of athletic events at WSC during Radio and Video Workshop courses. These courses are offered in the Spring and Fall of each academic year and run alongside Sports Writing (CNA 392) and the new Sports Media Theory course (CNA 334). Each of these courses allow students to create content for broadcast at KWSC-FM, KWSC-TV and publication in *The Wayne Stater*. Further, the Sports Media Theory course investigates cultural issues surrounding popular sports in an effort to help students create dynamic content that sets them apart from their peers.

Within the first five years the program expects twenty to twenty-five majors with an increase of five to ten students each year.

4. Adequacy of Resources

A. Faculty and Staff Resources:

No new faculty are needed to implement this concentration. All courses exist in the catalog except for one new course, "Sports Media Theory." This course has received approval, and current faculty will teach the course. Additionally, sufficient seats are available in these courses. They exist on a regular rotation so students can complete the concentration in a timely fashion.

B. Physical Facilities:

No new facilities are needed. The fourth floor of the Humanities Building is well-upgraded for the concentration. The new Stadium Press Box serves as an ideal learning lab for this program.

C. Instructional Equipment and Informational Resources:

Current equipment provided for the Mass Communication major will also be used for the Sports Media concentration. In addition to existing funding, some courses have recently been approved to add a small course fee to purchase consumables used in the course.

D. Budget Projections for the first five years of program:

No negative budget impact is anticipated for this program, as faculty, resource, and equipment needs are anticipated to be in line with the larger Mass Communication unit's projected needs. Indeed, the opportunities this program provides may attract net-new students to WSC.

5. Avoidance of Unnecessary Duplication

Regionally, similar programs are available at the University of Nebraska-Lincoln, University of Nebraska-Kearney, Simpson College, Iowa Western, Iowa State, Upper Iowa University, and the University of South Dakota. Although many of WSC's competitors offer similar academic programming, WSC, with its new facilities, NCAA Division II Athletics, and a strong partnership between athletics and academics, is positioned to develop innovative and dynamic content that addresses a regional need. It is essential for the NSCS to offer this concentration to remain competitive in the field of Mass Communication. WSC is the only member of the NSCS with the academic infrastructure, personnel, and facilities to support the Sports Media concentration.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Sports Media major concentration provides the best of an NSCS education: a firm foundation in theory and writing in combination with extensive hands-on experience in in-demand high tech skills for career readiness at (or before) graduation.

As stated above, WSC is positioned to develop dynamic and creative content in the pursuit of covering popular sports in and around Wayne, Nebraska. First, as an NCAA Division II institution, the program will have access to student athletes in the classroom and the surrounding community. This gives students a great opportunity to develop a professional skill set while amplifying the stories of WSC athletes and their studies. Second, WSC's groundbreaking e-Sports Team provides the opportunity to be at the ground level for producing e-Sports broadcasting professionals as video game competitions continue to grow as a global phenomenon. Students in the Electronic Media major are actively seeking

opportunities to broadcast and commentate on e-sports to diversify their portfolios and apply to competitive internship opportunities with streaming companies and content creators. Finally, interest from local industry and regional sports teams means that WSC students are positioned for growth in the production of student-centric sports media that leads to a litany of lucrative job opportunities.

Additionally, this program is in accordance with the CCPE Plan's Shared Values and Beliefs of:

- "supporting the state's economic development goals by contributing to a competent and competitive workforce for our state";
- "promoting an innovative and entrepreneurial culture that rises to the challenge of globalization"; and
- "apply information technology effectively to respond rapidly to changing student, employer, and state needs".

Wayne State College

Proposal to Add a New Concentration to the Major in Business Administration Supply Chain Management

1. Descriptive Information

A. Name of Institution:

Wayne State College

B. Name of program:

Business Administration—Supply Chain Management Concentration

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

Bachelor of Science: Business Administration—Supply Chain Management

D. Other programs offered in this field by the institution:

Wayne State College offers a BS in Business Administration that includes a general degree option or the following concentrations

- | | |
|--------------------------------|--------------------------|
| • Accounting | • International Business |
| • Agri-business | • Management |
| • Economics | • Marketing |
| • Finance | • Office Administration |
| • Human Resource Management | • Public Accounting |
| | • Professional Studies |

In addition, WSC offers an MBA program that includes a general degree or the option an approved Focus Area in Accounting.

E. CIP code:

52.0201

F. Administrative units for the program:

School of Business and Technology—Business and Economics Department

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

Both Wayne campus face-to-face and online

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

Fall 2021

I. Description of Program:

The Business Administration program is designed: (1) to develop/enhance a foundational knowledge of the common professional component; (2) to develop/enhance breadth and depth of knowledge beyond the common professional component in an area of specialization; (3) to develop a set of desirable cognitive learning skills; (4) to develop professional behavioral characteristics; (5) to develop professional attitudinal characteristics.

The new concentration in Supply Chain Management is designed to develop professionals who are involved in all business processes from raw materials to consumer purchase. The academic area involves getting the correct products to the correct consumers at the correct time. The program includes business analytics and problem solving skills providing improved decision-making for companies and organizations.

The content of the 48-hour Business Administration major consists of a core of ten courses, 27 hours (nine credit bearing courses; BUS 490 assessment seminar is a zero credit course), that all business administration majors must take. The Business Administration program has concentrations which have a minimum of 21 hours. The Business Administration Major with the requested Supply Chain Management concentration is as follows:

Major in Business Administration (BA or BS) – Supply Chain Management - 48 hours

Business Administration Core: 27 hours

| | | |
|-----|--|---|
| BUS | 260 Management Theory and Practice | 3 |
| | 262 International Business | 3 |
| | 270 Principles of Marketing | 3 |
| | 322 Managerial Finance | 3 |
| | 352 Operations and Supply Chain Management | 3 |
| | 408 Business Ethics | 3 |
| | 418 Legal Environment of Business | 3 |
| | 420 Strategic Management | 3 |
| | 490 Assessment Seminar | 0 |
| CIS | 430 Management Information Systems..... | 3 |

Supply Chain Management Concentration: 21 hours

| | | |
|--------------|---|-----------|
| BUS | 357 Negotiations | 3 |
| | 366 Management Science..... | 3 |
| | 383 Principles of Transportation | 3 |
| | 384 Principles of Purchasing and Transportation | 3 |
| | 485/585 Introduction to Predictive Analytics..... | 3 |
| | 486/586 Seminar in Supply Chain Management | 3 |
| CIS | 477/577 Project Management..... | 3 |
| Total | | 48 |

Course Descriptions:

All courses are currently found in the WSC Catalog

BUS 260 Management Theory and Practice
 Develops the management art and science of planning, organizing, actuating, and controlling through people to make ideas materialize within economic constraints of a business enterprise. Develops ability to construct policy, to make scientifically-sound decisions within that policy, and to establish ethical procedures to insure organized productive effort to intended objectives. Develops a management attitude, outlook, and ability.

BUS 262 International Business

Survey of the problems and opportunities involved in conducting business operations across national boundaries. Analysis of the concepts, tools, institutions, and environmental factors controlling international flows of money, personnel, information, goods and services.

BUS 270 Principles of Marketing

This course facilitates students in conquering the essential concepts of product, price, promotion, distribution, segmentation, ethics, and social responsibility, while addressing the evolving digital and social media influences. The fundamentals will be stressed allowing for useful decision processes by managers while encouraging the development of the marketing specialist as one of the key decision makers in a firm. Marketing is critical to implementing strategy, gaining competitive advantages, and ensuring positive organizational results.

BUS 322 Managerial Finance

A study of the financial function within a business enterprise. Areas addressed include financial analysis, working capital management, capital budgeting, sources and forms of long-term financing, financial structure, and cost of capital.

BUS 352 Operations and Supply Chain Management

Successfully managing operations is vital to the long-term viability of every type of organization. This course provides a broad overview of issues in operations and supply chain management emphasizing a strategic orientation toward design and improvement issues. Specific topics include competitiveness; operations strategy; quality management; statistical process control; design of products, services, processes, and facilities; forecasting; supply chain management; logistics; project management; inventory management; lean production; and scheduling.

BUS 408 Business Ethics

This course will examine theoretical structures that shape or influence Western thought and review specific professional codes of ethics relevant to business majors. Students will learn a decision-making framework for examining and articulating well-reasoned positions on ethical issues in business.

BUS 418 Legal Environment of Business

This course focuses on public, administrative, and regulatory law, and the relationship of business to the legal structure. Topics include employee and consumer protection, environmental regulation, labor law, monopolies, price-fixing, and the regulation of domestic and international trade.

BUS 420 Strategic Management

Involves analysis of cases in which knowledge from basic courses in marketing, accounting, finance, management, and economics is integrated and applied. Demonstrated interrelationship between the functions of business, complexities of business problems, and strategic management models are addressed.

BUS 420 Strategic Management

Involves analysis of cases in which knowledge from basic courses in marketing, accounting, finance, management, and economics is integrated and applied. Demonstrated interrelationship

between the functions of business, complexities of business problems, and strategic management models are addressed.

BUS 357 Negotiations

Students in this course will learn about conflict, conflict resolution and negotiations. Students will learn and exercise tactics to become better negotiators. During the course students will study the concepts, engage in exercises and participate in simulated negotiations.

BUS 366 Management Science

Application of quantitative and analytical approaches to management problems within a theoretical framework and behavioral background developed.

BUS 383 Principles of Transportation

Economic, operating, and service characteristics of the various modes of transportation, with emphasis on factors that influence transportation demand, costs, market structures, carrier pricing, and carrier operating and service characteristics and their influence on other supply chain cost and supply chain performance.

BUS 384 Principles of Purchasing and Supply Management

Sourcing strategies, concepts, tools and dynamics in the context of the integrated supply chain. Topics include: make or buy decisions, supplier evaluation and selection, global sourcing, the total cost of ownership, contracts, and legal terms, negotiations, purchasing ethics, and information systems.

BUS 485/585 Introduction to Predictive Analytics

This course introduces an analytical toolset to address modern, data-intensive business problems. The course provides an overview of the key concepts, applications, processes, and techniques relevant to business analytics. The course is intended to provide tools for business applications working with data, databases, and reports from analytic models. It covers the basic fundamentals of data analysis and inferential statistics as well as predictive modeling techniques; including linear regression, logistic regression, and decision trees.

BUS 486/586 Seminar in Supply Chain Management

The focus of this course is on bringing together the concepts and theories of Supply Chain Management through the application in real world settings. Students will emulate decision making through simulated applications and will work with local/regional organizations to make improvements or explore opportunities enhancing supply chain applications.

CIS 477/577 Project Management

This course provides an introduction to the management of projects. Emphasis is placed on both the technical aspects of the project management process and the management of the human behavioral/situational aspects of projects. The nature of projects is explored. The techniques and tools of project management are introduced. Operational, tactical, and strategic implications of project management approaches are considered. The use of current project management software is incorporated. Students are also provided with an understanding of the many environmental and behavioral issues surrounding project management, and approaches to dealing with these issues. Graduate students in these courses have additional requirements beyond those for the undergraduate students.

2. Centrality to Role and Mission:

Wayne State College's Mission Statement reads, "Dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." As part of this mission, the vision is to improve educational opportunities for all students and provide service to individuals, schools, and communities. In our interactions with supply chain professionals, we have gained an understanding of their needs and we are hoping our students can develop the necessary skill sets and apply their knowledge to help the supply chain management sector of Nebraska thrive.

The Supply Chain Management Concentration has been developed with the awareness and assistance of the faculty and staff in the Business and Economics Department. The program was benchmarked against regional programs such as University of Nebraska-Lincoln, University of Nebraska-Kearney, and the University of South Dakota. The program was vetted and approved by the Wayne State College Academic Policies Committee.

Finally, the Supply Chain Management Concentration aligns with the Comprehensive Statewide Plan for Postsecondary Education. We are responding to changing workforce and community needs. Anecdotally, we have requests from local and regional businesses that are seeking students with competencies in SCM. Statistically, the demand of the SCM Concentration is evident based on #3 Evidence of Need and Demand.

3. Evidence of Need and Demand:

A. Need for the program:

Nebraska has a strong presence in the transportation and supply chain management arena. The 2019 Bureau of Labor Statistics data shows that transportation and material moving is the third largest occupation in Nebraska. Interviews with area employers during Forward Nebraska meetings noted demand for supply chain professionals. Dialogue with employers at the Wayne State College career fair have also showed a strong desire for increased development of supply chain talent for our state. An industry publication (RSI logistics, link below) notes the annual growth in supply chain jobs requiring degrees is nearly 30%. A University of Nebraska report (October 3, 2018) notes that supply chain management offers some of the highest placement rates and starting salaries of all business careers. The Bureau of Labor Statistics notes that the 2019 median pay is \$74,750 per year. U.S. News has the field ranked #17 in best business jobs.

B. Demand for the program:

The department anticipates high demand for the Supply Chain Management concentration within our Business Administration degree. According to a GlobalNewswire 2020-2025 Industry Outlook, the Global Supply Chain Analytics market is projected to increase 5.3 billion dollars. This market will be fueled by demand in consulting and professional services, as well as software, robotics, automation, and AI.

4. Adequacy of Resources:

A. Faculty and Staff Resources:

The Business and Economics department currently has twelve faculty teaching the Business Administration program. The core of the Business Administration program is the same across concentrations and will not require any new sections to meet the needs of the program. The

new concentration in Supply Chain Management includes seven courses. Three of the listed concentration courses are already being taught and should not require new sections of courses (BUS 357, BUS 366 and CIS 477), unless demand is very strong. BUS 485 is scheduled to be taught in the Fall 2021. Two of the courses have not been taught recently (BUS 383 and BUS 384) and one course has never been taught (BUS 486). We anticipate the need for additional adjunct faculty to staff the courses which are not currently offered.

B. Physical Facilities:

Gardner Hall is an up-to-date building with appropriate technology in the classrooms. The current facilities are sufficient for the new program.

C. Instructional Equipment and Informational Resources:

The current instructional equipment and resources are sufficient for the new program.

D. Budget Projections for the first five years of program:

We anticipate the program will draw new students to Wayne State College. The additional cost of adjunct faculty should easily be offset by the increased tuition paid by the students.

5. **Avoidance of Unnecessary Duplication:**

The program is offered, as either a major or concentration, at the University of South Dakota and the University of Nebraska (Omaha, Lincoln, and Kearney). It is not currently offered at any of the Nebraska State Colleges. A review of private institutions in Nebraska shows Bellevue with some similar programs (project management and business analytics). Creighton University offers a business analytics and intelligence concentration.

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

The program would be offered both face-to-face and online. This program meets the goal to "USE OF INSTRUCTIONAL TECHNOLOGY TO BROADEN ACCESS." The program will provide students with skills that are needed for Nebraska's workforce development. This meets the major statewide goal of "SKILLED GRADUATES and WORKFORCE DEVELOPMENT."

References:

"Global Supply Chain Analytics Industry Outlook 2020-2025 with Profiles of 28 Players Including IBM, Oracle, SAP and SAS Institute." GlobeNewswire 14 Aug. 2020: NA. Business Insights: Essentials. Web. 15 Mar. 2021.

<https://www.rsilogistics.com/blog/career-outlook-for-logistics-supply-chain-management/>

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Addition of Graduate Focus Areas in Supply Chain Management and Human Resources Management for Wayne State College**

Per Board Policy 4200, which requires all new academic programs to be submitted to the Board for approval, Wayne State seeks approval to add the following graduate Focus Areas in the Master of Business Administration (MBA) program, beginning Fall 2021:

- Master of Business Administration - Supply Chain Management focus area
- Master of Business Administration - Human Resources Management focus area

The System Office and Wayne State College recommend approval of the Addition of Graduate Focus Areas in Supply Chain Mgt and Hum Resources Mgt for Wayne State College.

ATTACHMENTS:

- WSC Supply Chain Focus Area (PDF)
- WSC Human Resource Focus Area - June 2021 (PDF)

Wayne State College

Proposal to Add Focus Area to Master of Business Administration Program Supply Chain Management

1. Descriptive Information

- A. Name of Institution:
Wayne State College
- B. Name of program:
MBA—Supply Chain Management Focus Area
- C. Degrees/credentials to be awarded graduates of the program:
Master of Business Administration—Supply Chain Management Focus Area
- D. Other programs offered in this field by the institution:
Wayne State College currently offers an MBA program that includes a general degree option or an Accounting Focus Area. Wayne State College also offers an undergraduate BS in Business Administration with a general option and eleven possible concentrations.
- E. CIP code:
52.0201
- F. Administrative units for the program:
School of Business and Technology—Business and Economics Department
- G. Proposed delivery site(s) and type(s) of delivery, if applicable:
Online
- H. Proposed date (term/year) the program will be initiated:
Fall 2021
- I. Description of Program:
The Master of Business Administration (MBA) is a professional graduate degree designed primarily to provide an educational experience for students who wish to assume positions of increasing responsibility in business. The WSC MBA curriculum consists of two major components. The first component is described as “Common Body of Knowledge” (CBK) courses. This group of courses includes an introductory level course in each functional area of business. Students who have an undergraduate degree in business will typically have completed most, if not all, of these courses.
- The second curriculum component is the professional graduate courses. The WSC MBA program requires 30-36 graduate credit hours, including a 24 credit Core. The MBA program is broad in nature and requires students to complete a structured program of one or more courses in each area of business, and also permits students to complete a small specialization in one area. It is designed for those who wish to further their professional development without terminating their employment.

The new focus area in Supply Chain Management is designed to develop professionals who are involved in all business processes from raw materials to consumer purchase. The academic area involves getting the correct products to the correct consumers at the correct time. The program includes business analytics and problem solving skills providing improved decision-making for companies and organizations.

Program of Study: Master of Business Administration – Supply Chain Focus Area (36 hours)

MBA Core (all courses required): 24 hours

| | | |
|-----|--|---|
| BUS | 608 Financial Administration | 3 |
| | 620 Managerial Communication | 3 |
| | 625 Decision Science..... | 3 |
| | 650 Managerial Economics..... | 3 |
| | 652 Management Accounting..... | 3 |
| | 656 Marketing Administration..... | 3 |
| | 690 Seminar in Organizational Behavior | 3 |
| | 692 Administrative Policy | 3 |
| | 693 MBA Assessment Seminar | 0 |

Supply Chain Management Focus Area: 12 hours

| | | |
|--------------|---|-----------|
| BUS | *585 Predictive Analytics | 3 |
| | *586 Seminar in Supply Chain Management..... | 3 |
| | *577 Project Management | 3 |
| CIS | 632 Information Systems Technology and Management | 3 |
| Total | | 36 |

*WSC baccalaureate students who have already completed the undergraduate equivalent of these courses will substitute other courses by advisement to fulfill the focus area requirements.

Course Descriptions:

All courses are currently found in the WSC Catalog

BUS 608 Financial Administration

A study of financial decision making in the firm; development of a decision-making framework for determining the most efficient allocation of resources within the firm; emphasis placed on the analysis of capital investment projects, long-term sources of funds and short-term financing problems.

BUS 620 Managerial Communications

Application of principles of communication to the managerial setting. The course investigates the influence of organizational climate, manager’s style and use of motivation on the communication process. Communication strategies appropriate to business reports, speeches, interviews, and conferences are explored along with emphasis on managerial problems with employee communication and conflict management. The course includes a focus on methods of analyzing and resolving communication problems.

BUS 625

Underlying structure of quantitative business decisions and their solution. The course emphasizes problem recognition, formulation, and analysis, using software to perform necessary calculations. Topics may include linear programming, goal programming, simulation, queuing and other MS/OR techniques.

BUS 650 Managerial Economics

Application of microeconomic theories in private and public managerial decision-making including an analysis of market structure and its effect on price and output determination. The course incorporates a global perspective and estimation of econometric models for business, government and non-profit organizations.

BUS 652 Management Accounting

An examination of management uses of accounting data with particular reference to decision-oriented cost classification, methods of cost estimation, data appropriate for decision models, standards and controls, and special problems.

BUS 656 Marketing Administration

A study of concepts useful in understanding marketing systems and buyer behavior and developing skills in making marketing decisions. Topics include marketing strategy, decision models, market segmentation, promotional strategy and product management.

BUS 690 Seminar in Organizational Behavior

Examination and analysis of the organization as a social system and the impact of its various components on work attitudes and behavior; topics include the development of organizational structures, organizational effectiveness, decision making and policy formulation, leadership and change.

BUS 692 Administrative Policy

Analysis of policy formulation and implementation from a company-wide standpoint; emphasis on integration of knowledge and approaches across functional areas; both endogenous and exogenous factors that affect company policies; and the role of the firm in society.

BUS 693 MBA Assessment Seminar

This course requires students to demonstrate or report their level of achievement of the student learning objectives developed for the Master of Business Administration program. Various assessment measures such as surveys, comprehensive exams and capstone projects will be used to gather student data. Completion of this course is a graduation requirement. Graded S/NC

BUS 485/585 Introduction to Predictive Analytics

This course introduces an analytical toolset to address modern, data-intensive business problems. The course provides an overview of the key concepts, applications, processes, and techniques relevant to business analytics. The course is intended to provide tools for business applications working with data, databases, and reports from analytic models. It covers the basic fundamentals of data analysis and inferential statistics as well as predictive modeling techniques; including linear regression, logistic regression, and decision trees.

BUS 486/586 Seminar in Supply Chain Management

The focus of this course is on bringing together the concepts and theories of Supply Chain Management through the application in real world settings. Students will emulate decision making through simulated applications and will work with local/regional organizations to make improvements or explore opportunities enhancing supply chain applications.

CIS 477/577 Project Management

This course provides an introduction to the management of projects. Emphasis is placed on both the technical aspects of the project management process and the management of the human behavioral/situational aspects of projects. The nature of projects is explored. The techniques and tools of project management are introduced. Operational, tactical, and strategic implications of project management approaches are considered. The use of current project management software is incorporated. Students are also provided with an understanding of the many environmental and behavioral issues surrounding project management, and approaches to dealing with these issues. Graduate students in these courses have additional requirements beyond those for the undergraduate students.

2. Centrality to Role and Mission:

Wayne State College's Mission Statement reads, "Dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." As part of this mission, the vision is to improve educational opportunities for all students and provide service to individuals, schools, and communities. The Supply Chain Management focus area has been developed with the awareness and assistance of the faculty and staff in the Business and Economics Department. The program was benchmarked against regional programs such as University of Nebraska—Lincoln.

The Supply Chain Management Concentration aligns with the Comprehensive Statewide Plan for Postsecondary Education. We are responding to changing workforce and community needs. Anecdotally, we have requests from local and regional businesses that are seeking students with competencies in SCM. Statistically, the demand of the SCM Concentration is evident based on #3 Evidence of Need and Demand.

3. Evidence of Need and Demand

A. Need for the program:

Nebraska has a strong presence in the transportation and supply chain management arena. The 2019 Bureau of Labor Statistics data shows that transportation and material moving is the third largest occupation in Nebraska. Interviews with area employers during Forward Nebraska meetings noted demand for supply chain professionals. Dialogue with employers at the Wayne State College career fair have also showed a strong desire for increased development of supply chain talent for our state.

An industry publication (RSI logistics, link below) notes the annual growth in supply chain jobs requiring degrees is nearly 30%. A University of Nebraska report (October 3, 2018) notes that supply chain management offer some of the highest placement rates and starting salaries of all business careers. The Bureau of Labor Statistics notes that the 2019 median pay is \$74,750 per year. U.S. News has the field ranked #17 in best business jobs.

Students who meet the entry requirements for our MBA program will also meet the requirements of the Supply Chain management focus area. Targeted recruitment within the transportation industry is also anticipated.

B. Demand for the program:

The department anticipates moderate demand for the Supply Chain Management Focus area. The existing MBA program has 139 students (Fall 2020 Major / Minor report). Global demand for a supply chain management workforce is evident.

According to a GlobalNewswire 2020-2025 Industry Outlook, the Global Supply Chain Analytics market is projected to increase 5.3 billion dollars. This market will be fueled by demand in consulting and professional services, as well as software, robotics, automation, and AI.

4. Adequacy of Resources:

A. Faculty and Staff Resources:

The Business and Economics department currently has fourteen faculty teaching the Business Administration program. The core of the Master of Business Administration program is consistent for the general program and the focus area. No new core classes are needed for this program. The focus area classes are either currently being taught (BUS 577, BUS 585 and CIS 632) or are anticipated to be a dual-listed (BUS 586) class included in the new Supply Chain Management undergraduate program. This program can be added with no additional courses.

B. Physical Facilities:

The program is taught online, so no need for changes to physical facilities.

C. Instructional Equipment and Informational Resources:

The new program will use the campus learning management system, Canvas, which is a valuable tool to deliver online programs. No new instructional resources are anticipated.

D. Budget Projections for the first five years of program:

No new resources are needed. Tuition generated by new students should be strongly positive. The program should generate new revenue with very little, if no, additional cost. If the institution has a significant increase in enrollment in the overall MBA program, a second section of some MBA core classes may be necessary to meet demand. It is anticipated that the additional sections could be handled on a temporary basis by overload assignments.

5. Avoidance of Unnecessary Duplication:

The MBA program is available at many institutions in our region. The current MBA program has been successful because of our cost structure. The Supply Chain Management focus area is offered at the University of Nebraska (Omaha and Lincoln). The University of South Dakota offers a graduate area in Business Analytics. It is not currently offered at any of the Nebraska State Colleges. A review of private institutions in Nebraska shows Bellevue and Creighton with some similar programs (project management and business analytics).

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

The program would be offered totally online. This program meets the goal to “USE OF INSTRUCTIONAL TECHNOLOGY TO BROADEN ACCESS.” The program will provide students with skills that are needed for Nebraska’s workforce development. This meets the major statewide goal of “SKILLED GRADUATES and WORKFORCE DEVELOPMENT.”

References:

"Global Supply Chain Analytics Industry Outlook 2020-2025 with Profiles of 28 Players Including IBM, Oracle, SAP and SAS Institute." GlobeNewswire 14 Aug. 2020: NA. Business Insights: Essentials. Web. 15 Mar. 2021.

<https://www.rsilogistics.com/blog/career-outlook-for-logistics-supply-chain-management/>

Wayne State College
Proposal to Add Focus Area to Master of Business Administration Program
Human Resource Management

1. Descriptive Information

A. Name of Institution:

Wayne State College

B. Name of program:

Master of Business Administration—Human Resource Management Focus Area

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

Master of Business Administration—Human Resource Management Focus Area

D. Other programs offered in this field by the institution:

Wayne State College currently offers an MBA program that includes a general degree option or an Accounting Focus Area. Wayne State College also offers an undergraduate BS in Business Administration with a general option and eleven possible concentrations, including Human Resource Management. Additionally, the MS program in Operational Management includes a Focus Area in Human Resource Management.

E. CIP code:

52.0201

F. Administrative units for the program:

School of Business and Technology—Business and Economics Department

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

Online

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

Fall 2021

I. Description of Program:

The Master of Business Administration (MBA) is a professional graduate degree designed primarily to provide an educational experience for students who wish to assume positions of increasing responsibility in business. The WSC MBA curriculum consists of two major components. The first component is described as “Common Body of Knowledge” (CBK) courses. This group of courses includes an introductory level course in each functional area of business. Students who have an undergraduate degree in business will typically have completed most, if not all, of these courses.

The second curriculum component is the professional graduate courses. The WSC MBA program requires 30-36 graduate credit hours, including a 24 credit Core. The MBA with

a focus area is broad in nature and requires students to complete a structured program of one or more courses in each area of business, and also permits students to complete a small specialization in one area. It is designed for those who wish to further their professional development without terminating their employment.

The new focus area in Human Resource Management is designed for those students who want to maximize employee performance in service of their employer’s strategic objectives. The program covers a series of business activities used to manage the employees within a business organization, specifically related to workforce planning and employment; employee recruitment, selection, orientation, performance appraisals; human resource development; job analysis and design; compensation and benefits; and employee labor relations.

Program of Study: Master of Business Administration – Human Resource Management Focus Area (36 hours)

MBA Core (all courses required): 24 hours

| | | |
|-----|---|---|
| BUS | 608 Financial Administration..... | 3 |
| | 620 Managerial Communication..... | 3 |
| | 625 Decision Science..... | 3 |
| | 650 Managerial Economics..... | 3 |
| | 652 Management Accounting..... | 3 |
| | 656 Marketing Administration..... | 3 |
| | 690 Seminar in Organizational Behavior..... | 3 |
| | 692 Administrative Policy..... | 3 |
| | 693 MBA Assessment Seminar..... | 0 |

Human Resource Management Focus Area: 12 hours

| | | |
|-----|--|---|
| BUS | *552 Human Resource Development..... | 3 |
| | *553 Workforce Planning and Employment..... | 3 |
| | *554 Total Compensation..... | 3 |
| | *555 Employment Law and Labor Relations..... | 3 |

Total 36

*WSC baccalaureate students who have already completed the undergraduate equivalent of these courses will substitute other courses by advisement to fulfill the focus area requirements.

Course Descriptions:

All courses are currently found in the WSC Catalog

BUS 608 Financial Administration

A study of financial decision making in the firm; development of a decision-making framework for determining the most efficient allocation of resources within the firm; emphasis placed on the analysis of capital investment projects, long-term sources of funds and short-term financing problems.

BUS 620 Managerial Communication

Application of principles of communication to the managerial setting. The course investigates the influence of organizational climate, manager's style and use of motivation on the communication process. Communication strategies appropriate to business reports, speeches, interviews, and conferences are explored along with emphasis on managerial problems with employee communication and conflict management. The course includes a focus on methods of analyzing and resolving communication problems.

BUS 625 Decision Science

Underlying structure of quantitative business decisions and their solution. The course emphasizes problem recognition, formulation, and analysis, using software to perform necessary calculations. Topics may include linear programming, goal programming, simulation, queuing and other MS/OR techniques.

650 Managerial Economics

Application of microeconomic theories in private and public managerial decision-making including an analysis of market structure and its effect on price and output determination. The course incorporates a global perspective and estimation of econometric models for business, government and non-profit organizations.

BUS 652 Management Accounting

An examination of management uses of accounting data with particular reference to decision-oriented cost classification, methods of cost estimation, data appropriate for decision models, standards and controls, and special problems.

BUS 656 Marketing Administration

A study of concepts useful in understanding marketing systems and buyer behavior and developing skills in making marketing decisions. Topics include marketing strategy, decision models, market segmentation, promotional strategy and product management.

BUS 690 Seminar in Organizational Behavior

Examination and analysis of the organization as a social system and the impact of its various components on work attitudes and behavior; topics include the development of organizational structures, organizational effectiveness, decision making and policy formulation, leadership and change.

BUS 692 Administrative Policy

Analysis of policy formulation and implementation from a company-wide standpoint; emphasis on integration of knowledge and approaches across functional areas; both endogenous and exogenous factors that affect company policies; and the role of the firm in society.

BUS 693 MBA Assessment Seminar

This course requires students to demonstrate or report their level of achievement of the student learning objectives developed for the Master of Business Administration program. Various assessment measures such as surveys, comprehensive exams and capstone projects will be used to gather student data. Completion of this course is a graduation requirement. Graded S/NC.

BUS 452/552 Human Resource Development

This course focuses on developing and implementing programs and processes directed toward organizational performance improvement, learning, and change; employee training and development; and addressing the unique needs of a diverse workforce. Students will utilize tools for assessment, analysis and evaluation for the purpose of identifying and establishing priorities, and measuring the results of human resource development activities.

BUS 453/553 Workforce Planning and Employment

This course focuses on the development and implementation of recruitment, selection, on boarding, succession planning, retention, and organizational exit programs necessary to achieve organizational objectives. Students will apply techniques such as Markov analysis to assess labor (internal and external) supply and demand; and metrics to evaluate recruitment sources and retention strategies, such as return on investment, cost per hire, and time to fill. Further, students will incorporate technology through the application of Human Resource Information Systems (HRIS).

BUS 454/554 Total Compensation

This course focuses on the design and management of total compensation programs. The course will examine the internal consistency and external competitiveness of wage structures and how organizations assign pay rates to various jobs. Students will apply procedures to conduct job evaluation, and tie pay plans to employee performance and skill development. Further, they will assess and recommend benefits plans, such as healthcare insurance, pensions, and legally mandated benefits; and other incentives, such as tuition reimbursement, flexible schedules.

BUS 455/555 Employment Law and Labor Relations

This course focuses on the workplace relationship between employer and employee. Students will explore activities that maintain relationships and working conditions that balance employer and employee needs and rights. Further, students will identify plans and policies which provide a safe and secure working environment and protect the organization from liability.

2. **Centrality to Role and Mission:**

Wayne State College's Mission Statement reads, "Dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." As part of this mission, the vision is to improve educational opportunities for all students and provide service to individuals, schools, and communities. In our interactions with human resource management professionals, we have gained an understanding of their needs. This new academic offering will help students develop the necessary skill sets and apply their knowledge to help HRM professionals of Nebraska thrive.

The Human Resource Management Focus area was developed utilizing the courses from our senior level / graduate level existing courses. Our undergraduate program was developed to meet the Society for Human Resource Management guidelines. The proposed focus area also includes the same focus area courses as the Master of Science in Organizational Management.

The program was vetted and approved by the Wayne State College Graduate Council, a group of nine faculty members representing each of the academic schools on campus.

3. **Evidence of Need and Demand**

A. **Need for the program:**

Nebraska has great need in the Human Resource Management area. The May 2019 Bureau of Labor Statistics data shows that Office and Administrative support functions is the largest

occupation in Nebraska. Discussions with current MBA students show support for having an HRM option within the MBA program.

The 2019 occupational handbook notes the national job outlook for the HRM focus area has a growth rate of 7%. The handbook notes the 2019 median pay was \$61,920 per year for an HR Specialist. A graduate degree is becoming increasingly common for career advancement. Glassdoor notes that HR managers have an average base salary of \$78,377.

Students who meet the entry requirements for our MBA program will also meet the requirements of the HRM program. Targeted recruitment toward current human resource professionals and members of the Society for Human Resource Management is anticipated.

B. Demand for the program:

The department anticipates moderate demand for the Human Resource Management Focus area. The existing MSOM HR program has 26 students (Fall 2020 Major / Minor report). We anticipate the MBA—HR program would gain an additional 10 students.

4. **Adequacy of Resources**

A. Faculty and Staff Resources:

The Business and Economics department currently has fourteen faculty teaching the Business Administration program. The core of the Master of Business Administration program is consistent for the general program and the focus area. No new core classes are needed for this program. The focus area classes are taught as dual-listed 400 / 500 level classes, and again, no new courses are needed for the program. The HRM focus area courses are also identical to those of the Master of Science in Organizational Management HRM focus area. The institution is using the twelve-hour block of courses for three programs; two graduate and one undergraduate.

B. Physical Facilities:

The program is taught online, so no need for changes to physical facilities.

C. Instructional Equipment and Informational Resources:

The new program will use the campus learning management system, Canvas, which is a valuable tool to deliver online programs. No new instructional resources are anticipated.

D. Budget Projections for the first five years of program:

The program uses existing courses. No new resources are needed for this program. Tuition generated by new students should be strongly positive. The program should generate new revenue with very little, if no, additional cost. If the institution has a significant increase in enrollment in the overall MBA program, a second section of some MBA core classes may be necessary to meet demand. It is anticipated that the additional sections could be handled on a temporary basis by overload assignments.

5. **Avoidance of Unnecessary Duplication:**

The MBA program is available at many institutions in our region. The current MBA program has been successful because of our cost structure. This program will prepare students for Society for Human Resource (SHRM) certification. It is unclear how many regional programs prepare students for this certification.

Wayne State College has a Human Resource Management focus area within the Master of Science in Organization Management (MSOM) degree that currently has 26 students (Fall 2020 Major / Minor report). The MBA focus area is different in three major ways:

- The MBA includes business prerequisites and core business courses that are not required of the MSOM program. The Society of Human Resource Management outlines eight core competencies, one of which is Business Acumen. The individual shall understand “the organization’s operations, functions and external environment, and apply business tools and analyses that inform HR initiatives and operations consistent with the overall strategic direction of the organization” (SHRM, 2018, p. 40). The core of the MBA addresses this competency.
- Second, the MSOM program requires six hours of thesis, scholarly project or internship. The MBA focus area will require coursework only, however, opportunities for experiential learning will continue.
- Third, the MBA focus area is more quantitative, while the MSOM focus is more behavioral. The two programs should appeal to two distinct audiences.

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

The program will be offered totally online. This program meets the goal to “USE OF INSTRUCTIONAL TECHNOLOGY TO BROADEN ACCESS.” The program will provide students with skills that are needed for Nebraska’s workforce development. This meets the major statewide goal of “SKILLED GRADUATES and WORKFORCE DEVELOPMENT.”

References:

Society for Human Resource Management (2018). *Human Resource Curriculum*. Retrieved from https://www.shrm.org/certification/for-organizations/academic-alignment/Documents/2019%20Curriculum%20Guidebook%20Update_FNL.pdf

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Addition of Graduate Focus Area in Special Education Supervision and Termination of Graduate Focus Area in Special Education Supervisor for Wayne State College**

Per Board Policy 4200, which requires all academic program additions and terminations to be submitted to the Board for approval, Wayne State seeks approval to add the Special Education Supervision Focus Area in the Master of Science in Education (MSE) in School Administration/Educational Leadership program, beginning Fall 2021, in conjunction with the termination of the Special Education Supervisor Focus Area in the MSE in Special Education program.

The System Office and Wayne State College recommend approval of the Addition of Grad Focus Area in Special Ed Supervision - Termin Special Ed Supervisor for Wayne State.

ATTACHMENTS:

- WSC Special Education Supervision Focus Area (PDF)

Wayne State College

Proposal to Add Focus Area to School Administration/Educational Leadership
(MSE)

Special Education Supervision
In Conjunction with

Proposal to Terminate Focus Area from Special Education MSE
Special Education Supervisor

1. Descriptive Information

A. Name of Institution:

Wayne State College

B. Name of Program:

ADD: Educational Foundations and Leadership, School Administration/Educational Leadership, Special Education Supervision (MSE)

TERMINATE: "Special Education Supervisor" track from Educational Foundations and Leadership, Special Education (MSE)

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

Master of Science in Education (MSE)

D. Other programs offered in this field by the institution:

WSC offers four MSE programs:

- Counseling
- Curriculum and Instruction-Instructional Leadership
- School Administration/Educational Leadership
- Special Education

The Special Education MSE currently includes four pathways: initial certification, additional certification, advanced study, and special education supervisor (proposed deletion of 4th).

The School Administration program offers a focus area in Athletic Administration (proposed addition of Special Education Supervision here)

E. CIP code:

13.1001

F. Administrative units for the program:

36-45 credits.

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

Unchanged. Online.

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

Fall 2021.

I. Description of Programs:

The **School Administration/Professional Leadership MSE** programs are designed to prepare the candidate for certification as a school principal, supervisor, department head, activities director, or similar administrative position.

The **Special Education MSE** is designed for those persons seeking an advanced degree in Special Education. The degree can also lead to initial certification as a Special Education Generalist (K-12), or added endorsement as a Special Education Generalist (K-6, 7-12, or K-12) as follows:

- Candidates who currently hold a teaching certificate may add the Special Education Generalist endorsement.
- Candidates who do not currently hold a teaching certificate may pursue initial certification as a Special Education Generalist.

The **proposed MSE Special Education Supervisor focus area** is to be added to the School Administration programs of study.

Program of Study: School Administration/Educational Leadership PK-8 (MSE) 36 hours

Note: Program requires 250 internship hours, 110 of which will be acquired in EDU 689.

Professional Education Core Courses: 15 hours

EDU 603 Introduction to Educational Research and Design (3)

EDU 658 Fundamentals of Curriculum Development PK-16 (3)

SPD 611 Organization and Administration of Special Education (3)

Professional Core Electives: Select 6 hours from the following: (6)

(A 12 credit-hour focus may be substituted for professional core electives)

EDU 604 Language Arts in the Elementary and Middle School (3)

EDU 626 Advanced Educational Psychology (3)

EDU 627 Current Issues and Trends in Education (3)

EDU 652 Instructional Theory/ Practice (3)

EDU 674 History and Philosophy of Education (3)

Major Area Courses: 21 hours

EDU 610 Elementary School Administration PK-8 (3)

EDU 645 The Principal as an Instructional Leader (3)

EDU 655 School Law: Constitutional Aspects and Cases (3)

EDU 657 School Organization and Community Relations (3)

EDU 659 Finance/Facilities (3)

EDU 666 Supervision of Instruction (3)

EDU 689 Internship in Administration PK-8 (3)

Program of Study: School Administration/Educational Leadership 7-12 (MSE) 36 hours

Note: Program requires 250 internship hours, 110 of which will be acquired in EDU 690.

Professional Education Core Courses: 15 hours

EDU 603 Introduction to Educational Research and Design (3)

EDU 658 Fundamentals of Curriculum Development PK-16 (3)

SPD 611 Organization and Administration of Special Education (3)

Professional Core Electives: Select 6 hours from the following: (6)

(A 12 credit-hour focus may be substituted for professional core electives)

- EDU 626 Advanced Educational Psychology (3)
- EDU 627 Current Issues and Trends in Education (3)
- EDU 652 Instructional Theory/ Practice (3)
- EDU 674 History and Philosophy of Education (3)
- EDU 682 Developing and Integrating Technology in the Classroom (3)

Major Area Courses: 21 hours

- EDU 611 Secondary School Administration (3)
- EDU 645 The Principal as an Instructional Leader (3)
- EDU 655 School Law: Constitutional Aspects and Cases (3)
- EDU 657 School Organization and Community Relations (3)
- EDU 659 Finance/Facilities (3)
- EDU 666 Supervision of Instruction (3)
- EDU 689 Internship in Administration PK-8 (3)

Program of Study: School Administration/Educational Leadership PK-12 (MSE) 45 hours

Note: Program requires 380 internship hours, 220 of which will be acquired in EDU 689 and 690.

Professional Education Core Courses: 15 hours

- EDU 603 Introduction to Educational Research and Design (3)
 - EDU 658 Fundamentals of Curriculum Development PK-16 (3)
 - SPD 611 Organization and Administration of Special Education (3)
- Professional Core Electives: Select 9 hours from the following (9)
- (A 12 credit-hour focus may be substituted for professional core electives)*
- EDU 604 Language Arts in the Elementary and Middle School (3)
 - EDU 626 Advanced Educational Psychology (3)
 - EDU 627 Current Issues and Trends in Education (3)
 - EDU 652 Instructional Theory/ Practice (3)
 - EDU 674 History and Philosophy of Education (3)
 - EDU 682 Developing and Integrating Technology in the Classroom (3)

Major Area Courses: 27 hours

- EDU 610 Elementary School Administration (3)
 - EDU 611 Secondary School Administration (3)
 - EDU 645 The Principal as an Instructional Lead (3)
 - EDU 655 School Law: Constitutional Aspects and C (3)
 - EDU 657 School Organization and Community Relations (3)
 - EDU 659 Finance/Facilities (3)
 - EDU 666 Supervision of Instruction (3)
 - EDU 689 Internship in Administration PK-8 (3)
 - EDU 690 Internship in Administration 7-12 (3)
- *If candidate is secondary prepared, 3 credit hours of electives must be an elementary reading or language arts course.

Focus Areas in School Administration

A focus area is a cluster of courses that concentrate on a specific area of specialization within a larger academic discipline. The School Administration degree program has a focus area in Athletic Administration and Special Education Supervision. Students may utilize courses from the focus area as electives within the Professional Core Electives required for each degree. The focus area is not an independent degree program but may be a part of one of the school administration degree programs. Students are not required to have a focus area as part of their degree program.

Focus Area in Special Education Supervision: 12 hours

Note: Students wishing to complete a Focus in Special Education Supervision will take the following 12 hours. Students may use the hours in this focus as substitution for the Professional Core Electives in any of the School Administration/Educational Leadership programs of study. Persons completing this focus seeking a Special Education Supervisor endorsement in Nebraska must currently hold a teaching certificate with an endorsement in Special Education.

- SPD 611 Organization and Administration of Special Education (3)
- SPD 636 Social/Emotional Behavior (3)
- SPD 652 Collaboration and Co-Teaching in the Field (3)
- SPD 690 Internship in Special Education Supervision PK-12 (3)

Core and Major Area Course Descriptions:

EDU 603 Introduction to Educational Research and Design (3) Beginning graduate students will develop a practical knowledge and application of basic types of research, as well as basic research tools and skills that will be helpful to them throughout their program. Graduate students will create a research plan and write a review of literature (paper). Students will create appropriate survey and interview questions, develop a beginning understanding of educational statistics, and the process for developing a research proposal including Institutional Review Board requirements and application processes.

EDU 604 Language Arts in the Elementary and Middle School (3) A course designed to enhance instruction and assessment of elementary and middle level students' communication skills.

EDU 626 Advanced Educational Psychology (3) A study of theories of learning and motivation, conditions and processes of cognitive, affective, and psychomotor learning; personal qualities of a teacher; the teaching process, classroom management; teaching the exceptional learner; and the role of evaluation in learning and teaching.

EDU 627 Current Issues and Trends in Education (3) This course offers intensive study of specific issues and trends that have direct impact upon education. Individuals will choose a topic to examine in breadth and depth. It presents a comprehensive approach to the exploration of the selected topics. The course offers opportunities for the students to examine relevant topics affecting education in breadth and depth.

EDU 652 Instructional Theory and Practice (3) This class is designed to acquaint students with the latest research related to instructional theory, and further, to create opportunities for teachers to try new instructional approaches. The course surveys systems that teachers may use to assess the pros and cons of various instructional approaches.

EDU 674 History and Philosophy of Education (3) Philosophies and theories underlying the American educational system. An analysis of the differing philosophies of education and their implications for education in a democratic society.

EDU 610 Elementary School Administration PK-8 (3) A study of the role and responsibility of the elementary principal to lead by establishing a school vision; striving for educational equity; implementing a rigorous and coherent elementary curriculum; cultivating an inclusive, caring, and supportive school community; promoting professional capacity; and fostering a professional community to promote the academic success of elementary and middle school students. Topics include engaging families and community organizations, student personnel policies, student activities, guidance services, class scheduling, integrating technology, and evaluating the education program.

EDU 611 Secondary School Administration 7-12 (3) The study of the role and responsibility of the secondary school principal to lead by establishing a school vision, striving for educational equity; implementing a rigorous and coherent secondary curriculum; cultivating an inclusive, caring, and supportive school community; promoting professional capacity; and fostering a professional community to promote the academic success of middle and high school students. Topics include engaging families and community organizations, student personnel policies, student activities, guidance services, class scheduling, integrating technology, and evaluating the education program.

EDU 645 The Principal as an Instructional Leader (3) This course examines the different areas of emphases and roles that are central to promoting effective instructional leadership in schools, especially as they apply to the principal. This will include the study of instructional leadership as it relates to the improvement of instruction, effective schools and ongoing effective program delivery by personnel. Areas to be explored and discussed include significant and recent research and best practices of instructional leadership, high reliability schools, learning theory, the change process, school climate and culture, school improvement and the use of data, effective teaching methods and the relationship of instruction to curriculum.

EDU 655 School Law: Constitutional Aspects and Cases (3) This course explores the legal, ethical, and political issues of school administration and implementing equity of educational opportunity and culturally responsive practices. The course will examine the principles of PK-12 education law and the management of school operations through the study of the legal system and student and employee rights.

EDU 657 School Organization and Community Relations (3) A study of school leadership, the organization and administration of public schools, and the meaningful engagement of families and communities to promote each student's academic success and well-being. The Study shall include an examination of leadership styles, political and legal structure of schooling in the United States, and how to interact with and build partnerships with families and the community; as well as how to advocate for students and schools.

EDU 659 Finance/Facilities (3) A study of the management of a school's facilities and fiscal resources and the leadership skills necessary to cultivate a caring and supportive school community. Emphasis will be placed on acquiring and managing school resources, ethical stewardship of school funds, and maintenance of a safe, caring, and healthy school environment.

EDU 666 Supervision of Instruction (Elementary-Secondary) (3) A course designed to acquaint student with leadership strategy, which will help administrators, supervisors, department chairpersons, or others with supervisory responsibility for improving the effectiveness of the teacher-learning process. Emphasis on the conditions and process of supervision.

EDU 689 Internship in Administration PK-8 (3) A one semester experience and study concerning administrative functions in selected PK-8 school settings. Arranged cooperatively with public/private schools and Wayne State College. Course objectives prescribed in EDU 689 syllabus include 110 internship hours.

EDU 690 Internship in Administration 7-12(3) A one semester experience and study concerning administrative functions in selected 7-12 school settings. Arranged cooperatively with public/private schools and Wayne State College. Course objectives prescribed in EDU 690 syllabus include 110 internship hours

Special Education Focus Area Course Descriptions:

SPD 611 Organization and Administration of Special Education (3) Introduction to administrative procedures of special services. Emphasis on Nebraska and national laws governing special education. Processes of planning and implementing student programs as well as maintaining student records, identifying, selecting and using local and state resources for operating the special education program are studied.

SPD 636 Social/Emotional Behavior (3) Historical perspectives of emotional and behavior disorders. Understanding psychological, biological and environment factors that affect the social/emotional development of exceptional learners. Course objectives prescribed in SPD 636 syllabus include 20 field hours.

SPD 652 Collaboration and Co-Teaching in the Field (3) Effective techniques of working with parents, educators, paraprofessionals, related service providers, agencies and other professional personnel. A strong emphasis will be placed on the various models of co-teaching, forming co-teaching partnerships, and planning within a co-taught environment. Course objectives prescribed in SPD 652 syllabus include 10 field hours.

SPD 690 Internship in Special Education Supervision PK-12 (3) A one semester experience and study concerning special education administrative functions in selected PK-12 school settings. Arranged cooperatively with public/private schools and Wayne State College. Course objectives prescribed in SPD syllabus include 70 internship hours.

2. Centrality to Role and Mission

HISTORY OF WAYNE STATE COLLEGE

The community of Wayne demonstrated a commitment to higher education by establishing Nebraska Normal College in 1891. At that time there were four faculty members and seven aspiring future educators. Today, Wayne State College is approaching 4,000 students. The School of Education and Behavioral Sciences has 960 students pursuing a teaching career and 14 full-time faculty members and 26 adjunct faculty members. Wayne State College is still committed to preparing future teachers for our region and state.

Educator preparation at Wayne State College makes six commitments to our candidates, PK-12 students and their families, schools, and communities. Through our Six Commitments, graduates from Wayne State College's educator preparation program are professionals who demonstrate the necessary knowledge, strategies, and attitudes required for promoting student achievement and making positive impacts on students' lives and in school communities.

Six Commitments:

- High-Impact Instructional Support for Students
- Inclusive and Responsive Pedagogies
- Content Mastery
- Professionalism
- Data and Assessment Literacy
- Student-Centered Learning Environments

MISSION STATEMENT

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

CORE VALUES

- Learning Experience
- Student Success
- Regional Service

Wayne State College collaborates with our regional partners to elicit feedback in our continuous improvement process for education preparation programs. These partners include regional education services centers, Nebraska Department of Education, and faculty, principals, and superintendents from school districts. Our main stakeholder body for Educational Leadership and Foundations is our ACEP group (Advisory Council to Educator Preparation). It is through this group that we discuss how our programming can better serve our vast state college region.

VISION STATEMENT

Wayne State makes a notable difference to rural and community life through learning excellence, student success and regional service.

Alignment with Wayne State College's Mission, Core Values and Vision Statements

The MSE in Special Education Supervision program aligns with Wayne State College's mission to prepare students for careers and advanced study programs. Moving this program to MSE in School Administration will afford students the opportunity to focus on special education in the school administrative certification program. Additionally, this will allow students who want to supervise special education personnel a solid background in special education. Finally, the School of Education and Behavioral Sciences is committed to ensuring learning excellence and student success in this proposed program.

External Stakeholders

The School of Education and Behavioral Sciences collaborates with our regional partners to elicit feedback in our continuous improvement process for education preparation programs. These partners include regional education services centers, Nebraska Department of Education, and faculty, principals, and superintendents from school districts. In order to make these program changes, the School Administration and Special Education faculty collaborated to ensure the new program was the right choice for the needs of the state and the students. School administrators who have a special education focus will fill a need in schools. Special education can be a highly litigious program. These school administrators, who obtain a special education focus within their program, will be better prepared to handle the many issues of their special education program. This ensures the special education students on the campus will be properly served.

3. Evidence of Need and Demand

In the past, the MSE Special Education Supervisor Program has been a separate MSE under Special Education. The students receiving the Supervisor certification could only supervise special education personnel. Principals, on the other hand, can supervise both general and special education. Moving this program to the School/Administration program as a focus area will allow students who are in the principal program to get a focus in special education. They would have the tools to supervise and understand special education.

Need for the program:

Currently, 17.43% of the special education teacher positions were unfilled in 2019-2020 according to the Nebraska Department of Education. The number of students with disabilities in Nebraska increased 5,580 students from the 2015-2016 to the 2019-2020 school years. This increase creates a need for teachers who are certified in special education, as well as school administrators who have a background in special education. School administrators who have a focus in special education increases the effectiveness of school leadership and special education programs, and, with the help and support of the school district, might even lead to the increase in numbers of those within the district endorsed to meet the needs of students with disabilities and special needs.

Special education can be a highly litigious program. These principals, who obtain a special education focus within their program, will be better prepared to handle the many issues of their special education program. This ensures the special education students on the campus will be properly served. Our hope is that students who are products of special education in Nebraska will be contributing members to the Nebraska workforce.

Demand for the Program:

Currently, we have five students who are enrolled in the MSE Special Education Supervisor program. We have had two students complete the program. This program prepares students to supervise only special education personnel. The school administration certification with a special education focus will provide greater employment opportunities for students upon completion of the program and certification from NDE. The goal is to double this enrollment over the next five years. Specifically, we are hopeful that by producing graduates who are both endorsed as principals and special education supervisors, districts will have building leaders who can better serve the broader student populations in their schools and districts.

The minimum number of students required to make the program viable:

This program will not require additional faculty workload since the courses are already being taught by special education faculty for the MSE Special Education program.

4. Adequacy of ResourcesA. Faculty and Staff Resources:

Current faculty and staff resources are adequate. All courses are currently delivered within current structure.

B. Physical Facilities:

Current physical facilities are adequate.

C. Instructional Equipment and Informational Resources:

Current instructional equipment and informational resources are adequate through. The curriculum resource center in the library along with the help from the embedded librarian as well as from the department of Teaching and Learning Technologies is adequate.

D. Budget Projections for the first five years of program:

This offering is a new packaging as to how WSC can produce graduates capable of taking on special education leadership roles in districts. This offering utilizes existing courses, instructors, and resources. Our hope in making this change is to help increase the number of school leaders in Nebraska who are also endorsed to hold administrative roles in special education. We do not anticipate that this will impact budgets in any fashion.

5. Avoidance of Unnecessary Duplication

As this change is really a re-packaging of curriculum from one program (special education) to another program (school administration), and because the curriculum at WSC leading to this endorsement has existed for the past five years, there is no concern about unnecessary duplication at the college, in the state, or in the region. And, acknowledging the fact that special education is a shortage area for Nebraska and other states (see Item 3.A.), duplication is also not a concern.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

This change is the outgrowth of change WSC made about five years ago when implementing the online MSE in Special Education. We feel the changes made in the past and the one proposed here nicely align with the Comprehensive Statewide Plan for Postsecondary Education as our proposal is a

response to workforce needs by “promoting degree or certificate programs in needed areas” (p. 38). It is apparent that this particular track is better housed in the school administration program and not the special education program. As mentioned above, our hope is that by putting this endorsement in the administrative programming, educators studying to become school leaders will be more inclined to add this to their programming; ours is a workforce initiative to an extent.

As indicated by the Statewide plan “Nebraska’s institutions and policymakers ... ensure that all Nebraskans are able to access and successfully complete postsecondary education appropriate to their individual needs and abilities, unrestricted by age, culture, *disabilities*, religion, race, ethnicity, gender, sexual orientation, gender identity, nationality, socioeconomic status, or geographic location.” Furthermore, the Plan suggests that postsecondary education in Nebraska will be responsive to the workforce development and ongoing training needs of employers and industries to build and sustain a knowledgeable, trained, and skilled workforce in both rural and urban areas of the state. Again, we feel that what is proposed satisfies the spirit found in the Plan.

Lastly, special education has been a shortage area in Nebraska schools for the past several years. According to a recent NDE teacher shortage survey report, special education is a shortage area for every region in Nebraska and has been for the past five years. By repackaging the curriculum into our school administration curriculum, our hope is that school leaders will be better poised in the future to guide their districts and help students with special needs, even if they are struggling to hire qualified teachers.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Contract with Grand Island Chamber of Commerce
for Grow Grand Island Initiative for Wayne State College**

Board Policy 7015 requires Board action for approval of specific academic agreements. Wayne State wishes to collaborate with the Grand Island Chamber of Commerce (Chamber) for the management of the "Grow Grand Island" cooperative education program. This partnership will allow Wayne State to hire a position to work with business and community leaders to establish future cooperative education positions for students in Grand Island. The Chamber has agreed to cover the salary for this position and Wayne State will fund the benefits.

The System Office and Wayne State College recommend approval of the Contract with Grand Island Chamber of Commerce for Grow Grand Island Initiative for Wayne State.

ATTACHMENTS:

- WSC Grand Island Chamber of Commerce Contract (PDF)

Note: Contracts for Services are public records which are generally subject to statutory public disclosure and public website posting requirements.

CONTRACT FOR SERVICES

(Long Form)

Board of Trustees of the Nebraska State Colleges
Chadron State, Peru State, and Wayne State Colleges

This Contract is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College (the “Contractor”), and Grand Island Chamber of Commerce, a Nebraska 501(c)(6) Corporation (the “Chamber”).

The Contractor and the Chamber agree as follows:

1. **Effective Date.** This Contract shall be in effect from 7/1/2021 to 6/30/2024.

2. **Services.** The Contractor agrees to provide the following services to the Chamber:

Management of the “Grow Grand Island” cooperative education effort in concert with Chamber leadership in Grand Island through the hiring of a Workforce Liaison position. The Contractor agrees to pay the employee benefits and the associated operating costs (i.e. computer, travel, office supplies, cell phone, etc.) except for those costs noted in item 3. Consideration. This includes program development and implementation, communication and relationship building, administration, and organizational development through the following services:

- a) Work with a wide variety of community and governmental agencies, educational institutions, employers, businesses and other groups to identify cooperative and internship educational opportunities designed to address the workforce needs of the Grand Island area.
- b) Coordinate and administer programs designed to provide housing to students engaged in cooperative education and internship programs in the Grand Island area.
- c) Maintain regular contact with all stakeholders in order to monitor satisfaction; write, manage, and report progress associated with cooperative agreements, as requested.
- d) Manage the internal and external relations of the “Grow Grand Island” cooperative education effort in concert with Chamber leadership through regular communication and promotion to community-based organizations.
- e) Manage and administer any and all funding related to the “Grow Grand Island” cooperative education effort in concert with Chamber leadership and provide accounting of the funds at any time requested.
- f) Organize and manage the “Grow Grand Island” cooperative education effort in concert with Chamber leadership to meet and exceed the needs, goals, and mission of the effort.
- g) Support the overall goals and objectives of “Grow Grand Island” cooperative education effort in concert with Chamber leadership through other services as mutually agreed to between Contractor and Chamber.

3. **Consideration.** For the services described above, the Chamber agrees to pay the Contractor:

An amount equal to the salary (not including benefit costs) of the Contractor’s Workforce Liaison position, which shall be between \$53,040-\$70,000/year for an overall Contract total not to exceed \$210,000. Payment shall be made quarterly upon receipt of invoice by July 1, October 1, January 1, and April 1 of each year. The Chamber further agrees to provide a furnished office space of at least 140 square feet including a desk, chair, local phone service, and internet service.

4. **Prompt Payment Act.** In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

5. **Independent Contractor.** The Contractor shall be an independent contractor and not a Chamber employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law.

The Contractor agrees that it is a separate and independent enterprise from the Chamber, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between the Contractor and the Chamber and neither party shall not be liable for any obligation incurred by the other party, including but not limited to unpaid minimum wages or overtime premiums. If either party has employees or subcontractors, such party further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of their employees for the duration of this Contract. Both parties agree to furnish the other party proof of workers' compensation insurance coverage upon request.

Liability Insurance Requirements: Both parties agree to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence.

6. **Access to Records.** Both parties agree to maintain complete records regarding the expenditures of funds provided by the Chamber under this Contract. Both parties agree to allow authorized representatives of the other party, their Boards, , and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

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

The parties understand and agree that lawful presence in the United States is required and a party may be disqualified or the Contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

8. **Non-Discrimination.** Both parties agree to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The parties further agree to insert a similar provision in all subcontracts for services allowed under this Contract.

9. **ADA & Drug-Free Workplace Requirements.** All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, both parties certify that they operate a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.

10. **Debarment/Suspension Certification.** If this Contract involves the expenditure of federal funds in the amount of twenty-five thousand dollars (\$25,000) or more, the parties certify that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

11. **Use of Information: Property Ownership.** The Chamber agrees that any and all information gathered in the performance of this Contract, either independently or through the Contractor or the State College System, shall be held in the strictest confidence and shall be released to no one other than to the Contractor, without prior written authorization of the Contractor. The Chamber agrees that no authority or information gained through the

existence of this Contract will be used to obtain financial gain for the Chamber, for any member of the Chamber’s immediate family, or for any business with which the Chamber is associated except to the extent provided by this Contract.

12. **Parties; Subcontractors; Assignment.** References to the Contractor and the Chamber include the parties’ officers, employees, agents, and independent contractors and subcontractors. The parties agree that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the other party. The parties agree not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the other party.

13. **Cancellation.** This Contract may be canceled by either party upon ninety (90) days’ written notice prior to the annual renewal, which is July 1 each year.

14. **Default; Remedies.** If the Chamber defaults in its obligations under this Contract, the Contractor may, at its discretion, exercise any remedy available by law or in equity. In addition to any other available remedy, the Contractor may terminate this Contract immediately by written notice to the Chamber. The Chamber shall pay the Contractor only for such performance as has been properly completed.

15. **Complete Agreement; Governing Law; Amendment.** This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties.

16. **Technology Access.** All contracts, that include provisions of technology products, systems, and services, including data, voice, and video technologies, as well as information dissemination methods, shall comply with the Nebraska Technology Access Standards adopted pursuant to Neb. Rev. Stat. §73-205. These Standards are available for viewing on the Web at <https://nitc.nebraska.gov/standards/index.html>, and are incorporated into this Contract as if fully set forth herein.

17. **Confidentiality.** Chamber acknowledges that performance under the terms of this Contract may involve receipt of user data from the Contractor. Chamber will utilize user data from the Contractor only in the furtherance of this Contract. Chamber will notify Contractor within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential Contractor user data. Chamber will reimburse the Contractor for any and all expenses incurred by the Contractor as a result of a data breach of Chamber’s systems.

18. **Designated Party Representatives.**

The designated Chamber representative for purposes of monitoring and oversight of this Contract is:

| | | |
|-------------------------|---------------------|-------------------------------|
| <u>Cindy K. Johnson</u> | <u>308-382-9218</u> | <u>cjohnson@gichamber.com</u> |
| Typed or Printed Name | Telephone | Email Address |

The designated Contractor representative for purposes of monitoring and oversight of this Contract is:

| | | |
|------------------------|---------------------|-------------------------|
| <u>Michael Keibler</u> | <u>402-375-7198</u> | <u>mikeibl1@wsc.edu</u> |
| Typed or Printed Name | Telephone | Email Address |

19. Signatures.

CONTRACTOR

Signature

Date

President

Title

Marysz Rames

Printed Name

Signature

Date

Chancellor

Title

Paul Turman

Printed Name

CHAMBER

Signature

Date

Title

Printed Name

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 17, 2021

ACTION: **Approve Northeast Community College AAS Memorandum of Agreement with Wayne State College**

Per Board Policy 7015, which requires Board action for approval of academic agreements, Wayne State requests approval of the Memorandum of Agreement with Northeast Community College. This Agreement is designed to provide transfer pathways for industry-ready graduates of Northeast's AAS programs to transfer credits seamlessly to WSC to further their education for employment potential and advancement in their chosen profession.

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

ATTACHMENTS:

- WSC MOA NECC AAS_BS Technology (PDF)

MEMORANDUM OF AGREEMENT

between the
BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
doing business as
WAYNE STATE COLLEGE
and
NORTHEAST COMMUNITY COLLEGE

The AAS/BS-Technology Program is a joint program between the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College (WSC) and Northeast Community College (Northeast). The program allows students to continue their education in industrial technology at WSC, leading toward a Bachelor of Science in Technology. A student enrolled in this program will complete the AAS requirements at Northeast, and by transferring all satisfactorily completed academic credits, enter WSC to study industrial technology leading to a Bachelor of Science in Technology.

This agreement is designed to provide pathways for industry-ready graduates of Northeast AAS programs to transfer credits seamlessly to WSC to further their education for employment potential and advancement in business and industry of their chosen profession. This partnership between WSC and Northeast has the potential to strengthen the area workforce by retaining graduates who are highly trained in communications, business, and project management in professional careers in Northeast Nebraska.

Under the provision of the Memorandum of Agreement made this **17th day of June, 2021**, WSC and Northeast agree to the following conditions:

- 1) This Agreement describing the AAS/BS-Technology Program between WSC and Northeast will be effective for five years beginning on June 17, 2021, and ending on June 17, 2026.
- 2) WSC agrees to accept in whole the transfer of any Northeast AAS degree toward the BS-Technology major.
- 3) Transfer courses will include content courses and required Northeast general education courses as identified in the Northeast catalog. Content courses will be included as a part of the WSC Technology major or as general electives.
- 4) Total credit hours required for a Bachelor of Science in Technology from WSC will total 120 credit hours. The 120 credit hours will include general education (30 credit hours), Technology major (57 credit hours), and general electives (33 credit hours). A minimum of 40 credit hours of upper-level course work (300 level or above) must be completed from WSC. Students are encouraged to complete a majority of WSC's general education requirements through Northeast prior to transferring. See Appendix I for general education course options. Remaining general education courses may be taken through WSC at the upper level as needed.
- 5) Northeast and WSC will collaborate on recruitment, advising, and retention efforts that are mutually beneficial to both institutions. To assist prospective transfer students enrolled in the AAS/BS-Technology Program with their academic planning, students from Northeast are strongly encouraged to work with an academic advisor at WSC and an academic advisor at

Northeast. The names and directory information of Northeast students pursuing AAS programs and interested in the WSC pathway will be provided to the WSC Admissions Office to facilitate advising and registration. Supplemental advising sheets and articulation materials will be shared between schools and distributed to students as an advising tool.

- 6) WSC will meet annually with Northeast officials to review this Memorandum of Agreement.
- 7) WSC will allow students entering the AAS/BS-Technology Program to complete the program under the Memorandum of Agreement in effect at the time of their program initiation or select the current Memorandum of Agreement, but only one can be declared.
- 8) Students entering the AAS/BS-Technology Program will be allowed to complete the program under the degree requirements listed in the WSC Catalog in effect at the time of their program initiation.
- 9) Students enrolled in this program will, by transferring all satisfactorily completed academic credits at Northeast identified by an AAS Program of Study within the AAS/BS-Technology Program, enter WSC with junior standing.
- 10) WSC will allow no more than 80 semester hours of degree-applicable transfer credit from Northeast to apply to the AAS/BS-Technology Program. Acceptable hours include AAS content and general education courses, plus additional coursework taken to fulfill WSC general education requirements.
- 11) Students transferring to WSC from Northeast must have a minimum cumulative grade point average of C (2.0 on a 4.0 scale). Courses with a grade below C- will not be accepted.
- 12) Students who transfer from Northeast will present credits for transfer evaluation in accordance with WSC requirements. The evaluation of courses taken at other institutions toward fulfillment of WSC requirements will be assessed for WSC equivalency.
- 13) Students transferring into WSC must meet WSC's admission standards. Admission standards are printed in the WSC Catalog and posted online at the following URL: <https://www.wsc.edu/catalog>
- 14) Transfer students from Northeast will have the opportunity to apply for WSC transfer student scholarships.
- 15) Transfer students from Northeast are eligible to be included on the WSC Dean's list each semester by obtaining 12 WSC semester-graded hours with a minimum grade point average of 3.5 or above.
- 16) A description of the AAS/BS-technology Program will be printed in the WSC Catalog and posted online at the following URL: <https://www.wsc.edu/catalog>
- 17) Amendments to this Memorandum of Agreement will be documented in writing and signed by both parties.

18) This Memorandum of Agreement may be terminated by either party upon 90 days written notice to the other party.

19) The designed representative of the parties for the purpose of monitoring the oversight of this Memorandum of Agreement are:

FOR WSC:

Anne Power, Dean of the School of Business and Technology
(402) 375-7246; anpower1@wsc.edu

Steve Elliott, Vice President for Academic Affairs
(402) 375-7208; stellio1@wsc.edu

FOR NORTHEAST:

Michelle Gill, Vice President of Educational Services
(402) 844-7292; micheleg@northeast.edu

20) Both parties affirm that they will comply with the Family Educational Rights and Privacy Act (FERPA) for sharing student information.

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

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

Date

Dr. Paul Turman, Chancellor, Nebraska State Colleges

Date

For Northeast Community College:

Dr. Leah Barrett, President, Northeast Community College

Date

Dr. Michelle Gill, Vice President of Educational Services,
Northeast Community College

Date

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

June 17, 2021

ACTION: **First and Final Round Approval of Revisions to Board Policy 2550; Nebraska State College System Organizational Chart, 3020; Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination, 3100; Conduct & Discipline; Students, 3200; Due Process -- Students, 3210; Grievance Procedures - Students, 3300; Student Organizations; Conduct & Discipline, and 3650; Student Records**

The Board Policies are being revised to incorporate the changes for the Student Affairs reorganization at Chadron State. The changes allow for the Presidents to designate either the Vice President or Dean responsible for Student Affairs to roles previously assigned solely to the Vice President. In those instances in policy requiring the individual be a Vice President, the President is permitted to designate either the Vice President responsible for Student Affairs or an equivalent administrator. Additionally, Board Policy 2550 is revised to designate the Dean of Student Affairs rather than the Vice President for Enrollment Management and Student Services as Chadron State's representative on the Council of Student Affairs, Marketing & Enrollment Officers.

The System Office recommends approval of the Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650.

ATTACHMENTS:

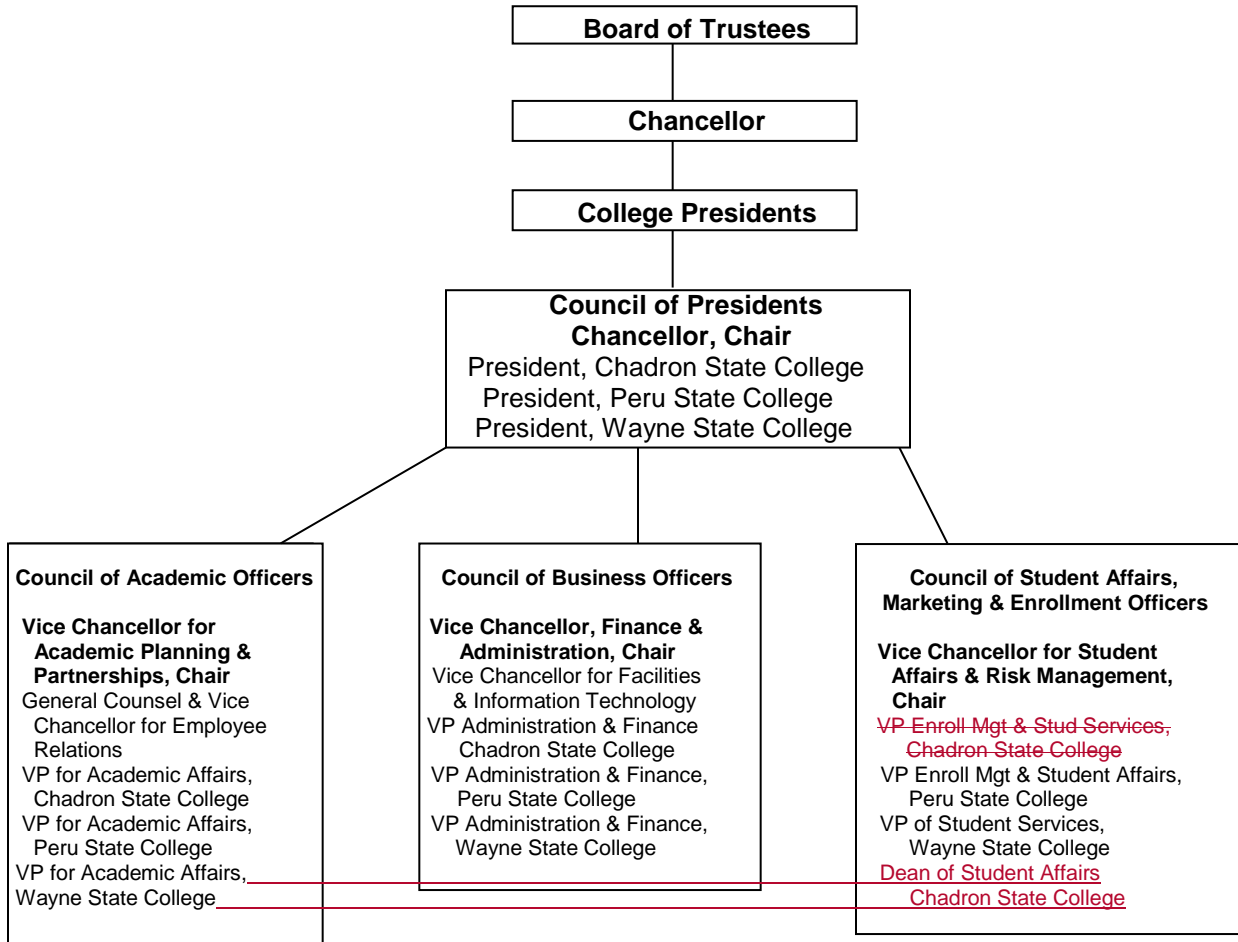
- Revisions to Board Policy 2550 (PDF)
- Revisions to Board Policy 3020 (PDF)
- Revisions to Board Policy 3100 (PDF)
- Revisions to Board Policy 3200 (PDF)
- Revisions to Board Policy 3210 (PDF)
- Revisions to Board Policy 3300 (PDF)
- Revisions to Board Policy 3650 (PDF)

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 2550

Nebraska State College System
Organizational Chart

Page 1 of 1



- Policy Revised: 9/17/04
- Policy Revised: 3/31/06
- Policy Revised: 11/15/07
- Policy Revised: 9/9/11
- Policy Revised: 9/3/13
- Policy Revised: 2/18/14
- Policy Revised: 4/1/14
- Policy Revised: 10/10/14
- Policy Revised: 4/3/15
- Policy Revised: 9/9/16
- Policy Revised: 1/17/17
- Policy Revised: 9/15/17
- Policy Revised: 3/5/21
- Policy Revised:

Attachment: Revisions to Board Policy 2550 (2951 : Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination

Page 1 of 21

This policy addresses sex discrimination that occurs in the form of sexual harassment. The Board of Trustees of the Nebraska State Colleges prohibits discrimination on the basis of sex and is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from sexual harassment and sex discrimination.

Colleges and universities receiving federal funding, including the Nebraska State College System, are required by Title IX of the Education Amendments of 1972 and 34 CFR Part 106 to not discriminate on the basis of sex in their educational programs or activities, including admission and employment. Inquiries about Title IX or 34 CFR Part 106 can be made to the Colleges' respective Title IX Coordinators or to the Assistant Secretary of the Department of Education.¹

This policy constitutes the Nebraska State College System's Grievance Policy and Procedures for addressing sexual harassment, including how a student, or others reporting on behalf of a student, may report or file a formal complaint of sexual harassment and how the Colleges will respond. The Colleges will take appropriate action to prevent, correct, and discipline behavior that is found to violate this policy or principles of equal opportunity and access.

A student alleged to have committed sexual harassment may be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies, Employee Handbooks and Collective Bargaining Agreements apply to employees alleged to have committed sexual harassment.

Reports of sexual harassment are taken with the utmost seriousness. The Colleges are responsible for responding to reports or complaints of sexual harassment and attending to the needs of impacted students. Complainants and Respondents are both referred to appropriate resources and services to assist them and are treated equitably in receiving individualized Supportive Measures from the Colleges. Respondents are presumed to be not responsible for the alleged conduct, and the College's investigation or response will be impartial and fair to all parties.

I. Scope

A. To Whom Does this Policy Apply?

1. This policy applies to all students located within the United States, including traditional students, online or distance education students, and students participating in dual enrollment programs. This policy applies to students located within the United States regardless of whether the other party involved is a fellow student, an employee, or a third party.

B. Where Does this Policy Apply?

1. This policy applies to the Colleges' education programs and activities, which include:
 - a. The physical campuses of the Nebraska State Colleges;

¹ The Office for Civil Rights can be contacted by the following methods: Email – OCR@ed.gov; Telephone – 800-421-3481; FAX – 202-453-6012; TDD – 800-877-8339; Website – <https://ocrcas.ed.gov/contact-ocr> The OCR National Headquarters is located at U.S. Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Grievance Policy & Procedures For Sexual
Harassment & Sex Discrimination

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- b. Areas owned or controlled by the Colleges;
 - c. Locations, events, or circumstances over which the Colleges exercise substantial control over both the respondent and the context in which the sexual harassment occurs;
 - d. Any building owned or controlled by a student organization that is officially recognized by the College.

C. When Does this Policy Apply?

- 1. This policy applies when the College has notice, in the form of actual knowledge, of a report or allegation of Sexual Harassment that has been reported to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College as defined in section III of this policy. If the College has actual knowledge of sexual harassment in an education program or activity against a person in the United States, it must respond promptly.

II. Prohibited Conduct

- A. The definition of Sexual Harassment consists of six (6) types of conduct that the College prohibits, which are explained in this section.
- B. **Sexual Harassment:** Sexual Harassment is conduct on the basis of sex, including gender identity and sexual orientation, that satisfies one or more of the following:
 - 1. Quid Pro Quo Harassment
An employee of the College conditioning the provision of an aid, benefit, or service of the College's on an individual's participation in unwelcome sexual conduct.
 - 2. Severe, Pervasive, and Objectively Offensive Unwelcome Conduct
Unwelcome conduct determined by a *reasonable person* to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity. Unwelcomeness and objective offense are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination

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3. Sexual Assault

An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.² Sexual assault includes:

- a. Forcible Sex Offense: Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent. This includes:
 - i. Forcible Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - ii. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - iii. Sexual Assault with an Object: To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - iv. Forcible Fondling—The touching of the private body parts of another person (including, but not limited to, the buttocks, groin, and breasts) for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

² The 2020 Department of Education's Regulations of Title IX state the following in footnote 791 on page 547: The Clery Act, 20 U.S.C. 1092(f)(6)(A)(v) defines "sexual assault" to mean an "offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation." The FBI UCR, in turn, consists of two crime reporting systems: The Summary Reporting System (SRS) and the National Incident-Based Reporting System (NIBRS). U.S. Dep't. of Justice, Criminal Justice Information Services, SRS to NIBRS: The Path to Better UCR Data (Mar. 28, 2017). The current Clery Act regulations, 34 CFR 668.46(a), direct recipients to look to the SRS for a definition of rape and to NIBRS for a definition of fondling, statutory rape, and incest as the offenses falling under "sexual assault." The FBI has announced it will retire the SRS and transition to using only the NIBRS in January 2021. Federal Bureau of Investigation, Criminal Justice Information Services, Uniform Crime Reporting (UCR) Program, National Incident-Based Reporting System (NIBRS), <https://www.fbi.gov/services/cjis/ucr/nibrs>. NIBRS' forcible and nonforcible sex offenses consist of: rape, sodomy, and sexual assault with an object (as well as fondling, statutory rape, and incest, as noted above). Thus, reference to the Clery Act will continue to cover the same range of sex offenses under the FBI UCR regardless of whether or when the FBI phases out the SRS.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination

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- b. Non-Forcible Sex Offense: Non-forcible sexual intercourse. This includes the following:
- i. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Nebraska state law.
 - ii. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent of 16.³
4. Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant.
- a. The existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship;
 - iii. The frequency of interaction between the persons involved in the relationship.
 - b. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.
5. Domestic Violence
A felony or misdemeanor crime of violence committed:
- a. By a current or former spouse or intimate partner of the Complainant;
 - b. By a person with whom the Complainant shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Nebraska;
 - e. By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Nebraska.

³ Nebraska Revised Statute 28-319.01

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination

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6. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for the person's safety or the safety of others; or
- b. Suffer substantial emotional distress.

For the purposes of this definition:

- c. Course of conduct means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- d. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

C. **Retaliation**

Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured under Title IX or 34 CFR Part 106, or because the individual made a complaint or report, testified, assisted, participated, or refused to participate in an investigation, proceeding, or Hearing under this policy.

III. Additional DefinitionsA. **Advisor:**

1. An individual selected by either the Complainant or Respondent to guide them through the grievance process and accompany them to all meetings, including the Hearing. An Advisor may, for example, assist a party in reviewing the Investigative Report, or provide feedback to a party in preparation for the Hearing.
2. At the Hearing, the party's Advisor asks the other party and any Witness all relevant questions or follow up questions, including those challenging credibility, on behalf of their advisee. In all other instances throughout the grievance process, the party will speak for themselves.
3. If an Advisor is an attorney, they may not participate any more than a non-attorney Advisor would be permitted to participate.
4. If a party does not have an Advisor at the Hearing, the ~~Vice President for Student Affairs or their designee~~ Vice President or Dean responsible for Student Affairs as designated by the President shall appoint an Advisor for the party without any fee or charge to the party.

B. **Complainant:**

1. An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination

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C. Confidential Employee:

1. A College employee who does not have a duty to report incidents of Sexual Harassment to the Title IX Coordinator.
2. Medical or mental health professionals employed by the Colleges (Licensed Student Counselors, Nurses and Athletic Trainers) are Confidential Employees and respect and protect confidential communications from students, faculty, and staff to the extent they are legally able and/or required to do so.
3. Confidential Employees may have to breach confidentiality when they perceive an immediate and serious threat to any person or property.

D. Consent:

1. Definition:
 - a. Consent is positive cooperation in an act or expression of intent to engage in an act. Consent is indicated through words or conduct. Consent cannot be inferred from silence or passivity alone.
 - b. An individual who consents to a sexual act must give that consent voluntarily, and with knowledge and understanding of the nature of the act and their participation in it.
 - c. Consent to one type of sexual activity does not necessarily constitute consent for another type of sexual activity.
 - d. Consent can be withdrawn by any party at any time through words or conduct.
2. Capacity to Consent:
 - a. A person cannot give consent when they are:
 - i. Incapacitated by drugs or alcohol;
 - ii. Unconscious, passed out, asleep, coming in and out of consciousness;
 - iii. Have a disorder, illness, or disability that impairs their understanding of the act and their ability to make decisions.
 - iv. They are under the threat of violence, injury, or other forms of coercion or intimidation.
 - v. They are forced, coerced, intimidated, or deceived into providing consent.
 - b. If the Complainant was incapacitated, the question of whether the Respondent knew, or should have known, that the Complainant was incapacitated will be considered.

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3. Lack of Consent:

- a. A person may express a lack of consent through words or conduct. A person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the other party that person's refusal to consent.
- b. A person need not resist verbally or physically where it would be useless or futile to do so. The presence or absence of consent is based on the totality of circumstances, including the context in which an alleged incident occurred.

E. Education Program or Activity:

1. The Colleges' education programs or activities include locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the Sexual Harassment occurred, including any building owned or controlled by a student organization that is officially recognized by the College.

F. Employee:

1. An individual who is paid by the College to perform specific job duties, including faculty and staff, whether they are employed part-time or full-time. This definition excludes student-employees and third party contractors unless otherwise noted.

G. Formal Complaint:

1. A complaint filed and signed by a Complainant or the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting the College investigate the allegation of Sexual Harassment per this policy.
2. At the time of filing the Formal Complaint the Complainant must be participating in or attempting to participate in the Colleges education program or activity.
3. In the event that the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator does not become a party to the Formal Complaint.

H. Hearing Chairperson:

1. The individual who conducts the Hearing and makes decisions regarding the relevance of questions and evidence and their inclusion in the Hearing. The Hearing Chairperson is responsible for providing the determination in writing to the parties.

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I. Hearing Panel:

1. A panel of at least three (3) individuals, who are not students, including the Hearing Chairperson who consider the evidence presented regarding a Formal Complaint and make a determination regarding responsibility pursuant to this policy and, if applicable, any disciplinary action or sanctions to be imposed. The determination will be made using the preponderance of the evidence standard.

J. Mandatory Reporter:

1. Any College employee who is required to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator. The following College employees are Mandatory Reporters:
 - a. President
 - b. Vice Presidents
 - c. Academic Deans
 - d. College Title IX Coordinator and Designees
 - e. Dean of Students
 - f. Housing/Residence Life Staff to include:
 - i. Directors
 - ii. Managers
 - iii. Assistant Directors
 - iv. Senior Residence Hall Advisors
 - v. Residence Hall Advisors
 - g. Coaches and Assistant Coaches
 - h. Campus Security Officers

K. Pre-Hearing Conference:

1. This is an opportunity for the Complainant and Respondent to meet separately with the Hearing Chairperson to review Hearing procedures, submit the questions they intend to ask at the Hearing, and confirm the list of Witnesses, if any, they wish to call at the Hearing. The parties may also discuss options for an Informal Resolution as an alternative to proceeding with a Hearing.

L. Preponderance of the Evidence Standard:

1. A preponderance of the evidence is the greater weight of the evidence indicating it is more likely than not that the alleged conduct occurred. It is the standard the College's decision-maker (Hearing Panel) will use to determine whether or not a Respondent is responsible for Sexual Harassment.

M. Reporting Party:

1. An individual who reports to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College on another person's behalf.

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N. Respondent:

1. An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

O. Student:

1. An individual who is currently enrolled or registered in an Education Program or Activity or who has completed the immediately preceding term and is eligible for re-enrollment.

P. Supportive Measures:

1. Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant and Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.
2. The College may utilize Supportive Measures as supplemental tools in disciplinary action, sanctions or in Informal Resolutions.
3. Parties are treated equitably when offered Supportive Measures. Supportive Measures are kept confidential to the extent possible without impairing the College's ability to provide them.
4. Supportive Measures are designed to restore or preserve equal access to the College's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or to deter Sexual Harassment.
5. Supportive Measures may include but not be limited to: a referral to counseling services, reasonable academic accommodations, changes to on-campus housing or employment situations, use of Campus Security's escort services, bi-lateral No Contact Orders, and other similar measures.
6. Requests for Supportive Measures must be made directly to the Title IX Coordinator, who will facilitate implementation.

Q. Title IX Coordinator:

1. The employee responsible for responding to reports of Sexual Harassment at the College. The Title IX Coordinator conducts investigations of allegations of Sexual Harassment against a Respondent in a Formal Complaint made by a Complainant.
2. As part of the investigation, the Title IX Coordinator will interview the Complainant, the Respondent, and any Witnesses or others with pertinent information and gather other evidence including but not limited to, submitted written statements, text messages, social media posts, pictures, videos, security camera footage, and other relevant material.

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3. The Title IX Coordinator reviews and assesses the credibility of the available evidence, synthesizes areas of dispute and agreement, and creates an Investigative Report summarizing this information and provides it to the Hearing Panel.

R. Witness:

1. An individual who witnessed the alleged incident or has relevant information about the allegations.

IV. Dismissal of Formal Complaints**A. Mandatory Dismissal**

1. The College is required⁴ to dismiss a Formal Complaint made per this policy in the following circumstances:
 - a. The alleged conduct would not constitute Sexual Harassment as defined in this policy, even if proved;
 - b. The alleged conduct did not occur in the College's Education Program or Activity; or,
 - c. The alleged conduct did not occur against a person in the United States.
2. The parties will receive written notice explaining the reasons for dismissal. Allegations that are dismissed for these reasons may be addressed by the Student Code of Conduct set forth in Board Policy 3100. The parties may appeal the dismissal, per the appeal requirements in Section VII.C.12.

B. Permissive Dismissal

1. The College may choose to dismiss a Formal Complaint made per this policy in the following circumstances:
 - a. The Complainant withdraws a Formal Complaint in writing.
 - b. The Respondent is no longer enrolled or employed by the College.
 - c. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination.
2. The parties will receive written notice explaining the reasons for dismissal. The parties may appeal the dismissal, per the appeal requirements in Section VII.C.12.

⁴ Per 34 CFR § 106.45(3)(i)

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V. Reporting Sexual Harassment

A. Reporting to the College

1. Any person may report sex discrimination, including Sexual Harassment, to the College. A person who alleges to be the victim of Sexual Harassment is the Complainant. A person who submits a report on behalf of another person is the Reporting Party. Reports can be made by mail, telephone, email, in person, or by any other means that results in the Title IX Coordinator receiving the person's written or verbal report.
2. The names and contact information for the Colleges' Title IX Coordinators are below.

| Chadron State College | Peru State College | Wayne State College |
|---|--|--|
| Name: Ted Tewahade E-mail: ttewahade@csc.edu Phone: (308) 430-0980 Address: Crites Hall 341 1000 Main Street Chadron, NE, 69337 https://www.csc.edu/titleix/ | Name: Eulanda Cade E-mail: ecade@peru.edu Phone: (402) 872-2230 Address: Administration, 312 PO Box 10 Peru, NE, 68421 https://www.peru.edu/titleix/ | Name: Tara Holdsworth E-mail: taholds1@wsc.edu Phone: (402) 375-7451 Address: Student Center 12D 1111 North Main Street Wayne, NE, 68787 https://www.wsc.edu/info/20160/title_ix |

3. The College appreciates the privacy concerns inherent in allegations of Sexual Harassment.
 - a. To protect students' privacy rights, the names of students or other identifying information, especially that which is contained in written documents and notes, will only be disclosed to third parties if;
 - i. Prior written permission is given by the student concerned;
 - ii. The disclosure is necessary to conduct an investigation or implement a Supportive Measure;
 - iii. The disclosure is necessary to pursue disciplinary action;
 - iv. The disclosure is otherwise required by law.
 - b. Complainants will be informed that the College has a legal duty to include information about reports of criminal sexual misconduct in annual security report statistics which do not identify the parties involved.⁵

⁵ Per the Clery Act, 20 U.S.C. § 1092(f)

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4. The law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional.
 - a. Medical or mental health professionals employed by the College (Licensed Student Counselors, Nurses and Athletic Trainers) are Confidential Employees.
 - b. Confidential Employees are not required to report incidents of Sexual Harassment or Sex Discrimination of which they become aware to the Title IX Coordinator and may respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. Confidential Employees may have to breach a confidence, however, when they perceive an immediate and serious threat to any person or property.
 - c. All College employees (including Confidential Employees) are required by state law to report allegations or reasonable suspicion of child abuse or neglect, including sexual assault or abuse of a minor, to either law enforcement or the Department of Health and Human Services.⁶ The Child Abuse and Neglect Hotline is (800) 652-1999. In Nebraska, the age of majority is nineteen (19).

B. Reporting Conduct to Law Enforcement

1. Reporting conduct to the College and reporting conduct to law enforcement are two (2) separate processes. A Complainant can choose to report the conduct only to the College, or only to law enforcement, or to both the College and law enforcement.

C. Judicial Orders

1. Parties may pursue judicial remedies such as orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts.
2. Parties are responsible for notifying the College of such an order and should provide a copy of it to the Title IX Coordinator/Designee as soon as reasonably possible. The party may discuss options with the Title IX Coordinator/Designee regarding enforcing the order when the parties participate in a College Educational Program or Activity.

D. Medical Care and Law Enforcement

1. A Complainant may obtain medical care to collect and preserve physical evidence of the alleged offense.
2. Health care providers are required to report to law enforcement when an injury appears to have been received in connection with, or as a result of, the commission of an actual or attempted sexual assault.⁷

⁶ Nebraska Revised Statute 28-711.

⁷ *Nebraska Medical Sexual Assault Protocol*, Nebraska Attorney General's Office, July 2019. Available at <https://ago.nebraska.gov/sites/ago.nebraska.gov/files/doc/Nebraska%20Medical%20Sexual%20Assault%20Protocol%20FINAL.pdf>

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3. A Complainant eighteen (18) years and older who has not experienced serious bodily injury may choose from the following options regarding reporting to law enforcement and evidence collection: (1) Full report with evidence collection; (2) Partial report with evidence collection; and (3) Anonymous report with evidence collection. Additional information about these options is available in the [Nebraska Medical Sexual Assault Protocol](#). It is important that a Complainant make an informed decision regarding important physical evidence that may be preserved.
4. Regardless of whether or not the law enforcement authorities choose to prosecute a reported offense, the College can pursue disciplinary action against a student or employee alleged to have committed Sexual Harassment. If a report is made to law enforcement and the agency pursues an investigation, the College will cooperate with the law enforcement agency.

VI. Emergency Removal of Complainants and Respondents**A. The College may remove a Complainant or Respondent from the College's Education Program or Activity on an emergency basis when appropriate.**

1. In such an instance the College must do the following:
 - a. Conduct an individualized safety and risk analysis prior to removal;
 - b. Determine whether an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment exists, and whether the risk justifies removing a Complainant or Respondent;
 - c. If removal is deemed appropriate, the College must provide the party with notice of removal and an opportunity to challenge the decision immediately following removal.
2. Decisions to remove a Complainant or Respondent on an emergency basis will be made by the ~~Vice President for Student Affairs~~ Vice President or Dean responsible for Student Affairs as designated by the President. The ~~Vice President for Student Affairs~~ Vice President or Dean responsible for Student Affairs as designated by the President will consider the result of the College's safety and risk assessment process when determining whether removal is appropriate:

VII. Grievance Process**A. Overview**

1. The Complainant has two (2) options to resolve their Formal Complaint of Sexual Harassment: (1) the College investigates the alleged conduct and a determination regarding responsibility is made after a Hearing; or (2) both the Complainant and Respondent agree to an Informal Resolution that the College deems appropriate, any time prior to a determination regarding responsibility. Informal Resolutions require the voluntary and written consent of both the Complainant and Respondent, and may not involve a full investigation. The Complainant may choose which process to initiate.

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2. The Colleges' grievance process for resolving allegations of Sexual Harassment is fair and impartial. All relevant evidence will be objectively evaluated, including inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a Complainant, Respondent, or Witness. Respondents are presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. All parties and Witnesses are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.
3. The burden of proof and gathering evidence rests on the College, not the parties. Parties will have opportunities to provide their account of the alleged incident, respond to the other party's account, and inspect and review evidence that is directly related to the allegations.
4. Each party may have an Advisor of their choice, who may be, but is not required to be, an attorney. Advisors may accompany the party to any meeting or proceeding. If a party does not have an Advisor at the Hearing, the ~~Vice President for Student Affairs or their designee~~ Vice President or Dean responsible for Student Affairs as designated by the President shall appoint an Advisor for the party without any fee or charge to the party.
5. The College strives to complete the Grievance Process within sixty (60) business days. Throughout the process the College will provide the parties with regular status updates and information regarding next steps.

B. Request to Temporarily Delay the Grievance Process

1. A party may submit a written request to the Title IX Coordinator to temporarily delay the grievance process or provide a limited extension of time for good cause. Good cause may include, but is not limited to:
 - a. The absence of a party, the party's Advisor, or a Witness;
 - b. Concurrent law enforcement activity;
 - c. The need for language assistance or disability accommodation.
2. If the request is granted, the Title IX Coordinator will notify the parties in writing of the delay or extension and the reasons for it. The College may also elect to delay the grievance process for good cause.

C. Process Steps

1. Report Received:
The Title IX Coordinator receives an initial report alleging Sexual Harassment. This report may be from the person who alleges to be the victim of Sexual Harassment (Complainant) or it may have been submitted on their behalf by a third party (Reporting Party).

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2. Outreach to Complainant:

The Title IX Coordinator will promptly contact the Complainant for the following purposes:

- a. To discuss the report, the availability of Supportive Measures, and the Complainant's wishes regarding Supportive Measures;
- b. To listen to the Complainant's account and ask questions to gain a better understanding of the nature of the alleged incident;
- c. To explain this policy and the definition of Sexual Harassment

3. Determination Regarding Policy Application:

The Title IX Coordinator will determine whether the alleged conduct is redressible by this policy, which applies exclusively to Sexual Harassment, or whether the alleged conduct may be redressible under another College policy, such as the Student Code of Conduct.

- a. Alleged conduct that would constitute Sexual Harassment if proved can be addressed by this policy. Continue to Step 4.
- b. Alleged conduct that does not constitute Sexual Harassment if proved may be redressible under another College policy. In this case, the Title IX Coordinator will refer the Complainant to the appropriate College official.
- c. If the alleged conduct is redressible by this policy, the Title IX Coordinator will facilitate appropriate Supportive Measures for the parties. If the alleged conduct is redressible under another College policy, the Title IX Coordinator will delegate the responsibility of facilitating Supportive Measures to the Dean of Students or other appropriate College official.

4. Formal Complaint Submitted:

Complainant will sign a Formal Complaint alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation.

5. Parties Receive Notice of Allegations:

The Complainant and Respondent will be notified in writing of the allegations and that the College will conduct an investigation. The Respondent's notice will include sufficient details known at the time and allow sufficient time for Respondent to prepare a response before any initial interview.

6. Title IX Coordinator or Designee Conducts Investigation:

The investigation will involve the following:

- a. Gathering evidence;
 - i. If a party wishes for their medical records, prior educational records, or other records that are external to the College to be considered in the grievance process they must provide written consent for those records to be released to the College and make arrangements for the records to be sent to the College.

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- b. Interviewing the Complainant, Respondent, and any Witnesses;
 - c. Review and assessment of all related written statements, reports, and other relevant material;
 - d. Synthesizing areas of dispute and agreement between the parties;
 - e. Preparation of an Investigative Report that organizes, assesses, and fairly summarizes the relevant evidence and synthesizes areas of dispute and agreement between the parties.
 - f. Review of applicable College policies;
 - g. If a party has not selected an Advisor to be present at the Hearing the College will appoint an Advisor. The Advisor will ask all cross-examination questions at the hearing on the party's behalf.
7. Inspection and Review of Evidence and Parties' Response:
Prior to the completion of the Investigative Report, the parties and their Advisors, will receive an electronic copy of all the evidence obtained from the investigation that is directly related to the allegations.
- a. **Parties will have ten (10) calendar days to submit a written response**, which will be considered prior to the completion of the Investigative Report. This is an opportunity for each party to correct or clarify the evidence or provide additional information before the Investigative Report is completed.
 - b. Any written response from the parties will be included in the Investigative Report.
 - c. A party's failure to respond will be taken as their confirmation that the evidence they received is accurate for the purposes of the following procedural steps.
8. Investigative Report Prepared and Provided to the Parties:
The Title IX Coordinator/Designee will prepare an Investigative Report that organizes and fairly summarizes the relevant evidence and highlights key issues.
- a. The Title IX Coordinator/Designee will also prepare a file containing any additional evidence that is directly related to the allegations, but upon which the College does not intend to rely in making a determination regarding responsibility. Both the Investigative Report and this file (if applicable) will be provided to the parties and their Advisors when they receive the Investigative Report.
 - b. The parties and their Advisors will receive an electronic copy of the Investigative Report and any additional evidence for their review and written response at least ten (10) calendar days prior to the Hearing. This is an opportunity for each party to identify any inaccuracies in the Investigative Report or any additional evidence before the Hearing. A party's failure to respond will be taken as their confirmation that the Investigative Report and any additional evidence is accurate. Once the Investigative Report is finalized the Title IX Coordinator/Designee will provide it and any additional evidence to the Hearing Panel.

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- c. Parties and/or Hearing Panel members who wish to call a Witness during the Hearing must submit in writing the Witness's name(s) and contact information to the Hearing Chairperson before the date of the Pre-Hearing Conference. The Hearing Chairperson is responsible for summoning the Witnesses in writing.
9. Pre-Hearing Conference:
Each party and their Advisor will attend a Pre-Hearing Conference with the Hearing Chairperson. The purpose of this Pre-Hearing Conference is to prepare the parties for the Hearing and ensure that they understand the procedures.
- a. The Pre-Hearing Conference must occur after the parties have had ten (10) calendar days to review the Investigative Report and any additional evidence and respond. The Title IX Coordinator or Designee will be present, but the Hearing Chairperson will direct the conference.
- b. At the Pre-Hearing Conference, the parties and their Advisors:
- i. Will be notified of the Hearing date, time, and location.
 - ii. Will have the opportunity to inspect and review the Investigative Report and all the evidence directly related to the allegation, including evidence upon which the College does not intend to rely in making a determination of responsibility and exculpatory and inculpatory evidence.
 - iii. Will confirm the list of Witnesses the party and/or the Hearing Panel wishes to call at the Hearing.
 - iv. Will submit in writing any evidence they intend to use or questions they intend to ask (through their Advisor) of the other party and any Witnesses at the Hearing.
- c. During the Pre-Hearing Conference, the Hearing Chairperson will review the submitted questions and evidence and make a determination regarding their relevancy.
- d. If a question or evidence is not relevant, the Hearing Chairperson will explain and document their decision to exclude it from the Hearing in the Pre-Hearing Conference Summary. The parties may provide reasons why they believe the question or evidence is relevant or not relevant and their rationale will be taken into consideration by the Hearing Chairperson.
- e. Questions and evidence about the Complainant's or Respondent's sexual predisposition or prior sexual behavior are not relevant. There are three (3) exceptions:
- i. Such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant;
 - ii. If the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent;

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- iii. If the questions and evidence concern specific incidents of the Respondent's prior sexual behavior with respect to the Complainant and are offered to prove consent.
 - f. Exclusion of such questions or evidence will be explained and documented in the Pre-Hearing Conference Summary.
 - g. Questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege are not permitted at the Hearing, unless the person holding the privilege waives it. This may include information protected by doctor-patient or attorney-client privilege. The exclusion of such questions or evidence will be explained and documented in the Pre-Hearing Conference Summary.
 - h. The parties and their Advisors will be informed that they may still resolve the matter informally at this point in the grievance process. See Section VII. D. for information about Informal Resolutions. If the parties wish to continue to a Hearing, the Hearing Chairperson will review Hearing procedures with each party.
 - i. The Hearing Chairperson will write a Pre-Hearing Conference Summary that includes documentation of relevancy based exclusions of questions or evidence and the list of approved questions or evidence. The Hearing Chairperson will provide it to the parties in writing before the Hearing and it will become part of the record provided to the Hearing Panel.
10. Hearing:
- a. The College will conduct a live Hearing to determine whether the Respondent is responsible for the alleged conduct, and if so, what disciplinary measures or sanctions will be imposed. The Hearing Panel is the decision maker and will use the preponderance of the evidence standard, which means the greater weight of the evidence.
 - b. The Hearing Panel will consist of a minimum of three (3) individuals, who each have a vote. Students will not serve on the Hearing Panel. The Hearing Chairperson will direct the hearing and the determination will be made by the majority vote. At its discretion, the College may employ a third party to conduct the hearing.
 - c. The Title IX Coordinator or Designee (who conducted the investigation) will be present at the Hearing to answer questions or clarify information, but will have no other role in the grievance process.
 - d. The Hearing Panel will be permitted to call witnesses. Each party's Advisor will be permitted to present evidence and ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.
 - e. Before a party or Witness responds to a question or evidence presented, the Hearing Chairperson must first determine whether it is relevant and explain any decision to exclude a question or evidence presented as not relevant, unless the question or evidence presented was approved as relevant during the Pre-Hearing Conference.

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- f. If a party or Witness does not submit to cross-examination at the Hearing, the Hearing Panel must not rely on any statement that party or Witness made (during the investigation and/or the Hearing) in reaching a determination regarding responsibility. However, the hearing panel cannot draw an inference about the determination regarding responsibility based solely on a party's or Witness's absence from the Hearing or refusal to answer cross-examination or other questions.
 - g. Either party may request to be located in separate rooms during the Hearing, with technology enabling the Hearing Panel and parties to simultaneously see and hear the party or Witness answering questions.
 - h. The College shall create an audio or audio-visual recording of any Hearing and make it available to the parties for inspection and review. After the Hearing is complete the Hearing Panel will convene in private within forty-eight (48) hours of the end of the hearing to vote.
11. Parties Receive Written Determination Regarding Responsibility:
- a. The Hearing Chairperson will simultaneously provide the parties a written determination regarding responsibility and any applicable disciplinary action within ten (10) calendar days of the Hearing's conclusion.
 - b. If an appeal is filed, the determination will become final on the date that the College provides the parties with the written determination of the result of the appeal. If no appeal is filed, the determination will become final on the date that an appeal would no longer be timely.
12. Appeal:
- a. The Complainant and/or the Respondent may appeal to the President a determination regarding responsibility or the College's dismissal of a Formal Complaint.
 - b. **Appeals must be submitted to the President in writing within five (5) calendar days of the determination regarding responsibility or within five (5) calendar days of the dismissal of the Formal Complaint.**
 - c. The Title IX Coordinator/Designee will provide the President the record of the investigation and Hearing.
 - d. When an appeal is filed the Title IX Coordinator/Designee will notify the other party in writing. Both parties will have five (5) calendar days to submit to the President a written statement in support of, or challenging, the outcome.
 - e. The permissible bases for appeal are:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

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- iii. The Title IX Coordinator, Designee, Hearing Chairperson or Hearing Panel member had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.
- f. The parties will simultaneously receive a written decision describing the result of the appeal and the rationale for the result.
- g. If an appeal is filed, the determination will become final on the date that the College provides the parties with the written determination of the result of the appeal. Any sanctions imposed by the initial determination of responsibility will go into effect *after* the five (5) day window for appeals closes, and if an appeal occurs, after it is complete. However, existing Supportive Measures may remain in place.

D. Informal Resolution

- A. At any time prior to reaching a determination regarding responsibility the College may facilitate an Informal Resolution process that does not involve a full investigation and Hearing. A Formal Complaint is a prerequisite of an Informal Resolution, and both parties must provide voluntary, written consent to participate in the Informal Resolution process.
 - 1. The College will provide the parties with written notice disclosing the allegations, the requirements of the Informal Resolution process, and any consequences resulting from participating in the Informal Resolution process, including records that will be maintained or shared.
 - 2. The Title IX Coordinator/Designee can present a framework of potential remedies to guide the parties in negotiation, but the parties themselves must come to an agreement. The Title IX Coordinator/Designee will facilitate this process, and will use their discretion to ensure that the Informal Resolution is appropriate for the College. The parties may not bind the College to a resolution that the College does not deem appropriate.
 - 3. Informal Resolution may be accomplished through mediation and other forms of facilitation, such as the parties communicating through the Title IX Coordinator/Designee to minimize contact with each other, or the parties communicating directly with each other and the Title IX Coordinator/Designee.
 - 4. The Informal Resolution process cannot be used to resolve allegations that an employee (including a student-employee) sexually harassed a student if the alleged harassment occurred in the context of their employment.

VIII. Retaliation**A. Retaliation is Prohibited**

- 1. The College will not tolerate or engage in intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured under Title IX or 34 CFR Part 106, or because the individual made a complaint or report, testified, assisted, participated, or refused to participate in an investigation, proceeding, or Hearing under this policy.

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- 2. The exercise of First Amendment rights does not constitute retaliation.
- 3. Complaints alleging retaliation may be filed and resolved per this policy.

IX. Disciplinary Sanctions & Remedies

A. **Range of Options**

- 1. Subsequent to a determination of responsibility, the College may take disciplinary action, impose sanctions and apply remedies, which may include, but are not limited to: warnings, disciplinary probation, loss of privileges, restitution, remedial work assignments, remedial education requirements, service requirements, remedial behavioral requirements, College housing relocation or suspension, removal from College housing, suspension, and expulsion.
- 2. Remedies, including disciplinary action and informal resolutions, are designed to restore or preserve the Complainant’s equal access to the Colleges’ education programs and activities.

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|------------------------|----------|------------|--------|
| Policy Adopted: | 6/15/12 | Effective: | 7/1/12 |
| Policy Revised: | 7/29/13 | | |
| Policy Revised: | 12/10/13 | | |
| Policy Revised: | 4/25/14 | Effective: | 7/1/14 |
| Policy Revised: | 11/7/14 | | |
| Policy Revised: | 1/14/15 | | |
| Policy Revised: | 3/26/15 | Effective: | 7/1/15 |
| Policy Revised: | 8/5/15 | | |
| Policy Revised: | 3/1/16 | | |
| Policy Revised: | 10/14/16 | | |
| Policy Revised: | 6/16/17 | | |
| Policy Revised: | 7/31/17 | | |
| Policy Revised: | 6/19/18 | | |
| Policy Revised: | 7/24/20 | | |
| Policy Revised: | 8/13/20 | | |
| Policy Revised: | 2/10/21 | | |
| <u>Policy Revised:</u> | | | |

Attachment: Revisions to Board Policy 3020 (2951 : Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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BOARD POLICY

The Board and the Colleges are committed to creating and maintaining a productive educational community that fosters the personal, ethical and intellectual development of its students. Adherence to standards of conduct is essential to the educational process and to the safety and well-being of the College community.

The Board grants authority to the Presidents to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures in regard to allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or academic performance, achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in this policy are to be governed by terms of this policy and the due process requirements set forth in Board Policy #3200. Acceptance of this policy by the student is implied as a condition of his or her enrollment.

PROCEDURE

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Board and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College.

A student shall not ignore a summons from the President or other officer of administration of the College, or from a member of the faculty.

Student misconduct as identified under this policy or a violation of College regulations or policy, whether occurring on or off College property, may result in disciplinary action being taken against the student.

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the ~~Vice President responsible for Student Affairs or designee~~ Vice President or Dean responsible for Student Affairs as designated by the President. Such order shall be given in writing by the ~~Vice President responsible for Student Affairs or designee~~ Vice President or Dean responsible for Student Affairs as designated by the President.

Students suspended or expelled from one of the State Colleges may be admitted to another Nebraska State College only under the same conditions that they would be readmitted to the College from which they were suspended.

Misconduct

The following acts shall be considered to constitute misconduct for which an offending student or student organization may be subject to disciplinary sanctions.

1. Participation in a demonstration on College property which materially and substantially disrupts or obstructs the normal operations, activities or functions of the College, including unauthorized occupation of College premises;
2. Failure to evacuate College facilities or willfully ignoring any emergency or alarm signal or request to evacuate by appropriate emergency personnel;

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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3. Falsification or willful suppression of any information for or on an application for admission, or falsification or misuse of College identification and other documents;
4. Misuse of computers or computing resources, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of College property including outdoor areas and parking lots;
6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention;
7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
8. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior; or inflicting willful and repeated harm through the use of computers, cell phones, and other electronic devices;
9. Any act occurring on College property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
10. Sex harassment as Board Policy #3020 defines those terms;¹
11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
12. Theft or attempted theft of any property or receipt of stolen property;
13. Damaging or attempting to damage property of the College or of another individual;
14. Using or possessing bombs, explosives, incendiary devices, or fireworks;
15. Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires;
16. Failing to report a fire or any other extremely dangerous condition when known or recognized on College property or on the premises of any student housing unit;
17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property or on the premises of any student housing unit;

¹ The Office for Civil Rights can be contacted by the following methods: Email – OCR@ed.gov; Telephone – 800-421-3481; FAX – 202-453-6012; TDD – 800-877-8339; Website – <https://ocracas.ed.gov/contact-ocr>. The OCR National Headquarters is located at U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on College property, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;
 19. Hazing any person. Consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing. Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization;
 20. Committing any unlawful act of indecent exposure or public indecency;
 21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
 22. Unauthorized use of any College property, facilities, equipment or materials;
 23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock;
 24. Serious traffic violations on the campus, including, but not limited to, operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
 25. Violation of any student housing unit policy, rule or regulation;
 26. Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
 27. Abuse of College investigations or disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious, false or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee in regard to a disciplinary proceeding;
 28. Any act by a student which occurs on the campus, while studying abroad, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;
 29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and/or college facilities;
 30. Harassing or discriminating against any student, faculty or staff member, as defined in Board Policy 3021, on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion or age; and

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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31. Any other activity or conduct prohibited by the College in published policies.

Unreasonably Dangerous or Threatening Conduct Toward Self

Student behaviors and actions that are unreasonably dangerous to self or which threaten the student’s own safety or health may constitute misconduct under this Policy and may be addressed by the College administration through the disciplinary process. When practicable and appropriate, efforts will be made to advise students regarding voluntary withdrawal options in lieu of initiating disciplinary due process as set forth in Board Policy #3200.

At the discretion of the ~~Vice President responsible for Student Affairs or designee~~ Vice President or Dean responsible for Student Affairs as designated by the President, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission.

Temporary Suspension

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student’s continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the ~~Vice President responsible for Student Affairs or designee~~ Vice President or Dean responsible for Student Affairs as designated by the President.

Other Interim Measures

Pending disciplinary action under Board Policy 3200, students may be subject to the interim measures, including but not limited to no contact orders, temporary restrictions from specific areas of the campus, changes in class schedules and/or delivery; changes in residence hall assignments and/or changes in campus employment.

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| Legal Reference: RRS 85-312 | State colleges; morals of the pupils; faculty; religious test forbidden |
| RRS 85-601 | Interference with operation; faculty, administrative staff, student; dismissal or expulsion |
| RRS 85-301 | State college; official names; Board of Education; appointment; no compensation; travel expenses |
| RRS 53-186 | Consumption of liquor on public property, public roads, streets, alleys; prohibition; exceptions |

- Policy Adopted: 1/28/77
- Policy Revised: 4/3/81
- Policy Revised: 6/5/93
- Policy Revised: 3/11/94
- Policy Revised: 8/29/97
- Policy Revised: 3/28/08
- Policy Revised: 3/25/11
- Policy Revised: 1/18/12
- Policy Revised: 4/25/14
- Policy Revised: 6/10/16
- Policy Revised: 6/19/18
- Policy Revised: 9/12/19
- Policy Revised: 4/23/20
- Policy Revised: 7/24/20

Policy Revised:

Attachment: Revisions to Board Policy 3100 (2951 : Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

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BOARD POLICY

It is the policy of the Board to grant procedural due process to students accused of misconduct under the terms of Board Policy 3100. Regarding allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance, achievement, probation and suspension each College will devise its own adjudication procedures. However, for allegations of misconduct identified in Board Policy 3100 that may result in disciplinary sanctions, the due process procedures outlined below shall be followed.

Nothing herein shall prohibit the College from resolving conduct issues informally if warranted by the individual circumstances including, but not limited to the responsiveness of the student, the severity of the offense, a student's prior misconduct, and the health and safety of the student and other members of the campus community. Informal resolution of conduct issues in which two (2) or more students are involved in a physical altercation with one another will not be permitted unless all students involved agree to informal resolution.

DISCIPLINARY SANCTIONS

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, fines, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion.

REQUESTS TO DELAY DUE PROCESS PROCEDURES

In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy is in progress, the accused student may request in writing to the Vice President or Dean responsible for Student Affairs as designated by the President, or equivalent administrator, that the College delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceeding has concluded, the student agrees that he or she shall not attend any College classes or College-sponsored events or activities or shall not enter or use College property, including but not limited to living in residence halls, without specific written authorization from the Vice President or Dean responsible for Student Affairs as designated by the President. The Vice President or Dean responsible for Student Affairs as designated by the President, or equivalent administrator, may place reasonable limits on the length of the delay permitted.

WITHDRAWAL

At the discretion of the Vice President or Dean responsible for Student Affairs as designated by the President, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission. The ~~Vice President responsible for Student Affairs~~ Vice President or Dean responsible for Student Affairs as designated by the President will work with the Vice President for Academic Affairs to determine what, if any, academic penalties would apply. Any unresolved conduct issues will remain pending and must be resolved as a condition of readmission. Additional conditions may include, but not be limited to, the length of time a student must wait to reapply and/or the length of time a student has to reapply for admission.

PROCEDURE

1. The student shall be notified in writing by an appropriate College official that he/she is accused of misconduct. The student shall be made aware of grounds which would justify such action by way of the student handbook or other published College regulation.
2. The student shall be notified that he/she may elect one of three courses of action. The student shall be advised of a date (deadline) by which such an election must be communicated to the appropriate College official.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

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- a. The student may admit the alleged violation and request, in writing, that the appropriate College official take whatever action seems appropriate.
- b. The student may admit the alleged violation in writing and request a hearing before the appropriate hearing panel designated by the College. The hearing panel will determine the appropriate sanctions.
- c. The student may deny the alleged violation, in which case, the appropriate College official shall refer him/her to the appropriate hearing panel designated by the College. The hearing panel will determine responsibility and the appropriate sanctions.

NOTE: If the student fails to respond to the appropriate College official in a timely manner according to the date (deadline) and/or fails to elect one (1) of the three (3) courses of action, the appropriate College official may address the alleged misconduct without providing further due process.

3. Under option 2a noted above, the College may address the alleged misconduct without providing further due process. The student's decision can be binding, if freely and knowingly made, even though suspension, expulsion or the imposition of a stigmatizing sanction might result. Students should be advised in writing of all risks associated with any waiver of due process rights and provided a reasonable amount of time to consider their decision and to confer with a family member or advisor.
4. If the student selects either option 2b or 2c as noted above, a hearing shall be conducted in accordance with the following procedure within ten (10) class days, unless the student requests an extension in writing, which shall not be unreasonably denied. Requests for an extension should be directed to the ~~Vice President responsible for Student Affairs~~ Vice President or Dean responsible for Student Affairs as designated by the President or their designee. Students studying abroad shall be under the direction of the accompanying College official until his/her return to campus, at which time, if needed, the due process procedures will commence.
 - a. Prior to the hearing, the student shall be entitled to the following:
 - Written notification of the time and place of the hearing with reasonable time allowed for grievant to prepare a presentation and defense.
 - A written statement of the allegations (incident or behavior) with sufficient particularity so that the student may prepare his/her defense.
 - The grounds which would justify disciplinary action cited in the student handbook or Board Policy and the possible sanctions that may be imposed.
 - Written notification of the names of the witnesses who are directly responsible for having reported the allegations, or, if there are no such witnesses, written notification of how the allegations came to the hearing panel's attention, and
 - A copy of all documentary evidence to go before the hearing panel.
 - b. The student shall be entitled to appear in person before the hearing panel, and may call witnesses on his/her behalf. If the student does not appear before the hearing panel, the hearing shall be held in his/her absence.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

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- c. The student shall be entitled to be accompanied by a person of his or her own choosing from the College community to assist in the proceedings or by counsel at the student's expense. An attorney or advisor, if present at the request of the student, may be present to counsel the student, but may not directly participate in the hearing by making oral presentations or arguments, examine or cross-examine a witness, or object to testimony of a witness or to introduction of other evidence.
 - d. The student shall be entitled to ask questions of the hearing panel or any witnesses.
 - e. The student shall be entitled to an expeditious hearing of the case.
 - f. Hearings are closed to the public.
 - g. An audio recording of the hearing will be made and kept by the College consistent with document retention schedules.
 - h. The student shall be entitled to an explanation in writing of the reasons for any decisions rendered against him/her and the discipline imposed, and shall be given access to the hearing panel's decision for his/her personal records.
5. The hearing panel designated by the College shall be composed of College administrators, faculty, staff, and/or students. Such selection shall be at the approval of the President or designated Vice President or Dean as designated by the President. Individuals serving on this panel need not be disqualified because they have superficial knowledge of the background of the case, or because they may know the participants. The basic test shall be whether or not the panelist can judge the case fairly, without bias or prejudice, and solely on the evidence presented.
 6. The hearing panel shall be the decision-making body acting independent of the President.
 7. Technical rules of evidence or procedure need not be employed in hearing proceedings. A student's misconduct shall be determined by a preponderance of the evidence (i.e., it is more likely than not that misconduct occurred). Hearing decisions need not be unanimous. A simple majority vote shall be sufficient. Hearsay evidence is not required to be excluded, but a finding of misconduct on hearsay evidence alone is not appropriate in hearings, including a serious disciplinary case such as suspension or expulsion.
 8. Members of the hearing panel shall have the opportunity to examine the case file beforehand, and to question the accused and witnesses at the hearing.
 9. The student shall be notified of his/her right to appeal the decisions of the hearing panel to the Vice President or Dean responsible for Student Affairs as designated by the President ~~Vice President responsible for Student Affairs~~. Appeals must be in writing and are due to the Vice President designated administrator within five (5) class days after the student received the hearing panels' decision. If the ~~Vice President~~ designated administrator was a member of the hearing panel, this step of the appeal process is not applicable and the student may appeal directly to the President. Appeals ~~to the Vice President~~ must be based on one (1) of the following grounds:
 - a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

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- d. Substantive new information is available that was not available at the hearing.
10. The student shall be notified of his/her right to appeal the decisions of the ~~Vice President~~designated administrator to the President, who has final authority. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the President. Appeals to the President are due within five (5) class days after the student receives the ~~Vice President~~designated administrator's decision. Appeals to the President must be based on one (1) of the following grounds:
- a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,
 - d. Substantive new information is available that was not available at the hearing.
11. Appeals of the President's decision may be submitted to the Chancellor but shall be limited to allegations that fair procedural process has not been provided in accordance with Board Policy 3200. Appeals to the Chancellor must be in writing and are due within five (5) class days after the student receives the President's decision. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the Chancellor.

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| Legal reference: | RRS 85-312 RRS 85-602 RRS 85-603 | State colleges; morals of the pupils; faculty; religious test forbidden Faculty, administrative staff, students; dismissal or expulsion; procedure Faculty, administrative staff, student; dismissal or expulsion; order; contents; service |
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Policy Adopted: 1/28/77
 Policy Revised: 6/5/93
 Policy Revised: 3/11/94
 Policy Revised: 4/11/03
 Policy Revised: 6/2/06
 Policy Revised: 3/28/08
 Policy Revised: 3/25/11
 Policy Revised: 4/20/12
 Policy Revised: 6/19/18
 Policy Revised: 9/12/19
 Policy Revised: 7/24/20
Policy Revised:

Attachment: Revisions to Board Policy 3200 (2951 : Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3210

Grievance Procedures -- Students

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BOARD POLICY

- Section 1. The grievance procedure set forth herein is designed to provide a method for a student to resolve a request or complaint with the College. Time lines should be adhered to unless modifications are agreed to by the parties to the grievance.
- Section 2. A grievance is defined to be a request or complaint by a student not covered under faculty or staff grievance procedures. Issues involving academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance and achievement, probation or suspension for which the College has established appeal procedures are not eligible for grievance under this policy. Issues of student misconduct for which appeal procedures are available pursuant to Board Policy 3200 are not eligible for the grievance procedure under this policy.
- Section 3. In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the grievant, the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies or practices that are alleged to have been violated, and the remedy that is sought.
- Section 4. The grievant shall, at his/her expense, have the right to assistance by a person of his/her own choosing from the College community, or to legal counsel in any step of the grievance procedure.

PROCEDURE

- Step 1 The grievant shall first discuss the grievance with the appropriate College administrator, faculty or professional staff member or with the person at the first level in the chain of command within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The college administrator, faculty or professional staff member or the person at the first level in the chain of command shall then have ten (10) working days in which to respond and give a written answer to the grievant.
- Step 2 A grievance not settled in Step 1 may be filed in writing with the appropriate person in the next level higher in the chain of command in accordance with Section 3 above to discuss and attempt to settle the grievance. If the grievance is with the school dean or department chair, the grievant shall discuss the matter with the Vice President responsible for Academic Affairs.
- Step 3 A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue shall be appealed to the Vice President responsible for Student Affairs or equivalent administrator^[AM1] as designated by the President, within ten (10) working days of the receipt of the response given in Step 2. The appeal shall include the written grievance and all responses given in the first two steps.

The Vice President responsible for Student Affairs or equivalent administrator as designated by the President may conduct a conference with the grievant.

Within ten (10) working days of receipt of the grievance the Vice President responsible for Student Affairs or equivalent administrator as designated by the President shall render his/her written decision. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to the next step within ten (10) working days.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3210

Grievance Procedures -- Students

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- Step 4 Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the President, within ten (10) working days of the receipt of the response in Step 3, by filing the grievance and all prior responses with the President.
 - Step 5 Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Chancellor, within thirty (30) working days of the receipt of the response in Step 4, by filing the grievance and all prior responses with the Chancellor. The Chancellor will only consider whether basic procedural fairness was offered. The Chancellor may request additional information from the grievant and the College in order to render a decision. The Chancellor will issue a written decision within twenty (20) working days after receipt of the appeal.
 - Step 6 If the grievant is not satisfied with the decision made by the Chancellor, the grievant may seek relief under applicable State and Federal laws.

Legal Reference:

RRS 85-306
RRS 85-604

State colleges; president; duties
Governing body; rules and regulations; adopt

Policy Adopted: 9/18/87
 Policy Revised: 6/5/93
 Policy Revised: 6/2/06
 Policy Revised: 3/28/08
 Policy Revised: 3/25/11
Policy Revised:

Attachment: Revisions to Board Policy 3210 (2951 : Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3300 Student Organizations;
Conduct & Discipline**

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BOARD POLICY

Students should be encouraged to participate in student government and other student organizations. A student organization is defined as a group of students joined together in pursuit of a common purpose, guided by a constitution or charter and officially recognized by the College pursuant to this policy. Student organizations are distinct and separate entities from the Colleges.

Each of the Colleges shall have structured student organizations, including an organized student government, which shall be the principal entity for student participation in the decision-making process of the College. The ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President will exercise authority over the conduct of all student organizations, including fraternities and sororities.

All student organizations shall comply with all applicable state and federal laws and regulations, Board policies and College rules with respect to the operation, activities, and membership of the organizations.

Only student organizations officially recognized by the College shall have the opportunity to access student activities fees with the approval of the Student Senate, and at the College's discretion, access to College resources at a free or reduced rate as set forth herein. Student groups not recognized by the College as student organizations under this policy are subject to the same policies and procedures applicable to any other outside community member.

Each College shall have a written process for the recognition and discipline of student organizations consistent with this Policy.

In order for a student organization to be recognized by the College it shall have a minimum number of student members as established by the College; an advisor who is an employee of the College; and a charter agreement and/or constitution that is approved by the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President. The organization shall provide to the College a copy of the charter agreement and/or constitution; a list of student officers; and written acknowledgement that the student officers have read and understand Board Policies 3100 and 3300. The Student Senate shall have an opportunity to review charter agreements and constitutions of all student organizations seeking College recognition and make recommendations to the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President. In the event the decision of the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President regarding a student organization's charter agreement and/or constitution is contrary to the recommendation of the Student Senate, the Student Senate may appeal the decision to the President.

In order to remain in good standing, each recognized student organization shall submit to the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President ~~or his/her designee~~ an annual registration on or before October 15th containing information required by the College, including, but not limited to, the following information:

- 1) A list of current officers;
- 2) Total number of members as of October 1st;
- 3) Name(s) of advisor(s);
- 4) Name(s) and a description of duties of volunteer(s) providing assistance to student organizations on a routine and ongoing basis; acting in a capacity similar to those of an advisor and/or coach; intended to provide transportation for students; or are otherwise required to submit to a background check subject to this Policy; and
- 5) The current copy of its charter agreement and/or constitution or a certification that the copy on file is current.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3300 Student Organizations;
Conduct & Discipline**

Page 2 of 67

A copy of the prior year's registration shall be provided to the Student Senate by the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President or his/her designee.

Annually the College shall provide the following to the officers and advisor for each recognized student organization:

- 1) A copy of Board Policies 3100, 3300 and any other relevant policies;
- 2) Applicable College rules, procedures, and forms; and
- 3) Recommended practices regarding cash handling, accountability, and record keeping.

The Student Senate may establish requirements for student organizations as a condition of eligibility to receive student activity fees, so long as the requirements are consistent with Board Policies. The Student Senate may request that the College revoke recognition of a student organization for failing to comply with established requirements and/or Board Policies.

Constitution/Charter Agreement

All new charter agreements and/or constitutions and any revisions to existing charter agreements and/or constitutions must be approved by the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President. Charter agreements and/or constitutions for recognized student organizations must comply with all applicable state and federal laws and regulations, Board policies and College rules, including the College's non-discrimination policy. The charter agreement and/or constitution of an organization must affirmatively state that membership in the organization is open and the organization will not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. An organization exempt under Title IX may maintain its single-gender membership and may modify the non-discrimination statement in its charter and/or constitution to reflect its exempt status.

Advisors

Each recognized student organization shall have an advisor who is an employee of the College.

Advisors may be assigned by the College to assist a particular recognized student organization; or, advisors may work with the recognized student organization in a volunteer capacity as service to the College, community, and profession, if approved as a volunteer by the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President. Advisors are presumed to be working within the course and scope of their employment when performing the duties of an advisor, regardless of whether they are working in a volunteer capacity.

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

An advisor is not required to accompany a student organization while traveling. However, a student organization may request that an advisor accompany the student organization when traveling. A student organization may also be required by the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President to be accompanied by an advisor when traveling, if warranted by individual circumstances. All travel by an advisor must be approved pursuant to established Board and College rules and procedures.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3300 Student Organizations; Conduct & Discipline

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Volunteers

A “volunteer” is any individual who chooses to perform services without compensation or expectation of compensation at the direction of, and on behalf of, a student organization. A member of the student organization is not considered a volunteer. Advisors who are volunteers are governed by Board Policy 5025.

Student organizations are responsible for the training and supervision of their volunteers. A volunteer who provides assistance in person to student organizations on a routine and ongoing basis; and acts in a capacity similar to those of an advisor and/or coach shall be subject to a criminal background check at the expense of the student organization.

A student organization may submit a request to the College that a volunteer driver be authorized to operate a state owned vehicle pursuant to Board Policy 7020. The volunteer cannot be a student. The College is not responsible for finding a volunteer on behalf of the student organization. The volunteer would be a volunteer on behalf of the College subject to Board Policy 5025 for purposes of operating a state vehicle and required to satisfy all requirements set forth in Board Policy 7020. Approval of the volunteer is entirely within the discretion of the College.

Funding

Student organizations may receive funds from the following sources:

- Student activity fees in an amount to be determined by the Student Senate of the College; and
- Donations from individuals, businesses, or other entities and proceeds from fundraising activities conducted in compliance with this policy.

Student organizations shall not receive any College or Foundation funds.

Nothing herein shall prohibit the College from working with student organizations to co-fund activities or events for students. Any activities, or events co-funded by the College and one or more student organization shall be open to any qualified student and not limited to members of the student organization. An event or activity attended solely by members of the student organization(s) involved, cannot be co-funded by the College. Plans to co-fund an activity or event, must be in writing and specifically identify the costs to be paid by the College and by the student organization(s). If a contract requires payment from both the College and the student organization, the portion to be paid by the student organization must be paid from student activity fees.

To the extent the College and the student organization(s) are co-funding transportation costs associated with a co-funded activity or event, any portion of the costs allocated to the student organization(s) must be paid from student activity fees.

Travel expenses for advisors traveling with student organizations may be paid by the College or by the student organization. Reimbursement of expenses cannot be made directly to the advisor from the student organization. All travel expenses for advisors must be done through normal College procedures.

College Resources

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

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3300 Student Organizations;
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Contracts

All student organizations wishing to enter into agreements or contracts with persons, corporations or organizations, external to the College community, must have approval by the College Vice President for Administration and Finance, or his or her designee, prior to entering into such an agreement or contract in order to ensure that (a) the contract does not create inappropriate or unanticipated liability for the College and the Board of Trustees; (b) if the student organization intends to utilize its student activity fees, the use of the fees is appropriate and sufficient funds exist to cover the cost of the contract, and (c) if the contract includes the utilization of College facilities and/or resources, that the student organization has complied with all requirements for the use of such facilities and/or resources. The appropriate student organization officer shall sign contracts on behalf of the student organization. The College shall not sign contracts on behalf of student organizations. However, contracts that include the utilization of College facilities and/or other resources of the College for an event must be approved in advance and also be signed by the College President or Vice President for Administration and Finance.

Finances

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

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

Fundraising Activities

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

Only recognized student organizations may conduct fundraising on campus. Permission for conducting fundraising activities must be obtained in advance by completing the required College form and obtaining necessary College approvals.

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

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

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

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Insurance

The Board of Trustees' insurance coverage for each College does not extend to student organizations. Student organizations should conduct business with that understanding and must accurately represent their insurance status to organization members and outside entities. However, all co-funded activities and events, are to be considered College activities and events for insurance purposes unless otherwise agreed to in writing by the College and the student organization(s) involved.

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

Student Organization Misconduct

Student organization misconduct which may rise to sanctions includes:

- 1) Failure to comply with applicable state laws and regulations, federal laws and regulations, Board policies and/or College rules;
- 2) Engaging in conduct which constitutes student misconduct as outlined in Board Policy 3100; or
- 3) Creating, supporting, or fostering an environment which allows, encourages, or otherwise contributes to student misconduct as outlined in Board Policy 3100.

Reports of any student organization misconduct should be referred to the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President. When the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President receives a verbal or written report or otherwise becomes aware of a student organization's alleged misconduct, the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President or his/her designee will conduct an investigation. Student organizations are encouraged to self-report misconduct and take affirmative steps to address misconduct. Nothing herein shall prevent the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President from conducting an initial inquiry to determine whether sufficient information exists to warrant an investigation. Allegations of sex harassment or sexual violence shall be addressed as described in Board Policy 3200; Sexual Violence or Sexual Harassment, Reporting, Policies and Procedures.

Investigation and Discipline

In conducting the investigation, the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President or his/her designee shall:

- 1) Notify the College President of the allegations;
- 2) Notify the leadership of the student organization and the national organization, if any, in writing of the general nature of the alleged misconduct and that an investigation will be conducted;
- 3) Interview student organization leadership, witnesses, and any individuals involved in the conduct at issue; and
- 4) Collect any physical evidence available, including, but not limited to, photos, video or documents.

The student organization leadership may admit the alleged misconduct and voluntarily subject itself to the discipline of the ~~Vice President responsible for Student Affairs~~ Vice President of Dean responsible for Student Affairs as designated by the President.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3300 Student Organizations;
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Upon completion of the investigation, the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President will review the information regarding the alleged misconduct. In determining whether or not misconduct has occurred, the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President will use the preponderance of evidence standard of proof. A preponderance of evidence means that it is more likely than not that misconduct occurred.

Upon completion of his or her review, the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President shall issue a finding that:

- 1) The alleged misconduct is not substantiated and no further action is necessary; or
- 2) The alleged misconduct is substantiated and sanctions will be levied against the student organization.

If the misconduct is found to be substantiated, the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President shall determine the appropriate sanction to be levied against the organization. In determining the appropriate sanction, the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President should consider the nature and severity of the misconduct; whether the student organization self-reported the misconduct; the willingness of the student organization to take responsibility for the misconduct; the level of cooperation received from the student organization in the investigation; and any other relevant facts.

The ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President shall notify the College President, the leadership of the student organization, and the national organization, if any, of his or her findings in writing. If the misconduct is found to be substantiated, the notice shall include the sanctions to be levied against the organization and the student organization's right to appeal the decision to the College President.

If it is determined that the organization's recognition is revoked, the notice shall state a specific period of time that must lapse before the organization can reapply for recognition and what actions must be taken prior to its application.

Action taken against the student organization does not preclude the College from taking disciplinary action against individual students pursuant to Board Policy 3100.

Appeal

A student organization may appeal a finding of misconduct and/or the sanctions imposed by the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President by submitting a written request for review including the grounds for the request to the College President within ten (10) days of the date of the decision. The request for review must be based upon one or more of the following grounds:

- 1) The ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President did not follow proper policy and procedure in conducting the investigation and rendering his or her decision;
- 2) The sanction is excessive;
- 3) The evidence does not support the decision; or
- 4) Substantive new information is available that was not available to the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President at the time of the investigation.

Should the leadership of the student organization appeal, the decision of the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President will remain in effect until the appeal is acted upon by the College President. The decision of the College President is final.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 3300 Student Organizations;
Conduct & Discipline****Page 7 of 7****Reinstatement from Probation or Suspension and/or Loss of Recognition**

An organization may apply to the ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President for reinstatement from probation or suspension and/or loss of recognition after the organization has taken steps to correct any action(s) that contributed to the probation, suspension and/or loss of recognition. The organization must demonstrate that it has satisfied all terms of the disciplinary sanctions imposed upon it.

The ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President may grant full reinstatement or recognition, deny reinstatement or recognition, or grant conditional reinstatement or recognition. The ~~Vice President responsible for Student Affairs~~Vice President of Dean responsible for Student Affairs as designated by the President shall notify the leadership of the student organization, the College advisor, the College President, and the national organization, if any, in writing of his or her decision and the basis for any denial.

Policy Adopted: 6/5/93
 Policy Revised: 3/25/11
 Policy Revised: 6/15/12
 Policy Revised: 3/15/13
 Policy Revised: 6/10/16
 Policy Revised: 11/17/17
 Policy Revised: 11/14/19
 Policy Revised: 1/14/20
Policy Revised:

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3650 Student Records

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BOARD POLICY

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. The Act provides for a student's right to review education records, the right to seek to amend those education records, and to limit certain disclosures of information from education records.

Education records means records that are directly related to a student and are maintained by the College or a party acting for the College.

Education records do not include the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record,
- Records of the security department of the College, subject to the provisions of 34 CFR§99.8.
- Records relating to an individual who is employed by an educational agency or institution, that:
 - (a) Are made and maintained in the normal course of business;
 - (b) Relate exclusively to the individual in that individual's capacity as an employee; and
 - (c) Are not available for use for any other purpose.

Note: records relating to a student who is employed as a result of his or her status as a student are education records.

- Records on a student that are:
 - (a) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - (b) Made, maintained, or used only in connection with treatment of the student; and
 - (c) Disclosed only to individuals providing the treatment. "Treatment" does not include remedial educational activities or activities that are part of the program of instruction at the College.
- Records created or received by the College after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
- Grades on peer-graded papers before they are collected and recorded by a faculty member.

Right to Review Education Records

With certain exceptions, a student has a right to review records which are directly related to him/her and are maintained by the College. A student request to see his/her file is to be sent to the office which maintains the file and will be honored within forty-five (45) days. Students must pay for the cost to make copies of any records. Parents of dependent students have the right to review information about their children, such as grades, bills, and other information without having to gain students' consent as long as dependency is documented to the College.

Releasing Information Pursuant to Student Consent

Except as authorized by this policy, non-directory information (as defined below) will be released only upon the written request of the student.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3650 Student Records

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When information is released from a student's file pursuant to the student's written consent, the consent document, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released, which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without the student's written consent.

Releasing Information Without Student Consent

Colleges may, upon written request, release non-directory personally identifiable education records without student consent in accordance with FERPA and federal regulations. A record of such releases to third parties must be maintained by the College. No consent from the student is required for the release of, or access to, an education record or personally identifiable information under the following circumstances:

- a) By school officials who have a legitimate educational interest. School officials include a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health center staff); a person serving on a board or committee; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his or her professional responsibilities for the College. This includes, but is not limited to, performing an administrative task outlined in that official's duties; performing a supervisory or instructional task directly related to a student or the College; or performing a service or benefit for the student or the College such as health care, job placement, security, residential services, the acquisition of learning materials or student financial aid.
- b) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- c) To organizations conducting studies for, or on behalf of, the College, in order to: (i) develop, validate, or administer predictive tests; (ii) administer student aid programs; or (iii) improve instruction.
- d) To accrediting organizations to carry out their accrediting functions.
- e) To parents of a student if the student is a dependent for IRS tax purposes.
- f) To comply with a judicial order or lawfully issued subpoena.
- g) To appropriate officials in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of students or other persons.
- h) To the victim and/or the general public the final result of a campus disciplinary proceeding involving a violent crime or non-forcible sex offense where the accused was found to have violated College rules or policies.

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POLICY: 3650

Student Records

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- i) To an official of another school, school system, or institution of higher education in which a student seeks or intends to enroll. Colleges shall provide access to education records of students who apply for admission and/or transfer within the NSCS whenever such records are requested by another NSCS College without obtaining student consent for such a release.
- j) Directory information, as described below.
- k) Other disclosures not listed above as permitted by FERPA and other applicable laws.

Directory Information

Colleges may disclose directory information relating to a student without violating FERPA, unless a student has restricted the disclosure of his/her directory information in the Student Information System. Directory information consists of:

- *Student's name*
- *Address (local, permanent, and electronic mail)*
- *Telephone numbers*
- *Participation in officially recognized activities and sports*
- *Weight, height and photographs of athletic team members*
- *Degrees, honors, and awards received*
- *Major field of study*
- *Dates of attendance (only beginning and end dates of semesters)*
- *Year in school*
- *Enrollment status (full/part-time)*
- *Date of graduation*
- *The most recent previous educational agency or institution attended*

Filing Complaints

Persons wishing to file complaints regarding this policy or its implementation may do so with the U.S. Department of Education. See the Vice President or Dean Responsible for Student Affairs as designated by the President for further information regarding such matters.

Legal Reference: 20 USC 1232g
 RRS 43-2101 Persons declared minors; marriage, effect
 RRS 84-712.05 (1) Records which may be withheld from public
 The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Policy Adopted: 1/28/77
 Policy Revised: 8/9/80
 Policy Revised: 6/5/93
 Policy Revised: 5/21/01
 Policy Revised: 3/31/06
 Policy Revised: 9/10/10
 Policy Effective: 7/1/12 Approved: 1/18/12
 Policy Revised: 4/25/14
 Policy Revised: 6/18/15 Effective Date: 7/1/15
 Policy Revised: 6/16/17 Effective Date 7/1/17
 Policy Revised: 11/14/19

Policy Revised:

Attachment: Revisions to Board Policy 3650 (2951 : Revisions to Board Policies 2550; 3020; 3100; 3200; 3210; 3300 and 3650)

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

June 17, 2021

ACTION: Approve New Athletics Program at Chadron State College

Board Policy 3710 Athletic: Program Guidelines <https://www.nscs.edu/policy-manual/detail/42-3710-athletics%3B%20program%20guidelines> establishes that “Any sports added to the athletic program, which are not now existing, require Board approval.” Pursuant to this policy Chadron State College is requesting Board approval to add Women’s Wrestling to the list of current varsity sports beginning with the 2021-22 season.¹ Participation in women’s wrestling is growing rapidly nationally and within CSC’s recruiting region. Women’s wrestling allows CSC to continue its progress in addressing gender equity issues in athletics through the third prong of the OCR test. The addition of women’s wrestling will enhance student enrollment by 30-35 students by 2023. Women’s wrestling fits well with our current men’s program.

¹Chadron State College currently offers six Men’s Sports including: Basketball, Football, Wrestling, Rodeo, Cross Country, and Track and Field. CSC currently offers seven Women’s Sports including: Basketball, Cross Country, Track and Field, Softball, Rodeo, Golf and Volleyball.

Growth of Women’s Wrestling

The growth of women’s wrestling in CSC’s region has been rapid. Although not yet a sponsored sport by Nebraska’s High School Activities Association, more than 200 individuals participated in the State Tournament sponsored by the Nebraska Scholastic Wrestling Coaches Association (NSWCA) in 2021. In Colorado, more than 400 athletes participated in a state championship. In addition, there is an unmet demand for collegiate programs as women’s wrestling grows nationally. (See attachments)

The NCAA identified women’s wrestling as an emerging sport in 2020. Currently, 44 NCAA schools sponsor women’s wrestling, 10 at Division II. The NCAA requires 40 schools to sponsor a sport before providing a championship. Currently 28 states sanction women’s wrestling including the regional states of Montana, South Dakota, Missouri, Kansas, and Colorado. The National Wrestling Coaches Association states, “There are approximately 28,000 women competing in high schools across the country. A typical women’s wrestling roster grows to about 30 participants by the third year.”

States that sanction Women’s Wrestling see a 400% increase in participation within two years of affiliation with their High School Activities Association. As Nebraska considers sanctioning again this year, CSC increases the capacity to recruit from the growing number of participants.

Gender Equity Compliance

Adding women’s wrestling will make Chadron State athletics compliant with Title IX rules on gender equity. Title IX requires one of three prongs to be satisfied, proportionality of participation, survey of campus interest in sports sponsorship, or adding a sport for an underrepresented sex. The addition of women’s wrestling complies with the third prong of the Office of Civil Rights compliance test. The college last added an underrepresented sport (softball) in 2006.

Enrollment

The addition of women's wrestling would bring 30-35 new students to campus. While emerging programs begin with 10-15 athletes, most grow quickly due to unmet need. Colorado Mesa found that they did not use their scholarship allocation in the first year due to the number of interested athletes. Colorado Mesa is in its third year as a program and has 35 participants.

Chadron State recruits would be new students, as women's wrestling participants possess specific wrestling skills and therefore would not likely come from our current student base. Women's wrestling can also enhance our institution's diversity. More than 30% of All Americans in the National Collegiate Women's Wrestling Championships were either Hispanic or African American.

Annual Budget & One-Time Costs

The annual budget includes salaries for a head coach and coaching assistant, scholarships, and comparable operational funding to men's wrestling. As the program grows, it is anticipated that scholarships will need to increase to attain the scholarship level of men's wrestling and compete for top athletes as other Women's Wrestling program are added in the conference and the region. This annual budget was developed by drawing from similar expenditures at Colorado Mesa and the current Men's Wrestling program at CSC.

Several one-time expenditures are also expected to expand Wrestling practice facility to accommodate men and women. This would include removing the dividing wall between the current wrestling room and adjacent dance instruction area. Padding to cover the walls in the dance area would be needed. Upgrades will also be necessary for existing facilities and showers in the Nelson Physical Activity Center (NPCA). The Athletic department will need to purchase a competition wrestling mat with women's markings. Total estimated one-time costs are expected to be \$20,000.

Timeline

Hiring a head coach is CSC's first priority with a goal of filling the position in late June to early July. Depending on the date of hire, recruiting would begin immediately for the 2021-22 academic year.

Summary

Adding women's wrestling allows Chadron State to lead in the development of women's wrestling at the NCAA Division II level. It addresses gender equity in the department, contributes to diversity, and will provide 30-35 additional students to the institution on limited scholarships.

The System Office and Chadron State College recommend approval of the New Athletics Program at Chadron State College.

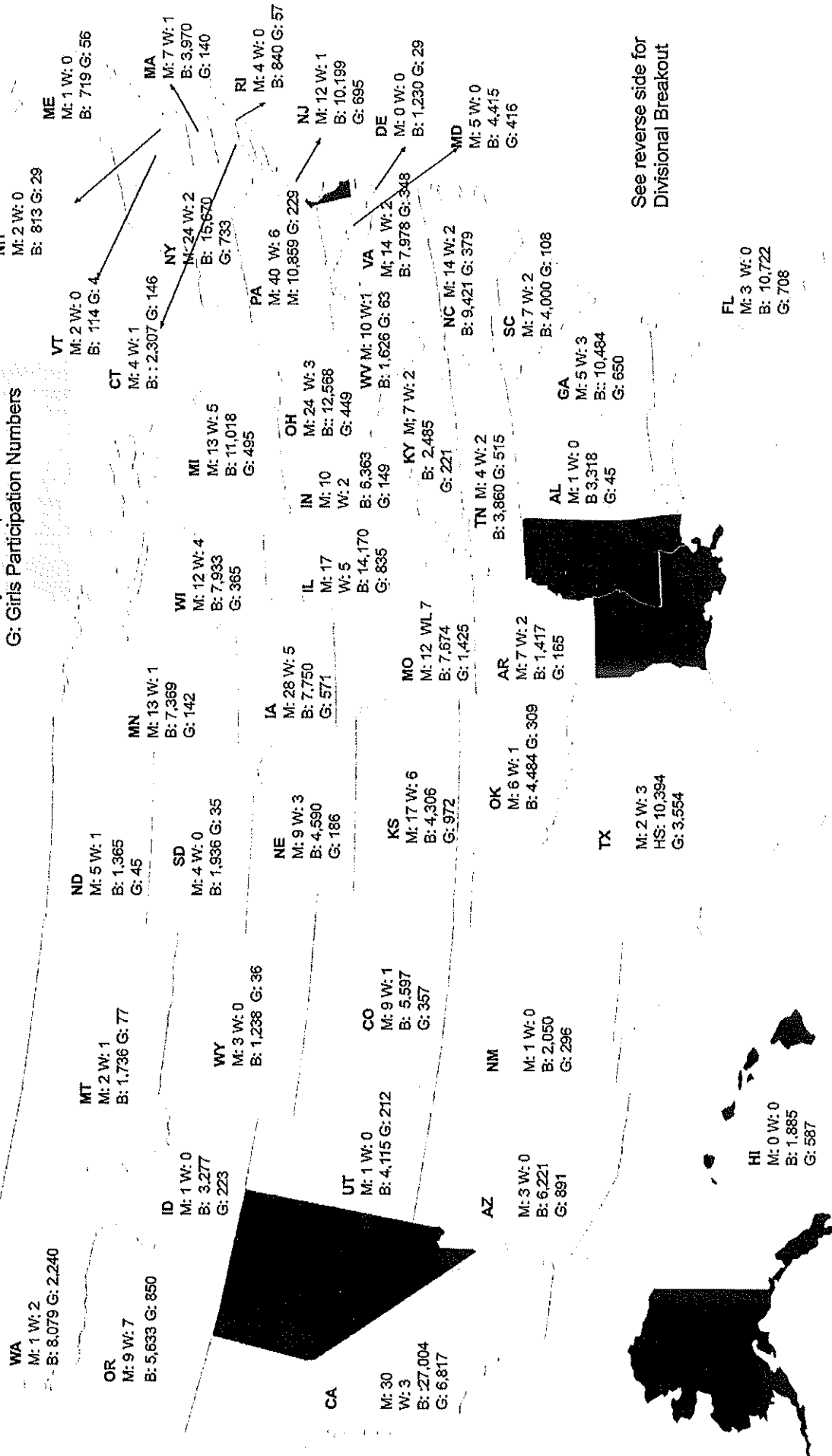
ATTACHMENTS:

- CSC Womens Wrestling Demographics (PDF)

College Wrestling Programs versus High School Participation

KEY:

- M: Men's College Programs
- W: Women's College Programs
- B: Boys Participation Numbers
- G: Girls Participation Numbers



See reverse side for
Divisional Breakout

1. High School Participation Numbers are Based off the 2018-19 NFHS Participation Report or NWCA Weight Management Reporting 2. Red - States with no 4 year collegiate programs
3. DI - NCAA Division I, DII - NCAA Division II, DIII - NCAA Division III, NAIA - NAIA 4. There is also 1 Division I Program in Washington DC, 1 Division II Men's Program and 1 Women's Program in British Columbia

| State | Boys | DI | DII | DIII | NAIA | JC | Total | State | Girls | DI | DII | DIII | NAIA | JC | Total |
|-------|--------|----|-----|------|------|----|-------|-------|-------|----|-----|------|------|----|-------|
| AL | 3318 | 0 | 0 | 1 | 0 | 0 | 1 | AL | 45 | 0 | 0 | 0 | 0 | 0 | 0 |
| AK | 1600 | 0 | 0 | 0 | 0 | 0 | 0 | AK | 341 | 0 | 0 | 0 | 0 | 0 | 0 |
| AR | 1417 | 1 | 1 | 1 | 3 | 1 | 7 | AR | 165 | 0 | 0 | 1 | 1 | 0 | 2 |
| AZ | 6221 | 1 | 0 | 0 | 2 | 0 | 3 | AZ | 891 | 0 | 0 | 0 | 0 | 0 | 0 |
| BC | 0 | 0 | 1 | 0 | 0 | 0 | 1 | BC | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| CA | 27004 | 5 | 1 | 0 | 4 | 20 | 30 | CA | 6817 | 0 | 0 | 0 | 3 | 0 | 3 |
| CO | 5597 | 2 | 5 | 0 | 0 | 2 | 9 | CO | 357 | 0 | 1 | 0 | 0 | 0 | 1 |
| CT | 2307 | 1 | 0 | 3 | 0 | 0 | 4 | CT | 146 | 1 | 0 | 0 | 0 | 0 | 1 |
| DC | 183 | 1 | 0 | 0 | 0 | 0 | 1 | DC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DE | 1230 | 0 | 0 | 0 | 0 | 0 | 0 | DE | 29 | 0 | 0 | 0 | 0 | 0 | 0 |
| FL | 10722 | 0 | 0 | 0 | 3 | 0 | 3 | FL | 708 | 0 | 0 | 0 | 0 | 0 | 0 |
| GA | 10484 | 0 | 1 | 0 | 4 | 0 | 5 | GA | 650 | 0 | 1 | 0 | 2 | 0 | 3 |
| HI | 1885 | 0 | 0 | 0 | 0 | 0 | 0 | HI | 587 | 0 | 0 | 0 | 0 | 0 | 0 |
| IA | 7750 | 3 | 1 | 9 | 9 | 6 | 28 | IA | 571 | 0 | 0 | 0 | 4 | 1 | 5 |
| ID | 3277 | 0 | 0 | 0 | 0 | 1 | 1 | ID | 223 | 0 | 0 | 0 | 0 | 0 | 0 |
| IL | 14170 | 4 | 1 | 7 | 2 | 3 | 17 | IL | 835 | 0 | 1 | 3 | 1 | 0 | 5 |
| IN | 6363 | 2 | 1 | 3 | 3 | 1 | 10 | IN | 149 | 0 | 0 | 1 | 1 | 0 | 2 |
| KS | 4306 | 0 | 2 | 0 | 7 | 8 | 17 | KS | 972 | 0 | 0 | 0 | 6 | 0 | 6 |
| KY | 2485 | 1 | 1 | 0 | 5 | 0 | 7 | KY | 221 | 0 | 0 | 0 | 2 | 0 | 2 |
| LA | 1922 | 0 | 0 | 0 | 0 | 0 | 0 | LA | 60 | 0 | 0 | 0 | 0 | 0 | 0 |
| MA | 3970 | 1 | 1 | 5 | 0 | 0 | 7 | MA | 140 | 0 | 0 | 0 | 0 | 1 | 1 |
| MD | 4415 | 2 | 0 | 2 | 0 | 1 | 5 | MD | 416 | 0 | 0 | 0 | 0 | 0 | 0 |
| ME | 719 | 0 | 0 | 1 | 0 | 0 | 1 | ME | 56 | 0 | 0 | 0 | 0 | 0 | 0 |
| MI | 11018 | 3 | 1 | 3 | 3 | 3 | 13 | MI | 495 | 0 | 2 | 2 | 1 | 0 | 5 |
| MN | 7369 | 1 | 4 | 3 | 0 | 5 | 13 | MN | 142 | 0 | 0 | 1 | 0 | 0 | 1 |
| MO | 7674 | 1 | 5 | 2 | 4 | 0 | 12 | MO | 1425 | 0 | 2 | 2 | 3 | 0 | 7 |
| MT | 1736 | 0 | 0 | 0 | 2 | 0 | 2 | MT | 77 | 0 | 0 | 0 | 1 | 0 | 1 |
| NC | 9421 | 7 | 4 | 1 | 2 | 0 | 14 | NC | 379 | 0 | 0 | 1 | 1 | 0 | 2 |
| ND | 1365 | 1 | 2 | 0 | 2 | 0 | 5 | ND | 45 | 0 | 0 | 0 | 1 | 0 | 1 |
| NE | 4590 | 1 | 2 | 1 | 5 | 0 | 9 | NE | 186 | 0 | 0 | 0 | 3 | 0 | 3 |
| NH | 813 | 0 | 0 | 2 | 0 | 0 | 2 | NH | 29 | 0 | 0 | 0 | 0 | 0 | 0 |
| NJ | 10199 | 3 | 0 | 4 | 0 | 5 | 12 | NJ | 695 | 0 | 0 | 1 | 0 | 0 | 1 |
| NM | 2050 | 0 | 1 | 0 | 0 | 0 | 1 | NM | 296 | 0 | 0 | 0 | 0 | 0 | 0 |
| NY | 15670 | 7 | 0 | 12 | 0 | 5 | 24 | NY | 733 | 0 | 0 | 1 | 0 | 1 | 2 |
| OH | 12568 | 4 | 5 | 13 | 2 | 0 | 24 | OH | 449 | 0 | 1 | 1 | 1 | 0 | 3 |
| OK | 4484 | 2 | 1 | 0 | 2 | 1 | 6 | OK | 309 | 0 | 0 | 0 | 1 | 0 | 1 |
| OR | 5633 | 1 | 0 | 1 | 4 | 3 | 9 | OR | 850 | 0 | 0 | 1 | 4 | 2 | 7 |
| PA | 10859 | 11 | 8 | 19 | 0 | 2 | 40 | PA | 229 | 0 | 2 | 3 | 0 | 1 | 6 |
| RI | 840 | 1 | 0 | 3 | 0 | 0 | 4 | RI | 57 | 0 | 0 | 0 | 0 | 0 | 0 |
| SC | 4000 | 2 | 4 | 0 | 1 | 0 | 7 | SC | 108 | 1 | 1 | 0 | 0 | 0 | 2 |
| SD | 1936 | 1 | 2 | 0 | 1 | 0 | 4 | SD | 35 | 0 | 0 | 0 | 0 | 0 | 0 |
| TN | 3860 | 1 | 2 | 0 | 1 | 0 | 4 | TN | 515 | 0 | 2 | 0 | 0 | 0 | 2 |
| TX | 10394 | 0 | 0 | 0 | 2 | 0 | 2 | TX | 3554 | 0 | 0 | 1 | 2 | 0 | 3 |
| UT | 4115 | 1 | 0 | 0 | 0 | 0 | 1 | UT | 212 | 0 | 0 | 0 | 0 | 0 | 0 |
| VA | 7978 | 4 | 0 | 7 | 1 | 2 | 14 | VA | 348 | 0 | 0 | 2 | 0 | 0 | 2 |
| VT | 114 | 0 | 0 | 2 | 0 | 0 | 2 | VT | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| WA | 8079 | 0 | 0 | 0 | 0 | 1 | 1 | WA | 2240 | 0 | 0 | 0 | 0 | 2 | 2 |
| WI | 7933 | 1 | 1 | 10 | 0 | 0 | 12 | WI | 365 | 0 | 0 | 4 | 0 | 0 | 4 |
| WV | 1626 | 1 | 7 | 1 | 1 | 0 | 10 | WV | 63 | 0 | 1 | 0 | 0 | 0 | 1 |
| WY | 1238 | 1 | 0 | 0 | 0 | 2 | 3 | WY | 36 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 278907 | 79 | 65 | 116 | 75 | 52 | 407 | Total | 28255 | 2 | 15 | 25 | 38 | 8 | 88 |

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

June 17, 2021

ACTION: **Approve Customer Relationship Management Software and Implementation Contract for Peru State College**

Board Policy 7015 requires that all contracts in excess of fifty thousand (\$50,000) be approved by the Board. In accordance with this policy, Peru State is requesting approval to enter into a contract for customer relationship management software and implementation in an annual amount not to exceed \$120,000.

The College published a request for proposal on December 22, 2020 to solicit sealed proposals from experienced firms to establish a three (3) year contract with up to two (2) additional one-year terms through competitive negotiation for providing customer relationship management software and implementation.

The contract will run from July 1, 2021 to June 30, 2024 with the option to extend for two (2) additional one-year terms through June 30, 2026.

The System Office and Peru State College recommend approval of the Customer Management Software & Implementation Contract for Peru State College.

ATTACHMENTS:

- PSC Liaison Contract (PDF)
- PSC Addendum - Liaison International LLC (PDF)

PERU STATE COLLEGE

ENROLLMENT MARKETING SUBSCRIPTION & SERVICES AGREEMENT

Attachment: PSC Liaison Contract (2921 : Customer Management Software & Implementation Contract for Peru State College)



ENROLLMENT MARKETING SUBSCRIPTION & SERVICES AGREEMENT

Agreement between:

LIAISON INTERNATIONAL LLC (“LIAISON”)

306 Main Street, Poughkeepsie, NY 12601

and

Board of Trustees of the Nebraska State Colleges dba: Peru State College (“PERU”)

P.O. Box 10, Peru, NE 68421-0010

The terms of this Agreement will be applicable only to the Enrollment Marketing Subscription & Services described herein and will in no way alter or affect the terms of any Enrollment Marketing Subscription & Services provided under any other Agreement.

Enrollment Marketing Subscription & Services (the “Campaign”)

PERU wishes to implement the Campaign in order to:

- Communicate with relevancy and targeted messaging
- Promote personal attention in all communications
- Automate and increase the speed of the response process
- Track all activity and interest
- Better qualify all prospective students who respond, from the first touch
- Differentiate PERU’s message and brand



Key Static Elements

The success or failure of PERU's Campaign is determined in large part by PERU's data. LIAISON works to leverage PERU's data to make PERU's Campaign as dynamic and relevant as possible. In order to ensure that all programming and creative elements will fit together, it is important that LIAISON receive sample data early.

Below is a listing of the static elements that LIAISON will use to make the Campaign a success.

Graphics

- Graphics Standards
- Graphics elements from current marketing materials
- High resolution logos (vector files preferred)
- PMS color IDs for marketing

Photography

- Photography used in current marketing efforts

Copy

- House Style (if applicable)
- Tag lines from current marketing materials
- Detailed copy points for each copy message

Data

- Clean database for program launch

Campaign Development and Deliverables

Phase One: *Consult, Digital Design Mock-up and Asset Collection*

Objective: Consult with PERU on the Campaign and the program elements. Collect initial assets. Create design comp for approval.

LIAISON's Responsibilities

- A. Program schedule
- B. Initial consulting meeting—present best practices for Campaign
- C. Design Mock-up —sample of design direction with initial assets
- D. Variable element list—list of all variable assets (photos, copy blocks, etc.)
- E. Visual asset list—representation of all variable design assets (photos, colors, etc.)

PERU's Responsibilities

- A. Attendance of key personnel at initial consulting meeting
- B. Return of requested information—offer definition, asset definition, etc. (especially campaign assets outlined in key variable and static elements)
- C. Approval of design mock-up
- D. Approval of variable element list
- E. Approval of visual asset list

Phase Two: *Print / Digital Design Mock-Ups and Asset Collection*

Objective: Design and write / edit copy for any print and digital collateral.

LIAISON's Responsibilities

- A. PDF and/or hard copy proofs of mailers, all emails, and microsite layouts
- B. Final visual asset list—includes all images to size used for production
- C. Deck of copy for included media (mailers, emails, microsite, etc.)

PERU's Responsibilities

- A. Approval of layouts
- B. Approval of visual asset list
- C. Approval of copy deck

Phase Three: *Programming and Composition*

Objective: Finalize all materials. *After approval, any subsequent changes will be invoiced for time and materials.*

LIAISON's Responsibilities

- A. Variable proofs of all media
- B. Live demonstrations of any micro-sites, emails, and data automation
- C. Campaign optimization for functionality and tracking

- D. LIAISON EMP access (subject to EMP subscription level)

PERU's Responsibilities

- A. Final, clean database with all records present
- B. Approval of variable proofs
- C. Approval of any live Personalized Microsite (PURLs) and emails
- D. Approval of all functionality
- E. Final overall campaign approval before production and launch

Phase Four: *Digital Production and Mailing*

Objective: Produce any variable-data media and micro-sites.

LIAISON's Responsibilities

- A. Program launch and management (e.g. mail drop, email blasts, micro-site activation)
- B. Real-time results tracking with LIAISON's EMP (Enrollment Marketing Platform)
- C. Email triggers

Phase Five: *Post Program Launch Analysis, Evaluation, and Optimization*

Objective: Review metrics and provide recommendations.

LIAISON's Responsibilities

- A. Ongoing access to LIAISON's EMP data system (subject to EMP subscription level)
- B. Post-Launch consultation meeting for campaign optimization

PERU's Responsibilities

- A. Report of initial program results
- B. Attendance at post-launch consultation meeting

Post-Launch EMP Access:

EMP User Credentials:

Once PERU's program has launched PERU will receive login credentials and instructions to access the **EMP (Enrollment Marketing Platform)**, subject to PERU's EMP subscription level. Subscriptions with Full Access to the portal will provide PERU with complete aggregate data broken down by overall response, response to individual questions, daily leads, demographics and link clicks. This data will provide PERU not only with a snapshot of PERU's program response rates, but also with the ability to review response trends.

Although PERU ultimately have control over how PERU's program runs, LIAISON's professionals will review the aggregate data to provide suggestions for ongoing campaign management.

Campaign Management Summary

LIAISON's Responsibilities

LIAISON agrees to provide reasonable access to personnel during development of the marketing strategy and implementation of the program. In summary, LIAISON will be responsible for the following:

- A. Managing the schedule and deliverables
- B. Managing schedules based on project plans
- C. Managing Best Practices for all deliverables
- D. Regular communication with full project team
- E. Execution of the Campaign
- F. Landing page and microsite hosting (if included)
- G. Response tracking and analysis

PERU's Responsibilities

PERU agrees to provide reasonable access to personnel during development of the marketing strategy and implementation of the program. In summary, PERU will be responsible for the following:

- A. Timely delivery of design elements for all assets*
- B. Timely delivery of clean student data*
- C. Timely approval on all deliverables*
- D. Attendance at campaign meetings
- E. Communication of program results not captured by campaign metrics
- F. Definition of offer to foster response yield (i.e. reason/offer to drive conversion)

** After approval, any subsequent changes will be invoiced at time and materials rates.*

Liaison Browser Requirements, Data Storage, Security, and Email Management

LIAISON strives to meet and exceed industry standard best practices regarding browser requirements, data storage, software programming, and email management. Data is central to LIAISON's business, and LIAISON recognize the importance of maintaining its integrity to LIAISON's clients.

Browser Requirements

For the backend LIAISON EMP (Enrollment Marketing Platform) system LIAISON supports the current and the immediately previous major releases of Google Chrome, Firefox, Internet Explorer, and Safari on a rolling basis. Each time a new version is released, LIAISON begins supporting that version and stop supporting the third most recent version.

LIAISON is committed to developing web applications that go beyond the limits of traditional software. LIAISON's engineering teams make use of new capabilities available in modern, up-to-date browsers. That's why LIAISON made the decision to support only modern browsers, which also provide improved security and performance.

LIAISON does make its best effort to have student facing webpages support older browsers, but will not do so at the expense of the user experience.

LIAISON EMP (Enrollment Marketing Platform) System Back Ups

The LIAISON EMP system has an automated full backup run every night. LIAISON stores this backup for 14 days, after which point the backup is permanently discarded. If any event occurs that necessitates a partial or full restore of any EMP data, a request must be made to LIAISON within this 14-day window or there is risk of losing the data. If a data restore is to be made, LIAISON will save the required data for the restore and provide a time and cost estimate. All data restoration work is billed at \$350 per hour.

FTP Server

LIAISON will provide one FTP site for the use of transferring assets (photos, design files, pdfs, etc.). Although the FTP site could also be used for transferring student data, this is not endorsed due to security concerns. LIAISON clients generally establish their own SFTP (Secure FTP) sites, but LIAISON can provide a dedicated SFTP site for transferring student data at an additional monthly charge.

Web Services Security

LIAISON web applications are hosted in a highly scalable cloud computing platform with high availability and reliability and include the following features:

Reliability

- Fully replicated databases for seamless switchover in case of failure
- Automatic scaling of web servers and services during periods of high demand
- Cloud based servers enable rapid recovery in case of failure
- Server Security
- Latest enterprise Linux operating system builds
- Latest server and database software builds and patches
- Industry standard firewalls



Software Security

- Reduced risk of SQL injection, cross-site scripting (XSS), server-side and client-side HTTP attacks, remote file include hacks, and additional threats
- End to end encryption of all personal data
- Constant monitoring of all services and systems

Emailing Service

- Enterprise-level, market-leading email gateway software (SMTP server)
- Latest authentication specifications (SenderID, SPF, Domain Keys, DKIM)
- All outbound email deliveries comply with policies for sender authentication
- Delivery policy management (simultaneous connections, delivery throttling, retry and bounce period, invalid address and opt-out management) to ensure server reputation.
- Real-time reputation monitoring
- Delivery reporting

Schedule

After LIAISON receives a copy of this signed Agreement, LIAISON will develop a program schedule for both LIAISON and PERU. Once the schedule has been approved by both LIAISON and PERU, both parties agree to use best efforts to meet all of their respective deadlines. Adhering to the program schedule is of paramount importance to ensure that Campaign launches on time.

In the event that PERU STATE COLLEGE misses a deadline, LIAISON may move program launch dates back one business day for each business day PERU is late.

Subscription & Services

EMP Prospect

EMP Prospect delivers a complete communications platform directly integrated together with a learning CRM solution that will transform the effectiveness and efficiency of PERU's admissions office profoundly.

Data-Driven Personalization

The most successful admissions marketing campaigns involve highly sophisticated interactions across multiple channels driven by data from multiple data sources tied to precise audience segments. EMP gives PERU all the tools PERU need to deliver just the right message on just the right channel at just the right moment in email, text, web and print.

Marketing Automation

Use a single platform to manage and automate PERU's marketing campaigns, reduce PERU's dependence on IT and design teams, and get more analytical insight from PERU's marketing and lead generation efforts, and showcase their effectiveness and value.

Cross-Channel Campaign Management

Create, test, schedule, automate, and measure all PERU's cross-media campaigns - email, text, web, and even personalized print. Create, edit, and deploy PERU's personalized, multi-page online landing pages in minutes. Set up auto-responders and build forms on the fly.

CRM & Analytics

A 360-degree view of all key information about PERU's prospects is essential, from interaction history to parent detailed information. All that information is displayed in a user-friendly system that allows PERU's reps to maximize their time. Real-time actionable analytics enable PERU to qualify and spotlight PERU's leads, and give attention where attention is needed most. With EMP Prospect, PERU can be everywhere at once, 24 hours a day, with the perfectly customized marketing plan that engages students on their level.

Personalized Microsite (PURL) / Online Viewbook

A completely branded and personalized, on-demand URL that is launched upon form submission or accessed via a link that is emailed or sent to students in print materials. PURL pages may be updated to reflect any stage of a prospective student. Dynamic form-fills and variable online viewbooks display major information, sport, club, activity, financial aid, and other information; variable video, trackable links, and trackable social media embedded on home pages. All content is easily managed within the EMP platform. Email opens and microsite interactions also are tracked and ranked in the EMP.

Event Module

All events are managed using the Event Module - a dynamic event portal that can manage all types of events, on or off campus, large paid events, single visits, even online events. Events are easily managed within the EMP platform, and registration fees or other associated costs can be collected with EMP PayPal or Authorize.Net payment integration.

Agreement Length

Three Year Agreement

This is a 3-year Agreement with two 1-year options to extend.

Subscription, Service, and Campaign Management costs will be billed per “Payment Terms” on page 16 in the Agreement. See the ‘*Annual Enrollment Marketing Pricing Summary*’ in the pricing section for a complete description of what is included in the annual payment of \$68,950.

Any per record charges shall remain the same throughout the Agreement term. Any variable cost estimates provided below are estimates only, based upon the estimated quantities provided, and are offered for budgeting purposes.

See an Estimated Variable Cost breakdown by Campaign in the ‘*Annual Enrollment Marketing Pricing Summary*’ for quantity and cost assumptions. Actual variable costs will be determined based upon the actual number of records produced and the established per record pricing.

| | | |
|-------------------------|----------------|-------------------------------------|
| Agreement Years: | Year 1: | July 1, 2021 – June 30, 2022 |
| | Year 2: | July 1, 2022 – June 30, 2023 |
| | Year 3: | July 1, 2023 – June 30, 2024 |

| | | |
|---------------------------|------------------|-------------------------------------|
| Options to Extend: | Year (4): | July 1, 2024 – June 30, 2025 |
| | Year (5): | July 1, 2025 – June 30, 2026 |

Termination

This Agreement may be canceled by either party upon thirty (30) days’ written notice before the commencement of the next Agreement Year. Additionally, this Agreement may be cancelled by PERU upon seven (7) days written notice due to circumstances beyond PERU’s control, such as public health or safety concerns or other extenuating circumstances. In the event of termination by PERU during an Agreement Year, no pro-rata refund will be provided. Additionally, PERU will owe LIAISON a termination fee of \$7,320.00 for termination after Year 2 and \$12,260.00 for termination after Year 1.

Pricing and Costs

This Agreement includes cross-media fulfillment and communications for specific segments of **PERU**. LIAISON is offering the combination of fixed pricing and price per piece for this communication plan as follows:

Annual Enrollment Marketing Pricing Summary for PERU

| Annual Contracted Software, Services and Campaign Management | 3-Year Pricing | |
|---|---------------------------------------|------------------------------------|
| Fixed Annual Payment | \$76,450.00 | |
| Discounts: | | |
| Multi-Year Agreement | -\$4,000.00 | |
| Visit Postcard Bundle Set-Up/Re-fresh | -\$2,000.00 | |
| Complimentary Spam Checker | -\$1,500.00 | |
| Fixed Annual Payment After Discount | \$68,950.00 | |
| <i>Fixed Payment Includes:</i> | | |
| Subscription Components | | |
| EMP Prospect (Marketing Platform + CRM; Client Full Access) | | |
| Add Event Module | | |
| Unlimited SPAM Checker | | |
| Set-Up/Service & Deliverables | | |
| | <u>Hours Year 1</u> | <u>Hours Per Year (after Yr 1)</u> |
| Refreshing PURL pages in first year; maintenance | 45 | 30 |
| Search/Lead Generation Campaign | | |
| Letter - 8.5x14 Folded in 6x9 2-Color Window Envelope | <i>Search Letter (relaunch)</i> | |
| Design, copywriting and programming for the following campaign components | | |
| <i>(all include complimentary email set-up for up to 10 unique emails; digital included if noted)</i> | | |
| Inquiry Response/Nurture | | |
| Brochure - Paper Max: 11x17; Finished size varies (100# text; Glassine) | <i>MyBrochure (refreshed)</i> | |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Underclass Response (relaunch)</i> | |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Requalification (relaunch)</i> | |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Parent Nurture (relaunch)</i> | |
| Visit/Event Promotion | | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 1 (refreshed)</i> | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 2 (refreshed)</i> | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 3 (refreshed)</i> | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 4 (refreshed)</i> | |
| Drive to Apply | | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Drive to Apply (refreshed)</i> | |
| Accepted Student Nurture/Yield | | |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Yield Postcard (refreshed)</i> | |
| Marketing Platform | | |
| <ul style="list-style-type: none"> o Student personalized microsites/URLs to follow student from inquiry to enrollment o Hosting o Branded, trackable form fills o Enrollment tracking portal | | |
| Full CRM Functions | | |
| <ul style="list-style-type: none"> o Reporting o Behavioral Analytics o Student Checklists o Workflow Management o Goal Tracking | | |
| • Event Management Module | | |
| Set-up, service, support and training | | |
| <i>Additional hours billed at \$250/hour.</i> | | |
| <i>Clients with software access receive up to 8 hours of complimentary training in first year.</i> | | |
| <i>Subscription Limits (Annually): 2 Million Emails; 3000 Text Messages; 2000 Voice Messages.</i> | | |
| <i>Additional emails billed at \$.01 each; pricing for text and voice available upon request.</i> | | |

Attachment: PSC Liaison Contract (2921 : Customer Management Software & Implementation Contract for Peru State College)



| Campaign Production & Printing** | | Price Per Record | Est. Quantity | Estimated Total |
|--|---------------------------------------|------------------|---------------|---------------------|
| Campaigns (All include emails sent to relevant students; digital included if noted) | | | | |
| <u>Search/Lead Generation</u> | | | | |
| Letter - 8.5x14 Folded in 6x9 2-Color Window Envelope | <i>Search Letter (relaunch)</i> | \$0.75 | 15,000 | \$11,250.00 |
| <u>Inquiry Response/Nurture</u> | | | | |
| Brochure - Paper Max: 11x17; Finished size varies (100W text; Glassine) | <i>Mybrochure (refreshed)</i> | \$2.35 | 2,000 | \$4,700.00 |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Underclass Response (relaunch)</i> | \$0.60 | 1,500 | \$900.00 |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Requalification (relaunch)</i> | \$0.60 | 500 | \$300.00 |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Parent Nurture (relaunch)</i> | \$0.60 | 2,000 | \$1,200.00 |
| <u>Visit/Event Promotion</u> | | | | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 1 (refreshed)</i> | \$0.49 | 1,500 | \$735.00 |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 2 (refreshed)</i> | \$0.49 | 1,500 | \$735.00 |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 3 (refreshed)</i> | \$0.49 | 1,000 | \$490.00 |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Visit Event 4 (refreshed)</i> | \$0.49 | 1,000 | \$490.00 |
| <u>Drive to Apply</u> | | | | |
| Oversized Postcard (5x14 or 7x12, bulk) | <i>Drive to Apply (refreshed)</i> | \$0.49 | 3,600 | \$1,764.00 |
| <u>Accepted Student Nurture/Yield</u> | | | | |
| Oversized Postcard On-Demand (5x14 or 7x12) (Limited Variable) | <i>Yield Postcard (refreshed)</i> | \$0.60 | 500 | \$300.00 |
| **Campaign production and printing cost is variable and billed monthly, based on actual quantity printed. Postage not included in pricing; billed as accrued. | | | | |
| Annual Campaign Services (Estimated Variable Cost) | | | | \$ 22,864.00 |
| Total Estimated Annual Payment (Fixed and Variable) | | | | \$ 91,814.00 |

The Agreement is not to exceed \$120,000 per fiscal year in Fixed Fiscal Annual Payment and Annual Campaign Services.

Attachment: PSC Liaison Contract (2921 : Customer Management Software & Implementation Contract for Peru State College)



Description of Services

Years 1-5 Include

EMP Subscription

Includes EMP subscription for 1 URL/Dept. for the specific EMP subscription purchased.

Subscription includes Tech Support as follows:

- Email and Phone support
- Response time within 2 business days depending on severity. See LIAISON Support Policy for details.

EMP Configuration & Annual Services

Consulting

- Annual Review Meeting
- Review Meetings & Other Consulting as Needed

Content

- Editing of Assets
- PURL page edits (Copy writing/editing, Design of Banners and Colors, Setup)
- Forms edits (Inquiry & Application Forms, Design of Banners, Copywriting, Setup)
- Rep Changes
- EMP Data Field changes
- SEM forms edits (Design of Banners, Copy writing)
- Checklists edits
- Sources edits
- Triggered to-dos edits
- Imports (initial loading of student data)
- Event edits (if applicable - Copy, Designs for SEM Banners, Setup)
- Other EMP Content as Needed

All of the above is limited to the number of hours indicated on the pricing page. After services are completed, unused hours can be used at PERU's discretion.

Does NOT include Campaign Management - see next page

| Year 1 Includes | Years 2-5 Include |
|--|---|
| <p>Campaign Management - Outreach and On-Demand Campaign Set Up</p> <p>For each contracted Campaign:</p> <ul style="list-style-type: none"> • Copy writing/editing for print piece and associated e-mails • Design for print piece and associated e-mails • Proofs for same up to a limit of 3 • Final review and approval of print and e-mails • Building groups to match campaign parameters • Adding campaigns to EMP and launching <p>Important Note - Once a campaign is launched, PERU may request reasonable changes to the campaign set up within 15 days after launch. After this initial 15-day period, any changes to campaign design and/or copy will incur additional charges. Changes that add to the cost will need to be in writing as agreement amendments.</p> | <p>Campaign Management - Outreach and On-Demand Campaign Maintenance</p> <p>For each contracted Campaign:</p> <ul style="list-style-type: none"> • Rolling over all outreach to new recruitment year on desired date • Re-building groups to match campaign parameters • Launching within EMP for new recruitment year • Date changes on campaign elements (example: changing dates on Visit Campaigns to match event dates for new year) • Rep changes within existing program logic <p>Important Note - Does NOT include changes to design and copy. Any changes to campaign design and/or copy not listed above will incur additional charges. Changes that add to the cost will need to be in writing as agreement amendments.</p> |



Payment Terms

Payment terms for EMP Software, Services, and Campaign Management Costs are as follows:

- Payment for year 1 in the amount of \$68,950 is as follows:
 - \$34,475 (50%) will be billed on or before June 18, 2021 and is payable per Nebraska Prompt Payment Act.
 - \$34,475 (50%) will be billed on or before July 15, 2021 and is payable per Nebraska Prompt Payment Act.
- Payment for years 2 and 3 (4 & 5 if extended) in the amount of \$68,950 is as follows:
 - \$34,475 (50%) will be billed on or before June 18th and is payable per Nebraska Prompt Payment Act.
 - \$34,475 (50%) will be billed on or before July 15th and is payable per Nebraska Prompt Payment Act.
- Variable Costs for Monthly Fulfillment Items (e.g., Monthly Postcards): To be billed monthly and paid per Nebraska Prompt Payment Act.
- All other items (example: Changes to Program) to be billed monthly and paid per Nebraska Prompt Payment Act.
- Postage to be billed monthly and paid per Nebraska Prompt Payment Act for Monthly Fulfillment Items.
- Delayed payment may delay other aspects of the campaign, including timely materials, which may hinder the success of the overall campaign. LIAISON reserves the right to suspend program element(s) for undisputed payments not paid in accordance with the Nebraska Prompt Payment Act. LIAISON will not be responsible for any delays caused by failure to make timely payments, nor for any damages caused by the suspension of program elements due to failure to make timely payments.

Terms of Service

The following terms of service are agreed upon between **PERU** and LIAISON for the deliverables outlined in this Agreement.

LIAISON represents and warrants that, to the best of its knowledge, the concepts, ideas and deliverables do not infringe upon any copyright, patent or proprietary right of others and LIAISON will indemnify and hold **PERU** harmless from any damage or loss arising from or relating to any breach of this warranty.

All data provided by PERU or on PERU's behalf will remain the property of PERU, including final reports of Campaign activity. This Campaign data and/or results will not be shared with any other party without the written permission of PERU. Upon request, LIAISON will enter into appropriate non-disclosure agreements. Any images, copy or styles provided by PERU will remain the property of PERU. LIAISON may de-identify any Campaign data received from PERU or generated by LIAISON and use the data or isolate certain values from the data and aggregate such values with data received from other sources, as well as other data that LIAISON controls or owns, for purposes of producing anonymous, aggregated data, provided that such values, de-identified data or aggregate data does not identify PERU as the source of the information or any specific individual.

LIAISON acknowledges that any records provided by PERU, relating to or concerning the program are educational records within the meaning of the Family Educational and Privacy Rights Act (FERPA) codified in 20 U.S.C. § 1232g, and shall not disclose such records except to **PERU** or to the student or in strict compliance with the provisions of FERPA and upon prior notice to the student and PERU.

Services performed by LIAISON hereunder will be completed in a professional and workmanlike manner by competent and qualified personnel and in compliance with all applicable laws and regulations. Except for the warranties expressly set forth above, all services and deliverables are provided "as is" without warranties of any kind, whether express, implied or statutory, and LIAISON expressly disclaims all implied warranties, including, without limitation, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. Further, LIAISON does not warrant, guarantee, or make any representations that any software developed through the performance of the services or delivered hereunder will be free from bugs or that its use will be uninterrupted or error-free, or make any other representations regarding the use, or the results of the use, of such software.

In no event shall LIAISON be liable under any contract, strict liability, negligence, tort or other legal or equitable theory for any indirect, consequential, incidental, special, punitive, exemplary or similar damages of any kind, including, without limitation, loss of profits, revenues or data, even if advised of the possibility of such damages in advance, or any costs of cover or substitute performance arising out of or relating to this Agreement. In no event shall LIAISON's liability arising from or relating to the performance of the services, regardless of form of action, under any legal or equitable theory, exceed the fees paid by **PERU** to LIAISON under this Agreement, even if LIAISON shall have been informed of the possibility of such damages.

Each Party shall defend, indemnify and hold harmless the other Party, including Affiliates and each of their respective officers, directors, employees, representatives, agents, successors and assigns from and



against Claims of Third Parties, and associated Losses, subject to the foregoing limitation of liability to the extent arising out of a material breach by a Party of any of its representations, warranties, covenants or agreements under this Agreement. Additionally, each Party shall defend, indemnify and hold harmless the other Party, including Affiliates and each of their respective officers, directors, employees, representatives, agents, successors and assigns from and against all Claims of Third Parties, and all associated Losses, to the extent arising out of a Party's gross negligence or willful misconduct in performing any of its obligations under this Agreement.

LIAISON will maintain during the term reasonable insurance covering its operations and the services provided hereunder, including, without limitation, cyber liability insurance. LIAISON will provide PERU with a certificate of insurance evidencing such coverage upon request.

PERU agrees to abide by LIAISON's Acceptable Use Policy for EMP, which is incorporated by reference and can be found here: <http://marketing.liaisonedu.com/aup/>.



This Agreement and attached Addendum contain the complete agreement between the parties regarding the services, and all previous and collateral agreements relating to the subject matter hereof are superseded. This Agreement shall be governed by the laws of Nebraska, without regard to its conflicts of laws principles. This Agreement may be executed by facsimile and in counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to be one agreement. This Agreement may be modified only by a written agreement signed by the authorized representative of each party.

Accounts Payable Contact Information at PERU:

Name: Dr. Jesse Dorman Email: jdorman@peru.edu
Phone: (402) 872-2224 Fax: (402) 872-2407

The undersigned have read and agreed to the terms and conditions contained in this Agreement.

PERU

By: _____
Name: Debbie A. White
Title: VP for Administration and Finance
Date:

LIAISON INTERNATIONAL LLC

By: _____
Name: John A. Collins IV
Title: VP, Accounting & Treasury
Date:



Attachment: PSC Liaison Contract (2021 : Customer Management Software & Implementation Contract for Peru State College)

Acceptable Use Policy – EMP

This Acceptable Use Policy (“AUP”) describes activities that are not allowed in connection with PERU’s use of the LIAISON EMP Services (“the Services”). The AUP is effective for any agreements or services contracted with LIAISON EMP and any use of LIAISON EMP is not permitted without agreeing to this AUP.

Capitalized terms used in this AUP and not otherwise defined herein shall have the meaning given in the Agreement.

Inquiries regarding this policy should be directed to empsupport@liaisonedu.com

Abuse

PERU may not use LIAISON EMP’s network or Services to engage in, foster, or promote illegal, abusive, or irresponsible behavior, including, but not limited to:

- Any activity or conduct that is likely to be in breach of any applicable laws, codes or regulations, including data protection and privacy laws and laws relating to unsolicited commercial electronic messages;
- Unauthorized access to or use of data, systems or networks, including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network;
- Monitoring data or traffic on any network or system without the express authorization of the owner of the system or network;
- Introducing intentionally, knowingly or recklessly, any virus or other contaminating code into the Services;
- Collecting or using information, including email addresses, screen names or other identifiers, by deceit, (such as, phishing, Internet scamming, password robbery, spidering, and harvesting);
- Use of any false, misleading, or deceptive TCP-IP packet header information in an email or a newsgroup posting;
- Distributing software that covertly gathers or transmits information about a user;
- Distributing advertisement delivery software unless: (i) the user affirmatively consents to the download and installation of such software based on a clear and conspicuous notice of the nature of the software, and (ii) the software is easily removable by use of standard tools for such purpose included on major operating systems (such as Microsoft’s “add/remove” tool);
- Any conduct that is likely to result in retaliation against the LIAISON EMP network or website, or LIAISON EMP’s employees, officers or other agents, including engaging in behavior that results in any server being the target of a denial of service attack (DoS);
- Any activity intended to withhold or cloak identity or contact information, including the omission, deletion, forgery or misreporting of any transmission or identification information, such as return mailing and IP addresses;
- Interference with service to any user of the LIAISON EMP or other network including, without limitation, mail bombing, flooding, deliberate attempts to overload a system and broadcast attacks;

- Using the Services in any manner that causes a telecommunications provider to complain about PERU's use or materially violates the following:
 - Industry standards, policies and applicable guidelines published by
 - The CTIA (Cellular Telecommunications Industry Association),
 - The Mobile Marketing Association, or
 - Any other generally recognized industry associations;
 - Telecommunications provider guidelines and usage requirements as communicated in writing by LIAISON EMP to PERU.
- Engaging in any unsolicited advertising, marketing or other activities prohibited by applicable law or regulation covering anti-spam, data protection, or privacy legislation in any applicable jurisdiction, including, but not limited to anti-spam laws and regulations such as the CAN SPAM Act of 2003, the Telephone Consumer Protection Act, and the Do-Not-Call Implementation Act.
- Using the LIAISON EMP Services in connection with unsolicited, unwanted, or harassing communications (commercial or otherwise), including, but not limited to, phone calls, SMS or MMS messages, chat, voice mail, video, or faxes
- Using the LIAISON EMP Services to receive, send or otherwise process Protected Health Information as defined by the Health Insurance Portability and Accountability Act of 1996 as amended, unless PERU have signed a Business Associate Agreement with LIAISON EMP or PERU's use of the LIAISON EMP Services fits within the "conduit" or some other exception for requiring a Business Associate Agreement.
- Communicating any information protected by FERPA, or any such regulations, in a non-compliant and/or insecure manner. This includes, but is not limited to, sending data files over non-secure routes (e.g. sending student files over email or non-secured FTP servers) and posting such data in a publicly accessible manner on MyViewbook pages (rather than requiring a credential login). LIAISON accepts no responsibility or liability for any protected data that is communicated in violation of this requirement.
- Violating or facilitating the violation of any local, state, federal, or foreign law or regulation, including, but not limited to, laws and regulations regarding the transmission of data or software and recording of phone calls and communications.
- Using the LIAISON EMP Services to record or monitor a phone call or other communication without securing consent from the participants to the phone call or other communication as required under applicable law (including, as applicable, California's Invasion of Privacy Act and similar laws in other jurisdictions).
- Using the LIAISON EMP Services in a manner that triggers a law enforcement, government, or regulatory agency to request the suspension of the LIAISON EMP Services to PERU and/or PERU's phone numbers.
- Using the LIAISON EMP Services to transmit any material that infringes the intellectual property rights or other rights of third parties.
- Having a high volume of unanswered phone calls or phone calls that are too short in duration (i.e., phone calls generally less than twelve (12) seconds in length).
- Any action which directly or indirectly results in any of LIAISON's IP space or shared domains being listed on any abuse database (i.e. Spamhaus, SURBL, etc.); or
- Any action that is otherwise illegal or solicits conduct that is illegal under laws applicable to PERU or to LIAISON EMP.

Offensive Content

PERU may not publish, transmit or store on or via the Services any content or links to any content that LIAISON reasonably believes:



- Constitutes, depicts, fosters, promotes or relates in any manner to child pornography, bestiality, non-consensual sex acts, or otherwise unlawfully exploits persons under 18 years of age;
- Publish, transmit or store any content or links to any content that is excessively violent, incites violence, threatens violence, contains harassing content or hate speech, creates a risk to a person's safety or health, or public safety or health, compromises national security or interferes with an investigation by law enforcement;
- Is unfair or deceptive under the consumer protection laws of any jurisdiction;
- Is defamatory or violates a person's privacy; or
- Is otherwise malicious, fraudulent, morally repugnant.

Mail Requirements

PERU must comply with the laws and regulations applicable to bulk or commercial email in PERU's jurisdiction. In addition, PERU's bulk or commercial email must meet the following requirements:

- PERU must have a Privacy Policy posted for each domain associated with the mailing;
- PERU must not obscure the source of PERU's e-mail in any manner;
- PERU must post an email address for complaints (such as abuse@yourdomain.com) in a conspicuous place on any website associated with the email, and PERU must promptly respond to messages sent to that address;
- PERU's intended recipients have given their consent to receive e-mail via some affirmative means, such as an opt-in procedure, and PERU can produce the evidence of such consent within 72 hours of receipt of a request by the recipient or LIAISON;
- PERU must use reasonable means to ensure that the person giving consent is the owner of the e-mail address for which the consent is given;
- PERU must honor revocations of consent, including inferred revocations due to extended periods of inactivity of greater than 90 days;

These policies apply to messages sent using the Services, or, if applicable, to messages sent from any network by PERU or any person on PERU's behalf that directly or indirectly refer the recipient to a site hosted via the Services. In addition, PERU may not use a third party e-mail service that does not practice similar procedures for all its customers. These requirements apply to distribution lists created by third parties to the same extent as if PERU created the list.

Vulnerability Testing

PERU may not attempt to probe, scan, penetrate or test the vulnerability of a LIAISON EMP system or network, or to breach the LIAISON EMP security or authentication measures, whether by passive or intrusive techniques.

Email & Phone Number Validation

Without limiting the application of any other provisions of this AUP, with respect to any of the Services' email/phone number validation features or functionality, PERU may not:

- Use the Services to verify the phone numbers/email address(es) of any person who has not affirmatively consented (i.e., opted-in) to, or who has not expressly opted-out from, receiving email or phone communications from PERU;
- Use the Services to validate phone numbers/email addresses that were purchased, rented or similarly obtained from a third party (i.e., third party email lists) without explicit records of individual consent complete with any limitations on or intention of phone number/email address usage; or
- Use the Services to harvest phone numbers/email addresses or otherwise determine the existence of unknown phone numbers/email addresses.

Intellectual Property and Other Proprietary Rights

PERU may not use LIAISON's Services in a manner that infringes on or misappropriates the rights of a third party in any work protected by copyright, trade or service mark, invention, or other intellectual property or proprietary information. For example:

- PERU may not use the Services to download, publish, torrent, distribute, use, or otherwise copy in any manner any text, music, software, art, image, or other work protected by copyright law unless PERU have permission from the owner of the work to use or copy the work in that manner, or PERU are otherwise permitted by established intellectual property law to copy or use the work or rights in that manner;
- PERU may not use the Services to publish content intended to assist others in defeating technical copyright protections; and
- PERU may not display another person's trademark without permission.

In addition, PERU may not use the Services to publish another person's trade secrets, or to publish information in violation of a duty of confidentiality. It is LIAISON's policy to terminate the services of customers who are repeat infringers in appropriate circumstances.

Cooperation with Investigations and Legal Proceedings

If LIAISON is legally required to permit any relevant authority to inspect PERU's content or traffic, PERU agree LIAISON can do so; provided however that, where possible without breaching any legal or regulatory requirement, LIAISON gives PERU reasonable prior notice of such requirement.

LIAISON may, without notice to PERU, report to the appropriate authorities any conduct by PERU that LIAISON believes violates applicable law, and provide any information LIAISON have about PERU, or PERU's users or PERU's traffic and cooperate in response to a formal request from a law enforcement or regulatory agency investigating any such activity, or in



response to a formal request in a civil action that on its face meets the requirements for such a request.

Excessive Usage of Shared System Resources

PERU may not use any shared system provided by Liaison EMP in a way that unnecessarily interferes with the normal operation of the shared system, or that consumes a disproportionate share of the resources of the system. PERU agree that LIAISON may quarantine or delete any data stored on a shared system if the data is infected with a virus, or is otherwise corrupted, and has the potential to infect or corrupt the system or other customers' data that is stored on the same system.

Conduct of Third Parties

PERU is responsible for violations of this AUP by anyone using PERU's Services with PERU's permission or on an unauthorized basis as a result of PERU's failure to use reasonable security precautions. PERU's use of the Services to assist another person in an activity that would violate this AUP if performed by PERU is a violation of the AUP.

PERU must use reasonable efforts to secure any device or network within PERU's control against being used in breach of the applicable laws against spam and unsolicited email, including where appropriate by the installation of antivirus software, firewall software and operating system and application software patches and updates. LIAISON's right to suspend or terminate PERU's Services applies even if a breach is committed unintentionally or without PERU's authorization, including through a Trojan horse or virus.

Miscellaneous

- PERU may only use IP addresses assigned to PERU by LIAISON EMP in connection with PERU's LIAISON EMP Services.
- PERU agree that if PERU register a DNS record or zone on LIAISON EMP managed or operated DNS servers or services for a domain of which PERU are not the registrant or administrative contact according to the registrars WHOIS system, that, upon request from the registrant or administrative contact according to the registrars WHOIS system, LIAISON EMP may modify, transfer, or delete such records or zones.
- PERU may not register to use any Services under a false name, or use an invalid or unauthorized credit card in connection with any Services.

Changes to the AUP

The Internet is still evolving, and the ways in which the Internet may be abused are also still evolving. Therefore, LIAISON may from time to time amend this AUP to further detail or describe reasonable restrictions on PERU's use of LIAISON's Services by publishing a revised version of the AUP at <https://marketing.liaisonedu.com/aup>, or in the event of a material adverse change to the AUP, by providing PERU thirty (30) days written notice.

The revised AUP will become effective as to PERU on the first to occur of: (i) PERU's execution of a new or additional agreement with respect to the Services that incorporates the revised AUP by reference, (ii) the first day of a renewal term for an Agreement that begins at least thirty (30) days after the time that the revised AUP has been posted, or (iii) thirty (30) days following LIAISON's written notice to PERU of a material change to the AUP.

If PERU's compliance with the revised AUP would adversely affect PERU's use of the Services, PERU may elect to terminate the Agreement by giving LIAISON EMP written notice of PERU's objection no later than thirty (30) days following the date that the revised AUP would otherwise have become effective as to PERU. LIAISON will not charge PERU an early termination fee for a termination on these grounds. If PERU elect to terminate, PERU may continue using the Services for up to an additional ninety (90) days and LIAISON will not enforce the revision as to PERU during this time, PERU will continue to be subject to the prior version. If PERU choose to terminate PERU's Services under this Subsection, LIAISON may decide to waive that change as to PERU and keep PERU's Agreement in place for the remainder of the term.

Consequences of Violation of AUP

LIAISON EMP may suspend, amend or terminate the Services without liability if:

1. LIAISON EMP reasonably believes that the Services are being used in violation of the AUP;
2. PERU don't cooperate with LIAISON's reasonable investigation of any suspected violation of the AUP;
3. There is an attack on the Services or PERU's Services are accessed or manipulated by a third party without PERU's consent;
4. LIAISON EMP is required by law or by a regulatory or government body to suspend the Services; or
5. There is another event for which LIAISON EMP reasonably believes that the suspension of the Services is necessary to protect the LIAISON EMP network or LIAISON's other customers.

No credit will be available under the AUP for interruptions of service resulting from any AUP violation and any additional fees, both one-time and recurring, incurred by LIAISON in the remediation of any AUP violation must be reimbursed.

This AUP has examples of restricted behavior, but does not list all restricted behaviors. Ultimately, LIAISON will decide whether PERU's use violates the AUP.

While LIAISON has done its best to make its AUP complete, readable, and understandable, please feel free to contact LIAISON’s support team at empsupport@liaisonedu.com with any additional questions.

Last revised: 2/10/2020



Board of Trustees of the Nebraska State Colleges dba: Peru State College (PERU) and LIAISON Addendum

The parties agree to the following terms:

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

Access to Records. LIAISON agrees to maintain complete records regarding the expenditures of funds provided by PERU under this Contract. LIAISON agrees to allow authorized representatives of PERU, the Board, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

Non-Discrimination. LIAISON agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. LIAISON further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, LIAISON certifies that LIAISON operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.

Use of Information; Property Ownership. LIAISON agrees that any and all information gathered in the performance of this Contract, either independently or through PERU or the State College System, shall be held in the strictest confidence and shall be released to no one other than to PERU, without prior written authorization of PERU. LIAISON agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for LIAISON, for any member of LIAISON's immediate family, or for any business with which LIAISON is associated except to the extent provided by this Contract.

LIAISON further agrees that any tangible property, produced, developed, prepared, or created under the terms of this Contract shall be the property of PERU. LIAISON hereby assigns and transfers to PERU all right, title and interest in and to any copyright in any copyrightable materials produced specifically for PERU under this Contract.

Unavailability of Funding. Due to possible future reductions in state and/or federal appropriations, PERU cannot guarantee the continued availability of funding for this Contract beyond the current fiscal year. In the event funds to finance this Contract become unavailable either in full or in part due to reductions in appropriations for a future fiscal year, PERU may terminate the Contract or reduce the consideration by notice in writing to LIAISON. The notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. PERU shall be the final authority as to the availability of funds. The effective date of Contract termination or reduction in consideration shall be the actual effective date of the elimination or reduction of appropriations. In the event of a reduction in consideration, LIAISON may cancel this Contract as of the effective date of the proposed reduction by written notice to PERU.

Technology Access. All contracts, that include provisions of technology products, systems, and services, including data, voice, and video technologies, as well as information dissemination methods, shall comply with the Nebraska Technology Access Standards adopted pursuant to Neb. Rev. Stat. §73-205. These Standards are available for viewing on the Web at <https://nitc.nebraska.gov/standards/2-201.pdf>, and are incorporated into this Contract as if fully set forth herein.

Designated PERU Representative. The designated PERU representative for purposes of monitoring and oversight of this Contract is:

Dr. Jesse Dorman

(402) 872-2224

jdorman@PERU.edu

| | | |
|-----------------------|-----------|---------------|
| | | |
| Typed or Printed Name | Telephone | Email Address |

Signatures.

LIAISON

PERU

SYSTEM OFFICE

| | | |
|--------------|---|--------------|
| Signature | Signature | Signature |
| Printed Name | Debbie A. White Printed Name VP for Administration and Finance | Printed Name |
| Title | Title | Title |
| Date | Date | Date |

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

June 17, 2021

ACTION: **Approve Clark Creative Group Contract for Wayne State College**

Board Policy 7015 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 formal bid or Request for Proposal (RFP) process is not required for such contracts consistent with Board Policy 7010 which establishes approved exceptions to the bidding process that include "emergency and sole source purchases with proper approval, advertising, software licensing renewals and software/hardware maintenance agreements, purchase from a previously competitively bid government or multi-state compact contract, including other state colleges and higher education institutions, or when the process has been established by the federal General Services Administration.

This advertising will run from August 30, 2021 through December 17, 2021 and January 17, 2022 through May 13, 2022. Previously Clark Creative Group provided creative services and advertising placement for the Nebraska State Colleges in 2016-2017; and provided Wayne State with advertising placement and monitoring services in 2017-2018, 2018-2019, 2019-2020, and 2020-2021.

The System Office and Wayne State College recommend approval of the Clark Creative Group Contract for Wayne State College.

ATTACHMENTS:

- WSC Clark Creative Contract (PDF)

For College Office Use Only:
Cost Center: 8116-200-200

Note: Contracts for Services are public records which are generally subject to statutory public disclosure and public website posting requirements.

CONTRACT FOR SERVICES

(Short Form)

Board of Trustees of the Nebraska State Colleges
Chadron State, Peru State, and Wayne State Colleges

This Contract is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College (the "College"), and Clark Creative Group, a marketing firm (the "Contractor").

The parties agree that the Contractor will perform the following work for the College as described herein in exchange for the financial consideration set forth below.

Note: The Contractor shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law.

Contract Terms.

Description of Services

Contractor shall provide advertising placement and monitoring services for radio, television, and digital platforms. Advertising services are detailed in Exhibit A (attached to and made a part of this Contract). Exhibit A shows total advertising services planned for undergraduate and graduate program marketing on radio, television, and digital platforms for 2021-22.

Payment Amount

Total compensation not to exceed \$355,000.00 to be paid as detailed in the Payment Terms section.

Payment Terms

College will make monthly payments upon receipt of invoices based on actual advertisements placed. Along with each invoice, Contractor shall provide flight details for completed television and radio advertising, which includes but is not limited to station, date, time, duration, and total cost of ads aired during that invoice period; and Contractor shall provide number of impressions delivered during the designated invoice period across each digital platform.

Dates for Service Commencement and Completion

August 30, 2021 to May 13, 2022.

New Employee Work Eligibility Status. One box below must be selected and marked.

- Employee Work Eligibility Status.** The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of

For College Office Use Only:
Cost Center: 8116-200-200

the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

- The Contractor is an individual or sole proprietorship. The Contractor must complete the “United States Citizenship Attestation Form,” available on the Department of Administrative Services website at: <https://das.nebraska.gov/materiel/docs/pdf/Individual%20or%20Sole%20Proprietor%20United%20States%20Attestation%20Form%20English%20and%20Spanish.pdf> . If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide US Citizenship and Immigration Services (USCIS) documentation required to verify the Contractor’s lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program. *The attestation form and USCIS documents (if applicable) must be attached to the Contract.*

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

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

Non-Discrimination. The Contractor agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, the Contractor certifies that the Contractor operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.

Technology Access. All contracts, that include provisions of technology products, systems, and services, including data, voice, and video technologies, as well as information dissemination methods, shall comply with the Nebraska Technology Access Standards adopted pursuant to Neb. Rev. Stat. §73-205. These Standards are available for viewing on the Web at <http://nitc.ne.gov/standards/2-201.html>, and are incorporated into this Contract as if fully set forth herein.

Confidentiality. Contractor acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. Contractor will utilize user data from the College only in the furtherance of this Contract. Contractor will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. Contractor will reimburse the College for any and all expenses incurred by the College as a result of a data breach of Contractor’s systems.

If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA) the Contractor agrees and acknowledges that Contractor is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at : <https://www.nscs.edu/policy-manual/detail/39-3650-student%20records>) and will take necessary steps to safeguard the confidential student information.

The Contractor further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

Designated College Representative. The designated College representative for purposes of monitoring and oversight of this Contract is:

| | | |
|-----------------------|--------------|------------------|
| Jay Collier | 402-375-7325 | jacolli1@wsc.edu |
| Typed or Printed Name | Telephone | Email Address |

Signatures:

CONTRACTOR

| | |
|-----------|---------------|
| Signature | Date |
| President | Melanie Clark |
| Title | Printed Name |

COLLEGE

| | |
|-----------|--------------|
| Signature | Date |
| President | Marysz Rames |
| Title | Printed Name |

SYSTEM OFFICE

| | |
|------------|--------------|
| Signature | Date |
| Chancellor | Paul Turman |
| Title | Printed Name |

Attachment: WSC Clark Creative Contract (2943 : Clark Creative Group Contract for Wayne State College)

Exhibit A

Recruitment Flight Dates: 8/30/21-12/17/21; 1/17/22-5/13/22
*Placement may be flighted within overall flight dates

Demographics Parents/Community (general undergraduate recruitment) Age 35-64
Teens/Traditional (general undergraduate recruitment) Age 16-19
Graduate Program recruitment Age 25-34

Television Budget: \$120,000
Radio Budget: \$ 63,000
Digital Budget: \$135,000
Transfer Message Budget: \$ 15,000
Graduate Program Budget: \$ 22,000
Total Campaign Budget: \$355,000

College reserves the right to reallocate services between individual budgets within the total Budgeted amount to adjust to the marketplace as needed by way of written notice to Contractor.

Television-general undergraduate recruitment

- Markets: Omaha, Lincoln, Sioux City, Sioux Falls DMA Markets
 - :30 or :15 Commercial
 - Target Age 35-64; Teens 16-19

TOTAL TELEVISION: \$120,000

Radio-general undergraduate recruitment

- Markets: Omaha, Lincoln, Sioux City, Sioux Falls
 - :30 Commercial
 - Target Age 35-64; Teens 16-19

TOTAL RADIO: \$63,000

Digital-general undergraduate recruitment

Digital Ads to Reach Prospective Students:

Demo Target: Age 16-19

Geography: Omaha, Sioux City, Sioux Falls, Lincoln, Des Moines DMA

- Digital Audio
- Advanced TV

Attachment: WSC Clark Creative Contract (2943 : Clark Creative Group Contract for Wayne State College)

- Programmatic Display/Video
- Social: Instagram/Snapchat
- YouTube (Age 18-24)

Digital Ads to Reach Parents/Influencers:

Demo Target: Age 35-54

Geography: Omaha, Sioux City, Sioux Falls, Lincoln, Des Moines DMA

- Digital Audio
- Advanced TV
- Programmatic Display/Video
- Social: Facebook/Instagram
- Pandora

TOTAL DIGITAL: \$135,000

Transfer Recruitment

- Markets: Omaha, Sioux City (Includes Norfolk, Columbus, West Point, Grand Island)
 - Digital Display (Search Retargeting and Geofencing Tactics)
 - Target Age 18-34
- Programmatic display targeting potential transfer students utilizing geofencing and search retargeting to target users who have searched a particular set of keywords related to transferring and undergraduate degree programs.

TOTAL TRANSFER PROGRAM: \$15,000

Graduate Program Recruitment

- Markets: Omaha, Lincoln, Sioux City (Includes Norfolk, Columbus, West Point, Grand Island)
 - Digital Display (Search Retargeting Tactic)
 - Target Age 25-34
- Programmatic display targeting potential graduate program students utilizing search retargeting to target users who have searched a particular set of keywords related to graduate studies.
- Television campaign with Nebraska Public Television

TOTAL GRADUATE PROGRAM: \$22,000

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

June 17, 2021

ACTION: **Approve Contract with Skyfactor for Student Affairs Assessment for the Nebraska State Colleges**

Board Policy 7015 requires that contracts for information technology products and services in excess of fifty thousand dollars (\$50,000) be approved by the Board. The Colleges request approval to enter into a contract with Skyfactor for a license to use its student affairs assessment suite.

A formal bid or Request for Proposal (RFP) process is not required for such contracts consistent with Board Policy 7010 which establishes approved exceptions to the bidding process including software licensing renewal. The contract will run from July 1, 2021 through June 31, 2024 at a cost of \$7,470 per each of the 3 colleges annually for a total of \$67,230.

The System Office recommends approval of the Contract for Student Affairs Assessment with Skyfactor for Nebraska State Colleges.

ATTACHMENTS:

- 2021-2024 Skyfactor Contract (PDF)

Cost Center: _____

Note: Contracts for Services are public records which are generally subject to statutory public disclosure and public website posting requirements.

CONTRACT FOR SERVICES

(Long Form)

Board of Trustees of the Nebraska State Colleges
Chadron State, Peru State, and Wayne State Colleges

This Contract is made by and between the Board of Trustees of the Nebraska State Colleges (the "Board"), and Skyfactor (the "Contractor"). The Contractor and the Board agree as follows:

1. **Effective Date.** This Contract shall be in effect from July 1, 2021 to June 30, 2024.
2. **Services.** The Contractor agrees to provide Chadron State College, Peru State College and Wayne State College license to utilize the Benchworks Student Affairs Assessment Suite. The Benchworks Student Affairs Assessment Suite will include the option to utilize the following assessments:
 - Housing:**
 - ACUHO-I/Benchworks Resident Assessment ACUHO-I/Benchworks Student Staff Assessment ACUHO-I/Benchworks Apartment Assessment
 - ACUHO-I/Benchworks Canadian Resident Assessment ACUHO-I/Benchworks United Kingdom Resident Assessment ACUHO-I/Benchworks Australian Resident Assessment
 - Campus Climate:**
 - Benchworks Student Campus Climate, Safety & Sexual Assault Benchworks Faculty/Staff Campus Climate, Safety & Sexual Assault
 - First Year Initiative:**
 - Benchworks First-Year Seminar Assessment Benchworks Academic Advising Assessment Student Activities:
 - AFA/Benchworks Fraternity/Sorority Assessment ACUI/Benchworks College Union/Student Center Assessment ACUI/Benchworks Student Organization Leadership Assessment ACUI/Benchworks Student Activities Assessment ACUI/Benchworks Event Services Assessment
 - Benchworks Student Affairs Student Employee Assessment Benchworks Recreation Services Assessment
 - Benchworks Career Services Assessment Benchworks Counseling Services Assessment Benchworks Veterans Services Assessment Benchworks Disability Services Assessment

*this list is subject to change
3. **Consideration.** For the services described above, the Board agrees to pay the Contractor \$7,470 per each of the three (3) colleges annually for a period of three (3) years for a total of \$67,230.
4. **Prompt Payment Act.** In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.
5. **Independent Contractor.** The Contractor shall be an independent contractor and not a Board employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law.

The Contractor agrees that it is a separate and independent enterprise from the Board, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any

partnership, joint venture, or joint employment relationship between the Contractor and the Board, and the Board shall not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages or overtime premiums. If the Contractor has employees or subcontractors, the Contractor further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of the Contractor's employees for the duration of this Contract. The Contractor agrees to furnish the Board proof of workers' compensation insurance coverage upon request.

Liability Insurance Requirements -

The Contractor is not required to carry liability insurance as a condition of this Contract.

6. **Access to Records.** The Contractor agrees to maintain complete records regarding the expenditures of funds provided by the Board under this Contract. The Contractor agrees to allow authorized representatives of the Board, the Board, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.
7. **Non-Discrimination.** The Contractor agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.
8. **ADA & Drug-Free Workplace Requirements.** All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, the Contractor certifies that the Contractor operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.
9. **Debarment/Suspension Certification.** If this Contract involves the expenditure of federal funds in the amount of twenty-five thousand dollars (\$25,000) or more, the Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
10. **Use of Information; Property Ownership.** The Contractor agrees that any and all information gathered in the performance of this Contract, either independently or through the Board or the State College System, shall be held in the strictest confidence and shall be released to no one other than to the Board, without prior written authorization of the Board. The Contractor agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for the Contractor, for any member of the Contractor's immediate family, or for any business with which the Contractor is associated except to the extent provided by this Contract.

The Contractor further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the Board. The Contractor hereby assigns and transfers to the Board all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.
11. **Parties; Subcontractors; Assignment.** References to the Contractor and the Board include the parties' officers, employees, agents, and independent contractors and subcontractors. The Contractor agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the Board. The Contractor agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the Board.
12. **Cancellation.** This Contract may be canceled by either party upon thirty (30) days' written notice. Settlement of the amount due to the Contractor upon cancellation shall be negotiated between the parties based upon (a) specified deliverables completed by the Contractor and accepted and usable by the Board as of the date of termination when the Contractor initiates termination, or (b) the percentage of services performed by the Contractor as of the date of termination when the Board initiates termination.

- 13. **Default; Remedies.** Because the Board has purchased multiple years of services from Contractor in a single order, either the Board or Contractor may terminate the remaining term of services by providing written notice to the other party no later than June 30th, and such termination shall be effective at the end of the current academic year. Such early termination will result in a termination fee equal to twenty percent (20%) of the amount then outstanding on the Board’s order for services and such termination fee shall be paid to Contractor by August 31st.
- 14. **Unavailability of Funding.** Due to possible future reductions in state and/or federal appropriations, the Board cannot guarantee the continued availability of funding for this Contract beyond the current fiscal year. In the event funds to finance this Contract become unavailable either in full or in part due to reductions in appropriations for a future fiscal year, the Board may terminate the Contract or reduce the consideration by notice in writing to the Contractor. The notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Board shall be the final authority as to the availability of funds. The effective date of Contract termination or reduction in consideration shall be the actual effective date of the elimination or reduction of appropriations. In the event of a reduction in consideration, the Contractor may cancel this Contract as of the effective date of the proposed reduction by written notice to the Board.
- 15. **Complete Agreement; Governing Law; Amendment.** This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties.
- 16. **Technology Access.** All contracts, that include provisions of technology products, systems, and services, including data, voice, and video technologies, as well as information dissemination methods, shall comply with the Nebraska Technology Access Standards adopted pursuant to Neb. Rev. Stat. §73-205. These Standards are available for viewing on the Web at <https://nitc.nebraska.gov/standards/index.html>, and are incorporated into this Contract as if fully set forth herein.
- 17. **Confidentiality.** Contractor acknowledges that performance under the terms of this Contract may involve receipt of user data from the Board. Contractor will utilize user data from the Board only in the furtherance of this Contract. Contractor will notify Board within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential Board user data. Contractor will reimburse the Board for any and all expenses incurred by the Board as a result of a data breach of Contractor’s systems.

If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA) the Contractor agrees and acknowledges that Contractor is acting as an officer of the Board for the purposes of this Contract as defined by Nebraska State Board Board Policy 3650 (at the time of this writing available at: <https://www.nscs.edu/policy-manual/detail/39-3650-student%20records>) and will take necessary steps to safeguard the confidential student information.

The Contractor further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

- 18. **Designated Representative.** The designated Board representative for purposes of monitoring and oversight of this Contract is:

| | | |
|-----------------------|--------------|------------------|
| Angela Melton | 402-471-2505 | amelton@nscs.edu |
| Typed or Printed Name | Telephone | Email Address |

19. Signatures.

SKYFACTOR

**BOARD OF TRUSTEES FOR
NEBRASKA STATE
COLLEGES**

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 17, 2021

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

Board Policy 7002 is being revised to update and incorporate the new GASB 87 requirements for the financial reporting of leases. As the update for the GASB was being reviewed, additional areas were updated to clarify capitalization requirements of certain projects and dollar thresholds were revised for inflation and increased construction costs.

The policy has been reviewed by the college comptrollers, the Council of Business Officers, and the Council of Presidents. The proposed changes are recommended for approval.

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

ATTACHMENTS:

- Revisions to Board Policy 7002 (PDF)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002

Capitalization; Definitions and Classifications

Page 1 of 98

BOARD POLICY

Asset -- Type and Classification

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

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

**"Expected Life" varies depending on the criteria as noted in the Equipment section.

Depreciation Method

The depreciation method used will be straight-line beginning with the month of purchase, donation, or substantial completion.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002

Capitalization; Definitions and Classifications

Page 2 of 98

1. Land

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

2. Buildings

a. ~~Major~~ Buildings and Structures

1) Acquisition by Construction

Initial capitalization includes initial construction costs of the building structure, including all internal piping, wiring, and permanent fixtures associated with the distribution of utilities within the building. Cost should also include architect fees, inspection fees and permits, bid advertising, any bond issuance costs and insurance costs incurred during the construction period. Exclude costs of landscaping, sidewalks, utility tunnels, or furnishings which are to be capitalized in other fixed asset accounts. The cost of constructing a building of less than five hundred thousand dollars (\$500,000) should be charged to expense unless capitalization/reporting is required by bond or lease purchase agreement covenants.

2) Acquisition by Purchase

Buildings acquired by outright purchase will be capitalized at acquisition cost with proportionate allocation of the purchase price and associated closing costs allocated to land on the basis of current fair market values.

3) Building Additions

Additions are extensions, enlargements, or expansions made to an existing asset. Additions are capitalized and depreciated over 50 years because they are considered extraordinary or major alterations. If an addition project exceeds five hundred thousand dollars (\$500,000), then the project costs should be added to the capitalized value of a building. Any addition project of less than five hundred thousand dollars (\$500,000) should be charged to expense as long as the cost does not exceed twenty-five percent (25%) of the building cost before the addition is built. Also, work done on the existing asset to accommodate the addition should be regarded as part of the cost of the addition and capitalized. Examples of additions are extra floor space added to a building, the addition of an air conditioning system to an office, the addition of pollution control devices, the addition of attached ramps, the addition of truck docks, the addition of fire escapes, and other appurtenances.

b. ~~Minor Buildings and Structures~~

~~Capitalization and renovation policy would be the same as (a) above, except this classification would consist of any building whose value exceeds one hundred thousand dollars (\$100,000) and is less than five hundred thousand dollars (\$500,000) and may include the following: garages, sheds, greenhouses, and shops. Buildings whose value is less than one hundred thousand dollars (\$100,000) should be expensed.~~

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 3 of 89

b. Building Improvement/Renovation

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

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

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

Major renovation and remodeling that involves updating a building interior for the purpose of enhancing functionality, and extending the useful life (i.e. sprinklers and fire alarms, data (telephone)/electrical wiring systems within the building, heating, ventilation and air conditioning (HVAC) systems) will be capitalized if the renovation ~~when is~~ viewed as a single project:

- 1) ~~Exceeds five hundred thousand dollars (\$500,000) and~~
- 2) ~~The project objective and scope includes modernization of the structure as a whole, and not merely a rearrangement of selective office/classroom areas.~~
- 3) ~~In the event a renovation project involves significant razing of the existing structure, an estimate of the cost of initial construction, which was razed, should be removed from the existing building asset valuation.~~
- 4) ~~Office furnishings of renovations should be capitalized separately from any structural renovation costs.~~

~~A Special maintenance project, undertaken primarily to preserve or enhance the general appearance should be charged to expense (i.e. Costs of repairs and updates of or replacement of roofs, painting, caulking, tuck pointing, etc.). sprinklers and fire alarms; data (telephone)/electrical wiring systems within the building; and heating, ventilation and air conditioning (HVAC) systems should be considered building improvement/renovation costs.~~

3. Improvements Other Than Buildings

The following classifications of improvements will be capitalized:

a. Utility Generation and Distribution System

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

storm sewers, electrical transmission lines and similar type equipment.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 4 of 98

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

Utility Generation and Distribution System projects will be capitalized if the project exceeds two hundred ~~and fifty~~ thousand dollars (\$~~205~~0,000). Repairs and related maintenance of current systems should be charged to expenses.

b. Fences

Includes cost of material, installation, surveying and other related items incurred for the construction of permanent security and traffic control fences. Cost of replacing wire, sections of posts and/or rails and wire should be charged to expense. Additions to fences or complete replacement of fences should be capitalized in the year completed. Costs under ~~fifty-one hundred~~ thousand dollars (\$~~105~~0,000) should be charged to expense.

c. Landscaping ~~Improvements~~

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

Additions to existing landscaping ~~improvements~~ should be capitalized in the year completed. Maintenance, partial replacement, and resurfacing projects are to be charged to expense.

Landscaping ~~improvement~~ projects with a cost under ~~fifty-one hundred~~ thousand dollars (\$~~105~~0,000) should be charged to expense.

~~d. Digital or Lighted Signs~~

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

4. **Equipment**

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 5 of 98

a. Heavy Equipment

Includes tractors, front-end loaders, and telehandlers.

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

Includes all vehicles which are used primarily for the transportation of individuals.

c. Trucks, Busses, and Cargo Vehicles

Includes all busses used to transport individuals as well as vehicles used to transport cargo.

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

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

e. Computer Equipment

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

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

Miscellaneous educational materials that are stored on computerized hardware or software devices shall be capitalized at acquisition cost. If donated, these items should be measured and capitalized at acquisition value at the date of donation.

The miscellaneous education materials will be capitalized as a single unit entry each year (not as the smallest useable unit) if in excess of five thousand dollars (\$5,000) per year.

g. Specimens, Collections, and Library Holdings

Art objects, specimens, and artifacts shall be capitalized only when they are installed as an integral part of a building structure and cannot be easily moved from the building. In that case, they are capitalized as part of the building project. All other art objects, specimens, artifacts, and collections, including library materials, shall be expensed, so long as the items meet the following three (3) conditions:

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 6 of 98

h. Leases

The Colleges enter into various leasing agreements for the use of equipment, facility space, etc. In governmental accounting a lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. ~~there are two classifications of leases, capital or operating.~~

Lease agreements will be sorted into three categories: short-term leases, contracts that transfer ownership, and all other leases.

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

~~1) The lease transfers ownership of the property to the lessee by the end of the lease term.~~

1) Short-term leases

Short-term leases are defined as leases that have a maximum possible term of twelve (12) months or less, including any options to extend, regardless of their probability of being exercised. Leases that are month-to-month are considered short-term. Short-term leases will be accounted for similarly to operating leases, with lease payments being recorded as expense or revenue by the lessee or lessor.

2) Contracts that transfer ownership

If the underlying asset transfers ownership to the lessee by the end of the contract, the transaction should be reported as a financed purchase of the underlying asset by the lessee, or sale of the asset by the lessor.

3) All other leases

Any agreement that doesn't qualify as a short-term lease or ownership transfer contract will fall into this category, with implications for both lessees and lessors. This includes leases that previously were considered operating leases and, therefore, were not reported as liabilities.

At the commencement of the lease term, the lessee should recognize a lease liability and an intangible right-to-use lease asset (lease asset). The lease liability will be measured at the present value of payments expected to be made during the lease term. Lease payments will result in reduction of the lease liability and recognition of interest expense. The lease asset will be measured as the sum of the initial measurement of the lease liability, initial direct costs, and lease payments made at or prior to commencement, less any lease incentives received from the lessor at or before the commencement of the lease term. The lease asset will be amortized over the shorter of the lease terms or the useful life of the underlying asset.

~~2) The lease contains a bargain purchase option.~~

~~3) The lease term is equal to 75 percent (75%) or more of the estimated economic life of the leased property. However, if the beginning of the lease term falls within the last 25 percent (25%) of the total estimated economic life of the lease property, including earlier years of use, this criterion should not be used for the purposes of classifying the lease.~~

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002

Capitalization; Definitions and Classifications

Page 7 of 98

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

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

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

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

i. Office Furnishings

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

j. Used Equipment

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

k. All Equipment Not Specifically Defined in Other Classifications

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 8 of 98

5. Intangible Assets

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

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

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

a) Preliminary project stage

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

b) Application development stage

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

c) Post-implementation/operation stage

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

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

6. Construction Work in Progress

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

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

-Upon completion of the project, all costs will be removed from the Construction Work in Progress account and charged to appropriate building, improvements other than buildings, equipment, and intangible asset accounts in accordance with the capitalization policy.

~~Effective beginning with fiscal year 2017-18~~ Interest cost incurred before the end of a construction period is to be expensed.

| | | |
|--------------------------|---------------|------------------|
| Policy Adopted: | 3/11/94 | |
| Policy Revised: | 11/11/95 | |
| Policy Revised: | 5/21/01 | |
| Policy Revised: | 4/13/07 | |
| Policy Revised: | 4/17/09 | |
| Policy Effective: | 7/1/10 | Approved: 6/3/10 |
| Policy Revised: | 3/25/11 | |
| Policy Revised: | 1/14/14 | |
| Policy Revised: | 6/10/14 | |
| Policy Revised: | 5/3/16 | |
| Policy Revised: | 5/10/19 | |
| Policy Revised: | 7/3/19 | |
| <u>Policy Effective:</u> | <u>7/1/21</u> | <u>Approved:</u> |

Attachment: Revisions to Board Policy 7002 (2875 : Revisions to Board Policy 7002; Capitalization; Definitions and Classifications)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **First and Final Round Approval of Revisions to Board Policy 7021; Travel; Personnel; Claims, Authorization and Board Policy 7024; Meals; Reimbursement**

During the 2020 session, the Legislature passed LB 381 which included a change to meal reimbursements from using actual receipts, to a proportion of the federal General Services Administration (GSA) rates. While we have moved to using the GSA rates, the schools have been using the Department of Administrative Services (DAS) worksheet to complete the meal reimbursement calculations while we worked out how best to automate the process using Concur. That work has been completed and we now have an agreement with DAS that we will use Concur starting July 1, 2021.

The changes proposed to Policy 7021 will clarify that itemized receipts are not required for meal reimbursement for travel expenses, but are paid as a percentage of per diem rates. The Nebraska Department of Administrative Services has established the initial per diem rate at 70% of the federal General Services Administration rate for meal per diem. The final day of travel for a multi-day trip will be reimbursed at 75% of that rate. Single-day travel will use start and stop times to determine which meals will be reimbursed based on the component amount of per diem allocated for breakfast and supper. Lunch is not reimbursed for single-day travel.

The change proposed to Policy 7024 is to clarify that employees are entitled to claim reimbursement for breakfast unless provided as part of a conference or meeting or if no hot protein meal is provided by the hotel during employee travel. This change follows the state policy on reimbursement for breakfast.

The System Office recommends approval of the Revisions to Board Policy 7021 and 7024.

ATTACHMENTS:

- Revisions to Board Policy 7021 (PDF)
- Revisions to Board Policy 7024 (PDF)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7021

Travel; Personnel; Claims, Authorization

Page 1 of 2

BOARD POLICY

Approvals Required

All travel must be approved in advance by the employee's immediate supervisor.

No expenditure for traveling expenses outside the United States shall be allowed for any college employee, unless approval for such trip shall first be granted by the President or the Chancellor or his/her designee. Each President and the Chancellor are responsible for determining the authorized designees, if any. The request shall be submitted to the President of ~~such State College~~ the college or the Chancellor of the System Office or his/her designee and approved in writing or electronically by him/her.

Travel Expenses

Whenever any employee is entitled to be reimbursed for travel expenses incurred in the line of duty, he/she shall be required to present a claim to the respective Chief Business Officer, or his/her designee, for review and approval. Such claim shall be fully itemized as to each charge, showing the following:

1. Date(s)
2. Purpose of travel
3. Start and end times of travel
4. Name and location of lodging ~~documented with receipts, if any~~
5. ~~Itemized listing and cost of meals~~ Meals provided
6. Other miscellaneous reimbursable expenses ~~documented with receipts~~
7. ~~Purpose for the travel~~

Travel Expenses Covered by College Foundations

When a college employee, other than the Presidents or Chancellor or any employee assigned to work in the Foundation Office, is entitled to be reimbursed for travel expenses from funds held by the college Foundations, he/she shall be required to present a claim to the Chief Business Officer in the same manner as those presented for other college travel. The college will establish procedures to pay approved travel costs from a restricted fund account and seek reimbursement from the Foundation. Such reimbursement shall be deposited in the same account from which the expenditure was made.

College employees, other than the Presidents, Chancellor, or any employee assigned to work in the Foundation Office, shall not submit reimbursements for travel expenses directly to the college Foundations; and no such payments shall be made from the college Foundations to employees.

Mileage Claims

No voucher, bill or claim for mileage shall be paid with general, cash, or revenue bond funds unless prior written approval for the same has been given by the assigned approver(s).

When mileage by automobile is claimed, the request shall provide the following information:

1. the points between which said mileage accrued;
2. the time of departure and arrival;
3. the purpose for the trip; and
4. the rate per mile claimed.

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POLICY: 7021

Travel; Personnel; Claims, Authorization

Page 2 of 2

If trips included in an expense claim are made by personal automobile or otherwise, only one mileage claim shall be allowed for each mile actually and necessarily traveled by the most direct and efficient route, regardless of ~~the fact that whether~~ one or more persons are transported in the same motor vehicle; provided, funds expended for parking and tolls may be claimed in addition to mileage. The mileage rates allowed shall be those established for the System.

Reimbursement of travel expenses in a personal motor vehicle shall comply with the Internal Revenue Service Code for such expenses. Under some circumstances, the Internal Revenue Service requires that reimbursement for travel expenses be paid to employees as a taxable adjustment to income and included on the employee's W-2 form. College administrators responsible for approving such reimbursables shall determine whether ~~or not~~ such payments are to be treated as taxable income and so note that on the payment documentation.

The Internal Revenue Service Code has specific instructions regarding the commuting use of a state vehicle and the treatments of compensation for the use of a personal vehicle. The ~~S~~system ~~O~~office will develop/amend procedures to this policy as necessary to comply with the IRS Code.

| | | |
|------------------|------------------------|--|
| Legal Reference: | RRS 81-1174 | Claims for expense; Contents; Automobile; Airplane; Statement required; Receipts |
| | RRS 81-1175 | Claims for expenses; Vouchers; Written authorization; Exceptions |
| | RRS 81-1176 | Mileage; Rate; How computed; Adjustments; Application |
| | RRS 85-316 | State Colleges; funds; contingencies; disbursements; travel expenses |
| Policy Adopted: | 1/28/77 | |
| Policy Revised: | 4/3/81 | |
| Policy Revised: | 3/11/94 | |
| Policy Revised: | 9/26/97 | |
| Policy Revised: | 9/15/06 | |
| Policy Revised: | 6/15/12 | |
| Policy Revised: | 9/6/13 | |
| Policy Revised: | 6/19/18 | |
| | <u>Policy Revised:</u> | |

Attachment: Revisions to Board Policy 7021 (2959 : Revisions to Board Policy 7021 and 7024)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7024

Meals; Reimbursement

Page 1 of 1

BOARD POLICY

Meal expenses incurred during overnight travel on official business for the ~~college or institution~~ System Office will be paid or reimbursed pursuant to a percentage of the per diem rates of the federal General Services Administration in conformance with Department of Administrative Services procedures and the NSCS Travel Manual. Any meal provided to, but not paid for by the employee shall be identified on the request for reimbursement and will be deducted from the maximum per diem by the component amount of per diem allocated for the meal provided. This includes but is not limited to any meals provided as part of a business meeting, conference, or hotel. However, employees are entitled to claim reimbursement for breakfast if no hot protein meal is provided by the hotel. The request for reimbursement shall include the date the travel began and ended, the time of departure and time of return, and the purpose for the travel. The request for reimbursement must be submitted not later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

Breakfast or dinner expenses for one-day travel will be allowed if the time of travel begins before 6:30 a.m. or ends after 7:00 p.m. Lunch expenses for one (1) day travel are not allowable reimbursables.

No personal maintenance expenses shall be allowed to any ~~s~~State ~~c~~College employee when such expenses are incurred in the city or town where the residence or headquarters of such employee is located, except for meal expenses that occur when the individual is required to attend official functions, conferences or hearings within such location. Written approval to attend such activities shall be obtained from the appropriate ~~c~~College President or Chancellor prior to incurring the expenses.

Attachment: Revisions to Board Policy 7024 (2959 : Revisions to Board Policy 7021 and 7024)

Legal Reference: RRS 81-1174

Claims for expenses; contents; automobile; airplane; statement required; limitation

Policy Adopted: 3/11/94

Policy Revised: 9/15/06

Policy Revised: 1/13/21

Policy Revised:

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **First Round Approval of Revisions to Board Policy 7010; Purchases; Bids; Public Lettings, Board Policy 7015; Contracts; Limitations, Exemptions, Board Policy 7016; Contracts; Consulting Services, Board Policy 8064; Capital Construction and Information Technology (IT); Bids, Board Policy 8065; Capital Construction; Contracts; Approvals, Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services, Board Policy 8067; Capital Construction; Contracts; Works of Art and Board Policy 8068; Capital Construction; Contracts; Forms, Payments**

An NSCS team comprised of leadership and staff from the System Office and the three State Colleges have undertaken a project to update and revise eight (8) Board policies that address procurement and contracts. The goal is to simplify and clarify the policies to increase efficiency, and to reduce the potential for confusion and errors that can lead to auditor findings. Also, several thresholds for bidding and contract approval are overdue for adjustments. During the March 17, 2021 Board of Trustees meeting, a matrix depicting the significant changes to each of these policies was discussed as an informational item and the modifications proposed at that time are reflected in the attachments.

The more significant revisions include raising the open solicitation limit for the bidding of general supplies and services to \$25,000, and for construction and information technology to \$50,000. The formal bidding thresholds are revised to \$75,000 for general supplies and services, and to \$150,000 for construction and information technology. Board contract approval thresholds would move to \$150,000 per year for consulting contracts and change orders, and to \$300,000 per year for other contracts, including construction and information technology. Certain contracts including revenue bond auditor, food service and bookstore contracts, and agreements establishing collaborative educational partnerships and international study abroad trips will continue to require Board approval regardless of dollar amount.

It is anticipated that for proposed second round approval at a subsequent Board meeting, these revised policies will be reorganized into a more readable and useful format to include a numbering system for the content of each policy. If reasonable, some policy consolidation may also occur for the second round proposal.

The System Office recommends approval of the Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068.

ATTACHMENTS:

- Revisions to Board Policy 7010 (PDF)
- Revisions to Board Policy 7015 (PDF)
- Revisions to Board Policy 7016 (PDF)

Action Item (ID # 2876)

Meeting of June 17, 2021

- Revisions to Board Policy 8064 (PDF)
- Revisions to Board Policy 8065 (PDF)
- Revisions to Board Policy 8066 (PDF)
- Revisions to Board Policy 8067 (PDF)
- Revisions to Board Policy 8068 (PDF)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010 Purchases; Bids; Public Lettings

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BOARD POLICY

Applicability

Board Policy 7010 applies to bidding and purchases of general items, supplies and ordinary services. See also: Policy 7015 Contracts; Limitations, Exemptions
~~Policy 7016 Contracts; Consulting Services~~ Board Policy 7016 applies to contracts for legal counsel, auditor, lobbyists, search consultants, and other consultants and specialized services not associated with facilities or information technology in the 8000 series Board policies. Policy 8064 applies to construction, facilities and Information Technology (IT) related purchases and bidding, and includes facilities related purchases such as carpet/flooring & wall finishes, equipment, fixtures, furnishings, and window coverings even when their purchase is not associated with a capital construction project. The following four sections: ~~Emergency; Sole Source; Exceptions to Bidding Requirements; and Requests for Proposals (RFP)~~, apply to both Board policies 7010 and 8064.

For procurement of capital construction, architects and engineers, capital construction artwork, Information Technology Resources, and all other equipment including vehicles and machinery, refer to:

Policy 8064 Capital Construction: Bids

Policy 8065 Capital Construction: Contracts; Approvals

Policy 8066 Capital Construction: Contracts; Professional Consulting Services

Policy 8067 Capital Construction: Contracts; Works of Art

Policy 8068 Information Technology (IT) & All Equipment; Procurement

For IT purchasing, please refer to Policy 8068, and consult with the College Chief Information Officer (CIO) or Vice President for Information Technology (VPIT) on all IT purchases.

Emergency

Emergency shall mean any situation where it is necessary to ~~enter into a contract~~ make a purchase to (a) avoid the loss of life, health, safety, or property, (b) respond to time limits established by an external authority, (c) ensure the continuation of an essential College service, function, utility, facility or computer/software system, or (d) avoid, correct or repair a situation outside the control of the Colleges including detrimental negligence or acts of an employee, natural or manmade disasters, and security or data compromise.

Proposed emergency purchases shall be documented by the College unit or department, and submitted to the President, Vice President for Administration and Finance or Vice President for Academic Affairs, for approval by the Chancellor. ~~The Such~~ Chancellor ~~may also approve~~ approval automatically includes the suspension of bidding requirements as appropriate for each emergency.

Sole Source

A sole source purchase is when there is only a single feasible or sole source for the supplies or services. A single feasible or sole source exists when:

- Supplies, items or services are proprietary and only available from the manufacturer or a single ~~distributor~~ entity.
- Additions to a system must be compatible with the original system, equipment or software.
- The same vendor/contractor of an installed pilot project system may install expansions to that system.
- Factory authorized maintenance must be utilized in order to maintain ~~validity of~~ a warranty or integrity of system.
- Only one (1) type of ~~computer product, solution or~~ software exists for a specific application.
- The software or materials are copyrighted and are only available from the publisher or a single ~~distributor~~ entity.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

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- The services of a particular provider are unique, e.g. entertainers, authors, etc.
- Based on current research, it is determined that only a single distributor entity services the region in which the supplies, items, solutions, or services are needed.
- Donors providing funding for an item, service or system may specify a particular vendor, manufacturer or brand.

Documentation to purchase based on sole source without competitive bids or proposals shall be documented by the College unit or department, and approved by the President, Vice President for Administration and Finance, or the Vice President for Academic Affairs in consultation with either the Vice Chancellor for Facilities and Information Technology, or the Vice Chancellor for Finance and Administration.

Exceptions to the Bidding Process

Exceptions to the bidding process are defined as: emergency and sole source purchases with proper approval, advertising, ~~software licensing renewals and software/hardware~~ maintenance agreements, purchase from a previously competitively bid government ~~or~~ multi-state compact or multi-institution contract, including other state colleges and higher education institutions and any purchasing association, or when the price has been established by the federal General Services Administration. Additional exceptions include all utilities and fuels, including wood chips, lodging, airfare, used items, library acquisitions, medical clinic and nursing services, trash/recycling, cable television and internet services, and game guarantee contracts. Exceptions also include repairs of less than ~~fifty-seventy-five~~ thousand dollars (~~\$50,000~~75,000) for ~~vehicles, equipment, furnishings, Information Technology hardware/software/systems, and facilities/grounds~~ general items and supplies. ~~Repairs~~ Where possible, repairs under seventy-five thousand dollars (~~\$50,000~~75,000) require negotiation to assure quality work is performed at a reasonable price.

Requests for Proposals (RFP)

A Request for Proposal (RFP) process includes a detailed description of the items/supplies/services/systems desired, but important factors other than cost are made part of the process and considered in the award of the contract. For the purpose of Board policies, an RFP can be considered a form of bidding, and may be used when formal or informal bidding is required. (The exceptions are Board policies 8066, 8068, 8071, 9015 and 9020, where the RFP proposals are not considered “bids” since the final contract amount is derived through negotiations with the highest ranked consultant or contractor.) ~~The exception to that is when a proposal is received through an RFP process for the purpose of selecting a design/construction consultant or contractor in Board policies 8066 and 8071. In such cases, the proposals are not considered “bids” since the final contract amount is derived through negotiations with the highest ranked firm.~~

Public Lettings

All public lettings made by the Colleges and the System Office shall meet the requirements of state statute for such activities. Policies related to public lettings for capital construction projects and Information Technology (IT) and equipment are found in Policy Series 8000. Additional policies and guidance related to contracts are found in Policy 7015.

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

Attachment: Revisions to Board Policy 7010 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

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

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

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

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

Purchases

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

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

Purchasing processes and procedures shall be designed to assure that all materials, supplies, ~~equipment~~ and contractual services, using appropriate standards and specifications, can be purchased at the most advantageous price. Where feasible and appropriate, each College shall attempt to determine its annual supply ~~and equipment~~ needs so that purchasing may be coordinated to realize the potential economies of standardization of materials and large scale purchases. State purchasing assistance or contracts may be utilized where found to be advantageous.

When purchases are made using federal funds, federal purchasing requirements must also be followed. For those purchases meeting the federal definition of a "covered transaction", the purchaser shall verify that the potential vendor

Attachment: Revisions to Board Policy 7010 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010 Purchases; Bids; Public Lettings

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has not been suspended or debarred.

Payment will be made on satisfactory evidence that the materials have been received or the services rendered; that the designated specifications have been met; and that the price charged is correct. In that the State of Nebraska prefers that electronic payments be made to contractors and suppliers when possible, the following text shall appear on all State College Requests for Proposals, bid requests, contracts and purchase orders: "The Colleges may request that payments be made electronically instead of by State warrant."

All applicable Policy 7010 purchases shall be bid in the following manner, except for specific exceptions defined above, and as follows:

- 1) By a competitive formal sealed bidding process in all cases in which the purchases are of estimated value in the amount of ~~fifty-seventy-five~~ thousand dollars (~~\$50,000~~75,000) or more;

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

- 2) By an informal bidding process in all cases in which the purchases are of estimated value equal to or exceeding twenty-five thousand dollars (\$25,000) but less than ~~fifty-seventy-five~~ thousand dollars (~~\$50,000~~75,000);

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

- 3) By a non-bidding process in all cases in which the purchases are of estimated value less than twenty-five thousand dollars (\$25,000). If it is determined by the College/System Office that solicitation of bids for items costing less than twenty-five thousand dollars (\$25,000) would result in a better quality product or lower cost, informal bids may be secured by telephone or in writing.

- 4) All contracts shall be bid as a single whole item. In no case shall contracts be divided or fractionated in order to produce several contracts which are of an estimated value below that required for competitive bidding.

- 5) Purchase Orders or Purchase Requisitions ~~shall~~may be prepared to serve as notification of award and documentation for the purchase of supplies ~~or~~ materials or equipment when the item(s) are being purchased under an existing State of Nebraska or College contract. ~~Purchase orders are not required when purchasing supplies, materials, equipment or services that cost less than five thousand dollars (\$5,000).~~

- 6) Used ~~vehicles, used equipment, used~~ materials, or used supplies may be purchased by a non-bidding process ~~up to the amount of fifty thousand dollars (\$50,000)~~per the Exceptions paragraph on page 2. Documentation justifying the purchase should be kept on file by the College for future reference.

- 7) Library acquisitions may be purchased by a non-bidding process ~~when comparable pricing is checked through the Library's automation software or other specialized price comparison software available specifically for library acquisitions.~~per the Exceptions paragraph on page 2.

Attachment: Revisions to Board Policy 7010 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010 Purchases; Bids; Public Lettings

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Competitive Formal Bids

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

If articles are to be purchased by competitive formal bidding, the Colleges ~~and or~~ System Office shall prepare standards and specifications for these articles in such a manner it will be possible for three (3) or more manufacturers, vendors, or suppliers to submit competitive bids. If a requisition for articles exceeds ~~fifty-seventy-five~~ thousand dollars (~~\$975,000~~) and bids cannot be obtained from three (3) bidders, then bids may be accepted from a fewer number of bidders than three, upon documentation of the bidding process.

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

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

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In accordance with state law, when a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder if all other factors are equal. Resident disabled veteran means any person (a) who resides in the State of Nebraska, who served in the United States Armed Forces, including any reserve component or the National Guard, who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions), and who possesses a disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense and (b)(i) who owns and controls a business or, in the case of a publicly owned business, more than fifty percent (50%) of the stock is owned by one or more persons described in subdivision (a) of this paragraph and (ii) the management and daily business operations of the business are controlled by one or more persons described in subdivision (a) of this paragraph.

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

No employee of the Colleges or the System Office shall be financially interested, or have any beneficial personal interest, directly, or indirectly, in the purchase or leasing of any articles or property, nor in any firm, partnership, corporation or association furnishing them. No such person shall receive or accept directly or indirectly from any person, firm or corporation submitting any bid or to whom a contract may be awarded, by rebate, gift or otherwise, any money or other thing of value whatsoever, or any promise, obligation or contract for future reward, or compensation.

Legal Reference: RRS 4-114 Public employer and public contractor; register with and use federal immigration verification system; Department of Labor; duties
RRS 73-101 through 105 Public Lettings

RRS 73-107 Resident disabled veteran or business located in designated enterprise zone; preference; contract not in compliance with section; null and void

- Policy Adopted: 1/28/77
- Policy Revised: 7/22/83
- Policy Revised: 3/16/90
- Policy Revised: 3/11/94
- Policy Revised: 11/11/95
- Policy Revised: 9/26/97
- Policy Revised: 9/15/06
- Policy Revised: 4/13/07
- Policy Effective: 7/1/10
- Policy Revised: 6/2/11
- Policy Revised: 11/4/11
- Policy Revised: 3/15/13
- Policy Revised: 9/6/13
- Policy Revised: 9/6/14
- Policy Revised: 3/26/15
- Policy Revised: 6/18/15
- Policy Revised: 4/23/20

Approved: 6/3/10

Attachment: Revisions to Board Policy 7010 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7015

Contracts; Limitations, Exemptions

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BOARD POLICY

Contracts Guidance

A contract is necessary whenever a legal relationship is established consisting of rights and duties that go beyond the sale transaction details. Thus, a contract is NOT required when there are no terms beyond the documentation of purchase details, such as 1) definition of items/scope, 2) delivery of the items/services, and 3) the timing of billing and payment.

The following purchases do NOT require a contract when the purchase is below ~~fifty-seventy-five~~ thousand dollars (\$~~50~~75,000): lodging, airfare, ~~advertising~~advertisements, and repairs for vehicles, equipment, furnishings, and facilities/grounds, all maintenance services and all Information Technology products and services.

College departments and units are responsible for negotiating contracts prior to submission to the appropriate Vice President. The Vice President for Administration and Finance is primarily responsible for signing College contracts, however, the Vice President for Academic Affairs may also sign contracts of an academic nature including, but not limited to Academic Collaborations, Partnerships and Affiliations; Academic Transfer or Articulation Agreements; Academic Camps; Community Service and Service Learning; International Travel; Library Collections; NENTA; Academic Events, Speakers or Activities; and, Work-based learning experiences, such as an internship, practicum, clinical placement, student teaching etc.

The NSCS standard contract forms are to be used for the initial review draft. (See “*Contract for Services Guidance and Instructions*” found at www.nscs.edu.) In cases where there are no alternatives to using vendor contract forms, the applicable provisions of the appropriate NSCS form need to be incorporated into the initial review draft. If an online user agreement (sometimes referred to as a “click-through agreement”) is required for a purchase, the terms and conditions are to be reviewed by the College department or unit prior to review and approval by the appropriate Vice President. Refer to the first two paragraphs above for when online user agreements are considered contracts.

No contract may commit funds for a future fiscal year, unless specific funding has been identified in a Legislative appropriation bill or an appropriate ~~escape-cancellation~~ clause has been inserted in the contract.

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

Per Policy 9006, all revenue bond auditor contracts require Board approval regardless of dollar amount, as do all food service and bookstore contracts per policies 9015 and 9020. All agreements establishing collaborative, educational partnerships, and international study abroad trips, also require Board approval regardless of dollar amount. Contracts, Memorandums of Understandings, or Agreements establishing collaborative, educational partnerships between the Colleges and external entities must be approved in advance by the Board and signed by the Chancellor. Contracts that are solely for the purpose of exploring the potential for future substantive contracts do not require approval of the Board and shall be signed by the President or the Vice President for Academic Affairs. Contracts related to international study abroad trips are considered educational partnerships and must be approved in advance by the Board. Contracts that declare an intent to travel in the future may be signed by the Chancellor without Board approval.

All contracts for capital construction projects must follow the criteria stipulated in Policies ~~8063-8064~~ through ~~8068~~8067.

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7015

Contracts; Limitations, Exemptions

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Exempt Contracts

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

1. Any contract with individual students for room and board or deferred payment programs.
2. Any Agreements that establish placements for students to complete work-based learning experiences, such as an internship, practicum, clinical placement, student teaching etc.
3. Any community service and service learning contracts.
4. Any Northeast Nebraska Teacher Academy agreements (NENTA.)
5. Any articulation agreements to determine course equivalencies in accordance with Board Policies.
6. Any bus chartering contracts.
7. Any contract for the purchase of food and consumable food service items used in the regular course of business operations.
8. Any contract for the purchase of a license to use a mailing list, email list, or similar list of contacts.
9. Any contract for the purchase of supplies and commodities used in the regular course of business operations. *“Note: Advertising contracts are not considered an exempt contract. Advertising contracts in excess of three hundred thousand dollars (\$50,000300,000) per year require Board approval.”*
10. Any contract for the purchase of installation services including repairs or maintenance agreements or movable equipment including information technology products and services, licenses and maintenance agreements where the total cost does not exceed ~~one-three~~ hundred thousand dollars (\$~~100300,000~~). In cases of multiple-year contracts, contract amendments, contract extensions, contract renewals, and contracts with optional years, the ~~one-three~~ hundred thousand dollar (\$~~100300,000~~) limit only applies to any given one (1) year period as defined in the contract documents.
11. Any contract for the purchase of utilities, gasoline, oil, ~~or~~ diesel fuel, or wood chips used in the regular course of business operations. Utilities shall include trash services, cable television and internet services.
12. Any contract dealing with the sale of College personal property, if Board Policy 7014 is followed.
13. Any granting of a lease or rental agreement to an external party, if the annual proceeds are less than twenty-four thousand dollars (\$24,000) in accordance with Board Policy 8027.
14. Any contract relating to the staging or performance of any cultural, artistic, musical, scholarly, recreational, or intercollegiate athletic event (at home or away).
15. Any contract for the purchase of material to be added to the collection of any College library.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7015 Contracts; Limitations, Exemptions

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16. Any contract that does not exceed twenty-four thousand dollars (\$24,000), whereby a College will provide services to an external party, including, but not limited to, instruction, consulting, planning, technical assistance or program development courses. (For contracts to receive services, refer to Board Policy 7016.)
17. Any sponsorship agreements (refer to Board Policy 7017.)
18. Any contract with the state or federal government for the provision of Financial Aid.
19. Any contract or change order or addendum/amendment associated with an emergency approved by the Chancellor.

All exempt contracts shall be signed by the President, the Vice President for Administration and Finance or the Vice President for Academic Affairs. In the event that the President, the Vice President for Administration and Finance or the Vice President for Academic Affairs are not able to sign on behalf of their respective institution, the Chancellor is authorized to execute a contract on behalf of the institution. The Chancellor or Vice Chancellor for Finance and Administration or General Counsel are authorized to sign exempt contracts for the System Office.

All other contracts not addressed above, including construction, Information Technology products and services, and all other contracts for purchases and services, require Board approval when the dollar amount reaches three hundred thousand dollars (\$300,000) per year. Such approval may be in the form of authorizing the Chancellor to approve and sign the contract.

Change orders, addenda, and amendments to contracts require Board approval, or authorization for the Chancellor to approve, when they reach one hundred fifty thousand dollars (\$150,000) or more.

All consulting contracts of one hundred fifty thousand dollars (\$150,000) or more require Board approval or authorization for the Chancellor to approve and sign.

A list of ~~the exempt~~ all contracts over ~~fifty-one-hundred~~ thousand dollars (~~\$50100,000~~), ~~authorized and signed by the College or System Office~~ and all change orders, addenda and amendments of fifty thousand dollars (\$50,000), shall be provided to the Board of Trustees for information in the proper format.

All other contracts, once approved by the Board, shall be signed by the President, the Vice President for Administration and Finance, or the Vice President for Academic Affairs and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.

Attachment: Revisions to Board Policy 7015 (2876 : Revisions to Policies 7010; 7015; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7015 Contracts; Limitations, Exemptions Page 4 of 4

Legal Reference: RRS 85-304 Board of Trustees; Powers; Enumerated
RRS 85-411 Campus buildings and facilities; Board; Powers

- Policy Adopted: 7/22/83
- Policy Revised: 3/11/94
- Policy Revised: 6/15/95
- Policy Revised: 4/13/07
- Policy Revised: 11/4/11
- Policy Revised: 3/15/13
- Policy Revised: 9/6/13
- Policy Revised: 11/7/14
- Policy Revised: 6/18/15
- Policy Revised: 5/3/16
- Policy Revised: 6/16/17
- Policy Revised: 9/15/18
- Policy Revised: 3/21/19
- Policy Revised: 9/12/19
- Policy Revised: 4/23/20
- Policy Revised: 7/24/20

Attachment: Revisions to Board Policy 7015 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 7016****Contracts; Consulting Services****Page 1 of 2****BOARD POLICY**

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

LEGAL COUNSEL, AUDITOR, LOBBYIST AND SEARCH CONSULTANT

The hiring and retention of personnel not regularly employed by the Colleges and the System Office to act as legal counsel, auditor or independent certified public accountant (other than revenue bond auditor in accordance with Policy 9007), lobbyist, or search consultant for durations greater than five (5) days for any College or the System Office, shall be approved by the Chancellor. The Chancellor is delegated the responsibility for selecting and negotiating these services on behalf of the Board. The Chancellor shall determine if a service contract is necessary. A competitive process is not required. In each instance the Chancellor shall notify the Board.

All legal services shall be coordinated through the System Office as approved by the Chancellor. The Colleges are not authorized to obtain legal services or hire attorneys.

ALL OTHER CONSULTING SERVICES

“All other consulting contracts” in the following paragraphs applies to contracts other than legal counsel, auditor or independent certified public accountant, lobbyist, and search consultant found in the section above. In addition, it does not apply to architect/engineering and IT consulting services, which can be found in Policy Series 8000.

The Presidents are delegated the responsibility for selecting and negotiating on behalf of the Board, all other consulting contracts for their respective Colleges where the total cost (fees plus related expenses) is expected to be under ~~thirtyseventy~~-five thousand dollars (~~\$3575,000~~). Such contracts shall be signed by the President, the Vice President for Administration and Finance, or the Vice President for Academic Affairs. In the event that the President, the Vice President for Administration and Finance, or the Vice President for Academic Affairs are not able to sign on behalf of their respective institution, the Chancellor is authorized to execute a consulting contract on behalf of the institution.

For all other consulting contracts where the total cost is estimated to be between ~~thirtyseventy~~-five thousand dollars (~~\$3575,000~~) and ~~seventy-one hundred fifty~~ thousand dollars (~~\$70150,000~~), the contracts shall be approved by the Chancellor and signed by the President, the Vice President for Administration and Finance, or the Vice-President for Academic Affairs and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

The Chancellor is delegated the responsibility for selecting and negotiating on behalf of the Board, all other consulting contracts for the System Office or Systemwide where the total cost is expected to be under ~~seventy-one hundred fifty~~ thousand dollars (~~\$70150,000~~). Such contracts shall be signed by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

All other consulting contracts exceeding ~~seventy-one hundred fifty~~ thousand dollars (~~\$70150,000~~) that are covered under this policy shall follow a competitive RFP process and be approved by the Board. These contracts, once approved by the Board, shall be signed by the President, the Vice President for Administration and Finance, or the Vice President for Academic Affairs and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

Attachment: Revisions to Board Policy 7016 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7016

Contracts; Consulting Services

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All ~~other~~ consulting contracts over one hundred thousand dollars (\$100,000) not requiring Board approval must be reported to the Board, per Policy 7015.

Legal Reference: RRS 85-304

Board of Trustees; Powers; Enumerated

- Policy Adopted: 3/11/94
- Policy Revised: 9/15/06
- Policy Revised: 4/13/07
- Policy Revised: 6/15/12
- Policy Revised: 3/15/13
- Policy Revised: 8/12/14
- Policy Revised: 9/6/14
- Policy Revised: 11/7/14
- Policy Revised: 3/26/15
- Policy Revised: 1/12/16
- Policy Revised: 9/15/18
- Policy Revised: 4/23/20

Attachment: Revisions to Board Policy 7016 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8064 Capital Construction and Information
Technology (IT); Bids**

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BOARD POLICY

Applicability

Board Policy ~~7010 applies to bidding and purchases of general items, supplies and ordinary services. Board Policy 7016 applies to contracts for legal counsel, auditor, lobbyists, search consultants, and other consultants and specialized services not associated with facilities or information technology in the 8000 series Board policies. Policy 8064 applies to construction and facility related services, facilities and Information Technology (IT) related procurement, purchases and bidding, and includes facilities related purchases such as carpet/flooring & wall finishes, equipment, fixtures, furnishings, and window coverings even when their purchase is not associated with a capital construction project. The following four sections: Emergency, Sole Source, Exceptions to Bidding Requirements, and Requests for Proposals (RFP), apply to both Board policies 7010 and 8064. For Information Technology and all other equipment not associated with construction, see Policy 8068.~~

Emergency

Emergency shall mean any situation where it is necessary to enter into a contract to (a) avoid the loss of life, health, safety, or property, (b) respond to time limits established by an external authority, (c) ensure the continuation of an essential College service, function, utility, facility or Technology Resource, or (d) avoid, correct or repair a situation outside the control of the Colleges including detrimental negligence or acts of an employee, natural or manmade disasters, and security or data compromise.

Proposed emergency purchases shall be documented by the College unit or department, and submitted to the President or Vice President for Administration and Finance, for approval by the Chancellor. ~~The Such~~ Chancellor ~~may also approve~~ approval automatically approves the suspension of bidding requirements as appropriate for each emergency.

Sole Source

A sole source purchase is when there is only a single feasible or sole source for the supplies or services. A single feasible or sole source exists when:

- Supplies, items or services are proprietary and only available from the manufacturer or a single distributor entity.
- Additions to a system must be compatible with the original system equipment or software.
- The same vendor/contractor of an installed pilot project system may install expansions to that system.
- Factory authorized maintenance must be utilized in order to maintain validity of a warranty or integrity of system.
- Only one (1) type of computer product, solution or software exists for a specific application.
- ~~The software or materials are copyrighted and are only available from the publisher or a single distributor.~~
- ~~The services of a particular provider are unique, e.g. entertainers, authors, etc.~~
- Based on current research, it is determined that only a single distributor entity services the region in which the supplies-items are needed.
- Donors providing funding for an item, service or system may specify a particular vendor, manufacturer or brand.

Documentation to purchase based on sole source without competitive bids or proposals shall be documented by the College unit or department, and approved by the Vice President for Administration and Finance in consultation with either the Vice Chancellor for Facilities and Information Technology, or the Vice Chancellor for Finance and Administration.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8064 Capital Construction ~~and Information~~
Technology (IT); Bids**

Page 2 of 6

Exceptions to the Bidding Process

Exceptions to the bidding process are defined as: emergency and sole source purchases with proper approval, ~~advertising, software licensing renewals and software/hardware~~ facility maintenance agreements, purchase from a previously competitively bid government, ~~or multi-state compact~~ or multi-institution contract, including other state colleges and higher education institutions and any purchasing association, or when the price has been established by the federal General Services Administration. Exceptions also include repairs of less than ~~fifty-seventy-five~~ thousand dollars (\$~~5075~~,000) for ~~vehicles, facility~~ equipment, furnishings, ~~Information Technology hardware/software/systems,~~ and facilities/grounds. ~~Repairs-Where possible, repairs~~ under seventy-five thousand dollars (\$5075,000) require negotiation to assure quality work is performed at a reasonable price.

Requests for Proposals (RFP)

A Request for Proposal (RFP) process includes a detailed description of the items/supplies/services/systems desired, but important factors other than cost are made part of the process and considered in the award of the contract. For the purpose of Board policies, an RFP can be considered a form of bidding, and may be used when formal or informal bidding is required. ~~(The exceptions are Board policies 8066 and 8071, where the RFP proposals are not considered "bids" because the final contract amounts are derived through negotiations with the highest ranked consultant or contractor.)~~ The exception to that is when a proposal is received through an RFP process for the purpose of selecting a design/construction consultant or contractor in Board policies 8066 and 8071. In such cases, the proposals are not considered "bids" since the final contract amount is derived through negotiations with the highest ranked firm.

The ~~Board-Colleges~~ shall, within the limits prescribed by law, prepare specifications, advertise projects, evaluate and award all bids for capital construction projects ~~and information technology related purchases~~ in the System.

No College employee or Board member shall furnish or cause to be furnished any technical information, or solicit proposals and/or prices or take any type of action, which would or could be construed to give a direct or indirect advantage or disadvantage to a potential bidder for a College Project.

No person shall attempt to influence in any way or participate or assume responsibility in the evaluation of proposals and selection of contractors when participation constitutes a conflict of interest.

FORMAL PROCEDURE

Construction projects and ~~information technology~~ related purchases exceeding one hundred fifty thousand dollars (~~\$100150~~,000) shall observe the following bidding procedures:

1. Specifications: All specifications and plans for buildings to be renovated or constructed, are to be prepared by professional architects and/or engineers when required by state law. The specifications and plans shall be prepared ~~in such a manner that the completed building, landscaping and parking facilities, including the cost of equipment and fixtures necessary for the project, or the completed renovation cost shall not exceed (to conform with the budget~~ amount authorized for that purpose. ~~Specifications for information technology related purchases may be prepared by College information technology staff or hired consultants.~~

Attachment: Revisions to Board Policy 8064 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8064 Capital Construction ~~and Information~~
Technology (IT); Bids**

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2. Advertising project: For construction, the public notice shall appear once ~~a week for three (3) consecutive weeks~~ in a publication based in or near the locality of the project, ~~and in a~~ Other widely circulated publications and electronic platforms may be utilized for advertising as deemed necessary by the College. The notice shall not appear on a weekend or holiday. A minimum of fifteen (15) calendar days shall elapse between the time formal bids are first advertised or called for and the time of their opening. ~~For information technology procurement, the College determines the most effective means of advertising and distributing the Request for Proposals (RFP).~~

The notice, bid specifications or RFP shall include, at a minimum, the following information:

- a) Name of Board of Trustees/College
- b) Description of project
- c) Date, place and time when bids must be received
- d) ~~Person to contact~~ Contact for information
- e) Locations where bid documents can be viewed/obtained

A copy of the advertisement shall be kept on file with the College responsible for placing the advertisement and will be made available to the System Office upon request.

3. Bid Opening for Construction: Bids shall be submitted in a sealed envelope with notation of the project on the front. Bids shall be opened on the date, time and place as advertised. The bid opening shall be conducted in public so that all bidders and interested parties may be present. No bids are to be received after the specified time and are to be returned unopened. The bidder's envelope is to be attached to the back of the bid form. ~~The College staff or the~~ professional consultant shall be responsible for opening and reading aloud the bids. Bid documents shall be considered public information after they have been opened. Electronic bidding may be used where allowed by law. The following requirements shall be noted at the time of opening the bid:

- a) Conformance with bidding instructions
- b) Use of proper bid forms
- c) Accompanied by bid bond or certified check (not applicable to information technology)
- d) Acknowledgment of any addendum
- e) Bid is signed

~~For information technology RFP's, proposal submissions generally follow the bid opening procedures above, except that electronic proposals may be accepted.~~

4. Bid Evaluation for Construction: When bids are received, publicly opened and read, the contractors shall not be notified of the final decision until a later date so that adequate study and analysis can be made of the bids received. The professional consultant shall evaluate the bids received and make a recommendation to the College. Awarding of the contracts shall be based on competitive bidding with award to the lowest responsible bidder, taking into consideration the best interests of the State of Nebraska and the System, the quality or performance of the firm and the materials to be supplied, their conformity with specifications, and the times of completion. In determining the lowest responsible bidder, in addition to price, the following elements shall be given consideration:

- a) The ability, capacity, and skill of the bidder to perform the contract required;
- b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- c) Whether the bidder can perform the contract within the time specified;
- d) The quality of performance of previous contracts;

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8064 Capital Construction ~~and Information~~
Technology (IT); Bids**

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- e) The previous and existing compliance by the bidder with laws relating to the contract;
- f) The life-cost of the article or property in relation to the purchase price and the specific use of item;
- g) The performance of the article or property, taking into consideration any commonly accepted tests and standards of product usability and user requirements;
- h) Energy efficiency ratio as stated by the bidder for alternative choices of appliances or equipment; and
- i) Such other information as may be secured having a bearing on the decision to award the contract.

~~For information technology RFP's, proposal evaluation generally follows the construction bid evaluation procedures above, except that the contract is not necessarily awarded to the lowest cost proposal, but to the top ranked proposal based on the criteria outlined in the RFP.~~

When a public contract is to be awarded to the lowest responsible bidder, a resident bidder shall be allowed a preference over a nonresident bidder from a state which gives or requires a preference to bidders from that state.

A capital construction ~~or information technology~~ contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the contractor to make changes in the project without invalidating the contract. Later refinements shall not exceed the ~~scope of the program statement~~budget or available funding.

All bidders on College projects must file a statement that they are complying with, and will continue to comply with, fair labor standards in the pursuit of their business and in the execution of the contract on which they are bidding. All bidders must also comply with the State of Nebraska's Drug-Free Workplace requirement. The proposal form used to bid projects shall contain a clause which, when the proposal is signed by the bidder, certifies that the firm has a drug-free workplace policy in accordance with State requirements.

The contractor must specifically agree not to discriminate against any recipient of services on the basis of race, color, sex, religion, creed, age, marital status, physical or mental disability, political affiliation, national origin or ancestry, and not to discriminate against any employees or applicant for employment on the basis of race, color, sex, religion, creed, age, marital status, physical or mental disability, political affiliation, national origin or ancestry.

All contracts will contain equal opportunity statements to ensure compliance with Federal Government requirements associated with Title VI and Title VII of the Civil Rights Act of 1964, and other appropriate equal opportunity procurement policies.

The recommendation, bid tab sheet and other applicable materials shall be provided to the System Office for review. ~~In the event that~~If less than three (3) bids or proposals are received, the Vice Chancellor for Facilities and Information Technology may approve award of contract based on documentation received. Approval of less than three (3) bids only applies to the Formal Procedure. then bids may be accepted upon documentation of the bidding process.

For any construction project that has a total cost of more than one hundred thousand dollars (\$100,000), the successful bidder for the project shall be required to furnish a Performance Bond and a Labor Material Payment Bond, each in the amount of one hundred percent (100%) of the contract sum, written by a Surety licensed to do business in the State of Nebraska.

If the recommendation is to reject the lowest bid for any one or more of the reasons stated above, the recommendation must include the reason(s) for the rejection. The Board always reserves the right to reject any or all bids.

Attachment: Revisions to Board Policy 8064 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8064 Capital Construction ~~and Information Technology (IT)~~; Bids

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INFORMAL PROCEDURE

Construction projects and ~~information technology~~-related purchases with a total project cost between ~~thirty-fifty~~ thousand dollars (\$~~30~~50,000) and one hundred ~~fifty~~ thousand dollars (\$~~100~~150,000) shall observe the following bidding procedure:

1. Three or more quotations for the project or purchase shall be solicited from responsible bidders. Original quotations may be obtained in writing or verbally. Any verbal quotations must be followed up with a written or faxed confirmation for project files.
 2. A fixed bid receipt date or public opening is not required.
 3. A formal contract shall be executed for the project or purchase after negotiating a price that is reasonable and within budget. ~~The contract may be the System's short form, long form, or other form acceptable to the Vice Chancellor for Facilities and Information Technology~~
- A capital construction ~~or information technology~~ purchase contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the contractor to make changes in the project or the purchase without invalidating the contract. Later refinements shall not exceed the ~~scope of the program statement~~budget or available funding.
4. All resulting quotations or refusals to quote shall be documented by the College for reference.
 5. Information on these contracts shall be reported to the Board of Trustees ~~at the first Board meeting following College acceptance of the contract, per Policy 7015.~~

OPEN SOLICITATION

Construction projects and ~~information technology~~-related purchases with a total cost of less than ~~thirty-fifty~~ thousand dollars (\$~~30~~50,000) shall follow the open solicitation process, as follows:

1. Competitive bidding is not required.
2. The College may contract directly with a responsible contractor after negotiating a contract price that is reasonable and within budget.
3. A capital construction ~~or information technology purchase~~ contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the contractor to make changes in the project without invalidating the contract. Later refinements shall not exceed the ~~scope of the program statement~~budget or available funding.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8064 Capital Construction and Information
Technology (IT); Bids**

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~~INFORMATION TECHNOLOGY (IT) PURCHASING~~

~~Security of data, and requirements for NSCS Technology Resources, need to be considered when NSCS employees make IT purchases. In accordance with Standard 10: Technology Resources Acquisition, from the NSCS Information Security Program in Board Policy 7003, all employees must consult with the applicable Chief Information Officer (CIO) or System Office Information Security Officer (SOISO) before developing, purchasing or contracting for products, services, and/or consulting that have implications for Technology Resource components, data, security, or technical support. This includes, but is not limited to, cloud services, communication systems, information storage and processing systems, software systems, physical facilities related to such systems, and contractual relationships with vendors of such systems and services.~~

| | |
|-----------------------------|---|
| Legal Reference: RRS 72-802 | Public buildings; plans and specifications; limitations; bids; appropriations; limits |
| RRS 72-803 | Public buildings; construction; improvement and repair; contracts; bidding; procedure; exceptions |
| RRS 73-101.01 | Public lettings; resident bidder; defined; preference |
| RRS 73-102 | Fair Labor Standards, statement of compliance required. |
| RRS 81-1108.43 | Capital construction project; prohibited acts; exceptions; warrant; when issues |
| RRS 81-1114 | Department of Administrative Services; building division; powers, duties, and responsibilities |
| RRS 85-304 | Board of Trustees; powers; enumerated |
| RRS 81-3449 | Practice of architecture; exempted activities |
| RRS 81-3453 | Practice of engineering; exempted activities |

Policy Adopted: 3/11/94
 Policy Revised: 8/29/97
 Policy Revised: 10/29/97
 Policy Revised: 9/10/02
 Policy Revised: 2/12/04
 Policy Revised: 9/15/06
 Policy Revised: 9/14/07
 Policy Revised: 9/11/09
 Policy Revised: 4/22/10
 Policy Revised: 6/2/11
 Policy Revised: 6/18/15
 Policy Revised: 11/17/17
 Policy Revised: 6/18/19
 Policy Revised: 11/14/19

Attachment: Revisions to Board Policy 8064 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8065 Capital Construction; Contracts; Approvals

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BOARD POLICY

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

~~The Consistent with Policy 7015, the~~ following types of contracts are to be submitted to the Board for approval:

1. Construction contracts and land purchases amounting to ~~one-three~~ hundred thousand dollars (\$~~100300,000~~) or more. If approval of the contract is critical to the schedule of the project, the following exception will be made:

The Chancellor shall be authorized to approve construction contracts and land purchases above ~~one-three~~ hundred thousand dollars (\$~~100300,000~~) so long as the Board has authorized the project and compliance with all specifications, bidding and contract procedures has taken place. Notification of these approvals shall be provided as an information item to the Board at a subsequent meeting.

2. Any contract or agreement with an engineer or architect if the fee would exceed ~~seventy-one hundred fifty~~ thousand dollars (\$~~70150,000~~). If approval of the contract is critical to the schedule of the project, the following exception will be made:

The Chancellor shall be authorized to approve engineer or architect contracts above ~~seventy-one hundred fifty~~ thousand dollars (\$~~70150,000~~) so long as the Board has authorized the project and compliance with all consultant selection procedures has taken place. Notification of these approvals shall be provided as an information item to the Board at a subsequent meeting.

3. Contract change orders and addenda or amendments involving additional expenditure over one hundred fifty thousand dollars (\$150,000). ~~Total change order amount shall include increases to architect or engineer fees, construction contract, equipment purchases and all other miscellaneous expenditure items related to that change order.~~

If approval of the change order, addendum or amendment is critical to the schedule of the project, ~~change orders involving an expenditure in the range from fifty thousand dollars (\$50,000) up to and including one hundred thousand dollars (\$100,000) may be approved by~~ the Chancellor has the option of approving it as an emergency as defined in Policy 8064. Such emergency approvals and will be provided as an information item at the next Board meeting.

Once approved by either the Board or the Chancellor, the documents ~~shall be signed~~ final signature shall be executed by the ~~vendor, the President or Vice President for Administration and Finance, and then by the~~ Chancellor or Vice Chancellor for Finance and Administration, or General Counsel. The documents shall also have been signed by the vendor or contractor, and the President or Vice President for Administration and Finance.

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

Attachment: Revisions to Board Policy 8065 (2876 : Revisions to Policies 7010; 7015; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8065 Capital Construction; Contracts; Approvals

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1. Any contract for the construction, alteration, renovation, remodeling, repair, or demolition of any building or other improvement to real property under which payment by the College will not exceed ~~one-three~~ hundred thousand dollars (~~\$100300,000~~).
2. Contracts with architects or engineers where the fee will be less than ~~seventy-one hundred fifty~~ thousand dollars (~~\$70150,000~~).
3. Contract change orders, addenda and amendments involving each additional expenditure under ~~fifty-one hundred fifty~~ thousand dollars (\$150,000).

Appropriate bidding/contracting procedures will be followed in all circumstances. Contracts for construction-type projects ~~of less than one hundred thousand dollars (\$100,000), architectural/engineering contracts whereby the fee is less than seventy thousand dollars (\$70,000) and contract change orders amounting to less than fifty thousand dollars (\$50,000) shall be reported by the College at the next Board meeting in a format developed by the System Offices shall be reported to the Board per Policy 7015.~~

Construction status reports shall be provided as information to the Board per Policy 8050.

All contracts for construction and other related services in excess of ~~one-three~~ hundred thousand dollars (~~\$100300,000~~) will be reviewed by the legal counsel or Vice Chancellor for Facilities and Information Technology prior to submission to the Board for consideration and action.

FORMS

Contract forms developed by the System Office ~~shall~~may be used for all construction projects and other related services where the cost will be less than one hundred thousand dollars (\$100,000). If over this amount, and a professional architect or engineer has designed and specified the project, the latest applicable American Institute of Architects (AIA) contract form should be utilized and must incorporate the standard NSCS Long Form provisions.

A construction contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the contractor to make changes in the project without invalidating the contract. Later refinements shall not exceed the budget or available funding for the project. No construction contract may commit funds for a future fiscal year unless specific funding has been approved by the Board or an appropriate cancellation clause has been inserted into the contract.

PAYMENTS

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

1. Every application of payment shall be based on a portion of the Contract sum, properly allocable to the completed portion of work, and shall be reviewed and payment authorized by the architect/engineer. A retainage of five percent (5%) shall be kept until the project is substantially complete. Ten percent (10%) retainage may be used on projects fully funded by the 309 Task Force for Building Renewal, and small projects, as determined by the College.
2. When the project reaches final completion, the retainage will be paid in full.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8065 Capital Construction; Contracts; Approvals

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

Policy Adopted: 3/11/94
 Policy Revised: 6/19/98
 Policy Revised: 4/13/00
 Policy Revised: 2/12/04
 Policy Revised: 9/15/06
 Policy Revised: 9/14/07
 Policy Revised: 1/15/13
 Policy Revised: 3/15/13
 Policy Revised: 11/15/13
 Policy Revised: 11/7/14
 Policy Revised: 6/18/15
 Policy Revised: 4/20/18

Attachment: Revisions to Board Policy 8065 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

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

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BOARD POLICY

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

PROCEDURE

For projects whose basic construction costs are estimated to be more than the limit established in state statute §§81-1108.43 and periodically adjusted by the State Building Division (currently seven hundred five thousand dollars [\$705,000] until January 1, 2022) and the estimated fee is anticipated to exceed the limit established in state statute §§81-1712 and periodically adjusted by the State Building Division (currently seventy thousand dollars [\$70,000] until January 1, 2022), except in cases of ~~public~~ emergencies ~~so certified~~ approved by the ~~President~~ Chancellor per Policy 8064, and in cases where ~~the a~~ DAS "Open End Agreement" consulting firm is utilized at less than one hundred fifty thousand dollars (\$150,000) in fees, the following procedures shall be followed:

1. A Request for Proposal (RFP) advertisement for the project shall be drafted by the College and reviewed by System Office staff before publication. The advertisement shall include a general description of the project and ~~the name of the person at the College to contact for additional~~ information. This advertisement must be published once ~~a week (weekdays only) for three (3) consecutive weeks~~ at least thirty (30) days prior to the deadline for receipt and opening of the proposals in a publication based in or near the locality of the project and in other widely circulated publications or electronic platforms as deemed necessary by the College. A timeline shall be noted in the advertisement ~~for letters of interest to be submitted by the professional consultants. The College shall then notify the interested firms of including~~ the deadline for submittal of proposals ~~and. The RFP will~~ direct the firms to include specific forms/information with their proposals.
2. The President is authorized to appoint a campus screening committee to review the professional consultants' proposals and to select three or four firms for interviews by the selection committee. It is suggested that the local committee include the Chair/Dean of the College/Division/Department for which the facility is being constructed/renovated; the College's Vice President of Administration; the College Director of Physical Plant/Facility Services; and others deemed appropriate by the President.

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

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

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

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

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4. The College representative in charge of the selection process shall consult with the System Office staff in scheduling the date for the interviews. Once the firms to be interviewed have been identified by the screening committee, notification and appropriate material shall be forwarded to the selection committee for review prior to the interviews. The objective criteria shall be similar to that identified in the preceding paragraph 2.
5. Unless time is not available, each firm shall be interviewed for one (1) hour, including questions from the selection committee. When the interviews have all been completed, the committee shall discuss the strengths of the firms in relation to the proposed project and shall arrive at agreement on the first-, second- and third-place firms. The College shall then negotiate a contract, in consultation with System Office staff, with the selected firm, keeping in mind the budget for professional fees. ~~If the negotiations are concluded within the budget limitations and all other issues resolved, a recommendation shall be made by the President to the members of the Fiscal, Facilities & Audit Committee who shall then submit a recommendation to the Board of Trustees for approval.~~ If the fee cannot be negotiated with the first-place firm within the budget limits and required terms, negotiations shall be held with the second-place firm. If agreement cannot be reached with the second qualified firm, negotiations shall be undertaken with the third-place firm. If those negotiations do not result in a satisfactory agreement, the College and System Office staff will determine the next steps.

~~The Presidents are delegated the responsibility for the selection process and for negotiating on behalf of the Board and reporting the same to them, contracts for architectural or engineering services, under seventy thousand dollars (\$70,000) which have been included in the operations budget, revenue bond budget or capital construction budgets. These contracts shall be signed by the President or Vice President for Administration and Finance. The College will include information on these contracts in its subsequent report to the Board.~~

~~For contracts above seventy thousand dollars (\$70,000), once approved by the Board, or the Chancellor as per Policy 8065, the contract shall be signed by the consultant, President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. See Policy 8065 for architect and engineer consulting contracts approval thresholds.~~

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

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

The Department of Administrative Services "Open End Agreement" as defined by DAS Standard Form of Consulting Services: Design and Contract Administration, Nebraska Open End Agreement may be substituted as defined by DAS policy. Per the current DAS-BD Open End Agreement, ~~which expires in January of 2021~~, the policy applies to projects not to exceed two million dollars (\$2,000,000). The policy recognizes the DAS-BD Open End Agreement as an already complete Proposal Request.

Attachment: Revisions to Board Policy 8066 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

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

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

| | | |
|------------------|---------------------|--|
| Legal Reference: | RRS 81-1108.43 | Requirement to hire consultant for design |
| | RRS 81-1701 through | Nebraska Consultant's Competitive Negotiation Act |
| | RRS 81-1721 | |
| | RRS 85-411 | Campus buildings and facilities; board; powers |
| | RRS 85-306 | State college; president; duties; responsible to board |
| | RRS 85-304 | Board of Trustees; powers; enumerated |

Policy Adopted: 3/11/94
 Policy Revised: 6/19/98
 Policy Revised: 9/10/02
 Policy Revised: 2/12/04
 Policy Revised: 9/15/06
 Policy Revised: 11/13/09
 Policy Revised: 4/22/10
 Policy Revised: 3/15/13
 Policy Revised: 11/15/13
 Policy Revised: 11/7/14
 Policy Revised: 11/13/15
 Policy Revised: 3/24/17
 Policy Revised: 4/20/18

Attachment: Revisions to Board Policy 8066 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8067 Capital Construction; Contracts;
Works of Art**

Page 1 of 2

BOARD POLICY

At least one percent (1%) - minus applicable deductibles - of any appropriation for the original construction cost of any public building under the supervision of the Board shall be spent for the acquisition of works of art. Such buildings shall not include repair shops, garages, warehouses or buildings of a utilitarian nature. The work of art may be an integral part of the structure, attached to the structure, detached within or outside of the structure, or may be exhibited by the Board in other public facilities.

The Board, in consultation with the Nebraska Arts Council, shall determine the amount of money to be made available for the purchase of art for each project under its supervision. The selection of, commissioning of artists for, reviewing of design, execution and placement of, and the acceptance of works of art for each project shall be the responsibility of the Board in consultation with the Nebraska Arts Council.

PROCEDURE

The President of each College to which an appropriation is made for the construction, expansion, or renovation of a public building will appoint an art selection committee consisting of a minimum of three members for the purpose of advising the President on art for eligible projects.

1. The committee should be established at the earliest practical time after appropriation of design funds. The decision as to whether the art is to be an integral part of the structure, attached to the structure, detached within or outside of the structure, or exhibited in other public facilities should be made prior to the design of the project and shall be made by the President with the advice of the committee and the architect.
2. The committee shall be responsible for advising the President on the type of art; the selection and commissioning of an artist; the design and execution of the proposed work of art; the placement and acceptance of the work of art.
3. For each project which comes under the purview of the Board's policy and these procedures the President shall arrange the following:
 - a) Consulting with the Nebraska Arts Council prior to any formal action by the Board. Consultation should cover the amount of funds available for art; the type, placement, and acceptance of art; the selection and commissioning of an artist; and the proposed art design.
~~Reporting to the Fiscal, Facilities & Audit Subcommittee of the Board of Trustees prior to any formal action by the Board on the amount of funds to be allocated; the type and placement of art; the commissioning of an artist; and the proposed art design.~~
 - b) An art contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the artist to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the program statement contained in the request for proposals.
 - ~~b) Consulting with the Nebraska Arts Council, after the Board of Trustees has been advised on the art and prior to any formal action by the Board. Consultation should cover the amount of funds available for art; the type, placement and acceptance of art; the selection and commissioning of an artist; and the proposed art design.~~
 - c) Obtaining Board approval of funding; the artist; and the proposed art design.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8067 Capital Construction; Contracts; Works of Art

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~~d) Advising the Director of Administrative Services that the requirements of the Statutes pertaining to acquisition of art for public buildings have been met so that warrants may be issued for payment on the project.~~

ed) Accepting the art.

| | | |
|------------------|------------------------|--|
| Legal Reference: | RRS 82-316 | Nebraska Arts Council Cash Fund |
| | RRS 82-317 | Declaration of policy |
| | RRS 82-318 | Terms defined |
| | RRS 82-319 | New state capital construction |
| | RRS 82-320 | Nebraska Arts Council duties |
| | RRS 82-321 | Construction project committee |
| | RRS 82-322 | Nebraska Arts Council; Promulgate rules |
| | RRS 82-323 | Nebraska Arts Council; Artists |
| | RRS 82-324 | Nebraska Arts Council; Insure compliance with act |
| | RRS 82-325 | Expenditures for works of art |
| | RRS 82-326 | Appropriation; Works of art; Administration |
| | RRS 82-327 | Works of Art; How displayed |
| | RRS 82-328 | Works of Art; Property of State of Nebraska |
| | RRS 82-329 | Works of Art; Nebraska Arts Council, maintain inventory, inspect, recommend procedures |
| | RRS 85-304.01 - 304.03 | Nebraska State Colleges; new capital construction; appropriation; percentage used for works of art |

Policy Adopted: 5/14/82
 Policy Revised: 3/11/94
 Policy Revised: 11/11/95
 Policy Revised: 4/13/00
 Policy Revised: 9/15/06
 Policy Revised: 4/22/10

Attachment: Revisions to Board Policy 8067 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8068

**Capital Construction Information Technology (IT) & All
Equipment; Contracts Procurement;
Forms, Payments**

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BOARD POLICY

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

- ~~1. Contractor~~
- ~~2. President or Vice President for Administration and Finance~~
- ~~3. Chancellor or Vice Chancellor for Finance and Administration or General Counsel~~

Form

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

- ~~1. Owner is the Board of Trustees of the Nebraska State Colleges doing business as (d.b.a.) _____ State College~~
- ~~2. Detailed Scope of Work~~
- ~~3. Contract Sum~~
- ~~4. Progress Payment Schedule (if applicable)~~
- ~~5. Time of Commencement and Completion~~
- ~~6. Fair Labor Standards Statement~~
- ~~7. Equal Employment Opportunities Statement~~
- ~~8. ADA and Drug Free Workplace Requirements~~
- ~~9. New Employee Work Eligibility Status~~
- ~~10. Listing of contract documents (attachments/specifications/drawings)~~
- ~~11. Binding Parties statement~~
- ~~12. Signature blocks for contractor and College President~~

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

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

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

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

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8068

**Capital—Construction Information Technology (IT) & All
Equipment; Contracts; Procurement
Forms, Payments**

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Payments

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

1. ~~Every application of payment shall be based on a portion of the Contract sum, properly allocable to the completed portion of work, and shall be reviewed and payment authorized by the architect/engineer. A retainage of five percent (5%) shall be kept until the project is complete, except that ten percent (10%) retainage shall be used on projects fully funded by the 309 Task Force for Building Renewal, and small projects, as determined by the College.~~
2. ~~When the project reaches final completion, the retainage will be paid in full.~~

Applicability

Board Policy 8068 applies to the procurement of all types of Technology Resources including devices, IT equipment, hardware, software, licenses, subscriptions, and all IT products and services and IT consulting. This policy also applies to the procurement of all types of equipment not associated with IT or construction, including furnishings, fixtures, vehicles and machinery.

Information Technology (IT) Purchasing

Security of data, and requirements for NSCS Technology Resources, need to be considered when NSCS employees make IT purchases. In accordance with Standard 10: Technology Resources Acquisition, from the NSCS Information Security Program in Board Policy 7003, all employees must consult with the applicable Chief Information Officer (CIO), Vice President for Information Technology (VPIT) or System Office Information Security Officer (SOISO) before developing, purchasing or contracting for products, services, and/or consulting that have implications for Technology Resource components, data, security, or technical support. This includes, but is not limited to, cloud services, communication systems, information storage and processing systems, software systems, physical facilities related to such systems, and contractual relationships with vendors of such systems and services.

Emergency

Emergency shall mean any situation where it is necessary to enter into a contract to (a) avoid the loss of life, health, safety, or property, (b) respond to time limits established by an external authority, (c) ensure the continuation of an essential College service, function, utility, facility or Technology Resource, or (d) avoid, correct or repair a situation outside the control of the Colleges including detrimental negligence or acts of an employee, natural or manmade disasters, and security or data compromise.

Proposed emergency purchases shall be documented by the College unit or department and submitted to the President, Vice President for Administration and Finance or Vice President for Academic Affairs, for approval by the Chancellor. Such Chancellor approval automatically includes the suspension of bidding or request for proposal (RFP) requirements for the emergency purchase.

Sole Source

A sole source purchase is when there is only a single feasible or sole source for the supplies or services. A single feasible or sole source exists when:

- Supplies, items or services are proprietary and only available from the manufacturer or a single entity.
- Additions to a system must be compatible with the original system, equipment or software.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8068

**Capital—ConstructionInformation Technology (IT) & All
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- The same vendor/contractor of an installed pilot project system may install expansions to that system.
- Factory authorized maintenance must be utilized in order to maintain a warranty or integrity of system.
- Only one (1) type of product or solution or software exists for a specific application.
- The software or materials are copyrighted and are only available from the publisher or a single entity.
- The services of a particular provider are unique, e.g. entertainers, authors, etc.
- Based on current research, it is determined that only a single entity services the region in which the supplies, items, solutions or services are needed.
- Donors providing funding for an item, service or system may specify a particular vendor, manufacturer or brand.

Documentation to purchase based on sole source without competitive bids or proposals shall be documented by the College unit or department and approved by the Vice President for Administration and Finance in consultation with either the Vice Chancellor for Facilities and Information Technology, or the Vice Chancellor for Finance and Administration.

Exceptions to the Bidding Process

Exceptions to the bidding process are defined as: emergency and sole source purchases with proper approval, software licenses and Technology Resources maintenance agreements, purchase from a previously competitively bid government, multi-state compact or multi-institution contract, including other state colleges and higher education institutions and any purchasing association, or when the price has been established by the federal General Services Administration. Additional exceptions include used items, library acquisitions, and the sharing of IT products and services among institutions. Exceptions also include repairs of less than seventy-five thousand dollars (\$75,000) for vehicles, equipment, furnishings, and Technology Resources. Where possible, repairs under seventy-five thousand dollars (\$75,000) require negotiation to assure quality work is performed at a reasonable price.

Requests for Proposals (RFP)

A Request for Proposal (RFP) process includes a detailed description of the items/services/systems desired, but important factors other than cost are made part of the process and considered in the award of the contract. For the purpose of Board policies, an RFP can be considered a form of bidding, and may be used when formal or informal bidding is required. (The exceptions are Board policies 8066 and 8071, where the RFP proposals are not considered “bids” since the final contract amount is derived through negotiations with the highest ranked consultant or contractor.)

FORMAL PROCEDURE

Information Technology and all other equipment purchases exceeding one hundred fifty thousand dollars (\$150,000) shall observe the following bidding or RFP procedures:

1. Specifications: Specifications for Technology Resource purchases and all other equipment may be prepared by College staff or hired consultants.
2. Advertising: For Technology Resources and all other equipment the College determines the most effective means of advertising and distributing the Request for Proposals (RFP) or other necessary bidding specifications.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8068

**Capital—Construction Information Technology (IT) & All
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The notice, bid specifications or RFP shall include, at a minimum, the following information:

- a) Name of Board of Trustees/College
- b) Description of project, systems or items to be procured
- c) Date, place and time when bids or proposals must be received
- d) Locations where bid documents can be viewed/obtained if not part of the specifications or RFP.

Documentation of the advertisement shall be kept on file with the College responsible for placing the advertisement and will be made available to the System Office or auditors upon request.

3. Bid/Proposal Opening: Electronic proposals, facsimile and e-bids are acceptable. No bids or proposals are to be received or opened after the specified time. College or System Office staff shall be responsible for opening and documenting the bids/proposals. Bid documents shall be considered public information.
4. Bid/Proposal Evaluation: College or System Office staff shall evaluate the bids or proposals received. Awarding of the contracts shall be based on competitive bidding with award to the lowest responsible bidder, except when the RFP specified criteria in addition to price. In such cases, an interview process may be included, and subsequent “best and final offers” submitted, in order to determine the best overall proposal.

INFORMAL PROCEDURE

Technology Resources and all other equipment purchases with a total project cost between fifty thousand dollars (\$50,000) and one hundred fifty thousand dollars (\$150,000) shall observe the following informal procedure:

1. Three or more quotations for the project or purchase shall be solicited from responsible bidders. Original quotations may be obtained in writing or verbally. Any verbal quotations must be followed up with a written or faxed confirmation for project files.
2. A fixed bid receipt date is not required.
3. A formal contract may be executed for the project after negotiating a price that is reasonable and within budget.
4. All resulting quotations or refusals to quote shall be documented by the College for reference.

OPEN SOLICITATION

Technology Resources and all other equipment purchases with a total cost of less than fifty thousand dollars (\$50,000) shall follow the open solicitation process, as follows:

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8068

**Capital—ConstructionInformation Technology (IT) & All
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1. Competitive bidding is not required.
2. The College may contract directly with a responsible contractor after negotiating a contract price that is reasonable and within budget.

INFORMATION TECHNOLOGY (IT) CONSULTING

For IT consulting contracts of one hundred fifty thousand dollars (\$150,000) or more, a formal, advertised Request for Proposals (RFP) process shall be utilized. The advertisement may be electronically distributed to reach the best pool of potential consultants as determined by the College, or the System Office. The project leader is responsible for determining the IT consultant selection committee, which shall consist of at least two other members from the College or System Office.

Each IT consultant selection committee will be responsible for the development of the RFP specifications, requirements, and criteria for proposal evaluation and ranking. The committee will evaluate proposals and select the best proposal based on application of the stated criteria and any additional information derived through interviews. The committee may also consider “best and final offers” to determine final selection and award of contract.

IT consultants may be hired for pilot projects to evaluate existing systems, make recommendations, and to install partial systems to explore the viability of larger, necessary solutions, which may include new or replacement systems. If the College or System Office eventually installs new or replacement systems because the pilot project was successful, the new or replacement systems will be considered an expansion of an existing system, and therefore qualifying as a sole source project.

BOARD POLICY 8068 CONTRACTS

A contract may be conditioned upon later refinements in scope and price and may permit the College or System Office in agreement with the contractor to make changes in the project or the purchase without invalidating the contract. Later refinements shall not exceed the budget or available funding for the project or the purchase.

The most current NSCS Long Form contract should be used for all Policy 8068 purchases, with proposals or price quotations attached as an exhibit. In cases where the vendor or company requires use of their own contract form, great care should be taken to incorporate all provisions of the most current NSCS Long Form into the body of the contract, or as an additional exhibit. Refer also to Board Policy 7015 for additional contract guidance, Board contract approval thresholds, a listing of contracts exempt from Board approval, and requirements for the reporting of contracts.

Legal Reference: RRS 85-304

Board of trustees; powers enumerated

Policy Adopted: 3/11/94
 Policy Revised: 9/26/97
 Policy Revised: 2/12/04
 Policy Revised: 9/15/06
 Policy Revised: 11/13/09
 Policy Revised: 4/22/10
 Policy Revised: 3/15/13
 Policy Revised: 6/18/15

Attachment: Revisions to Board Policy 8068 (2876 : Revisions to Policies 7010; 7015; 7016; 8064, 8065; 8066; 8067; and 8068)

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Acceptance of Single Audit for Year Ended June 30, 2020**

BKD has completed the Nebraska State College System (NSCS) Single (federal) audit for the year ending June 30, 2020. A copy of the audit is attached.

The audit contains an unmodified opinion with no significant deficiencies or material weaknesses.

Pages three (3) through six (6) of the audit provide a summary of all of the federal awards expenditures made during FY 2019-20.

The System Office recommends approval of the Single Audit for Year Ended June 30, 2020.

ATTACHMENTS:

- NSCS 2020 Single Audit Report (PDF)

Nebraska State College System
A Component Unit of the State of Nebraska
Single Audit Reports
June 30, 2020

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System
A Component Unit of the State of Nebraska
June 30, 2020

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Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Independent Auditor's Report

The Board of Trustees
 Nebraska State College System
 Lincoln, Nebraska

Report on the Schedule of Expenditures of Federal Awards

We have audited the accompanying schedule of expenditures of federal awards of the Nebraska State College System (System), a component unit of the State of Nebraska, for the year ended June 30, 2020 and the related notes to the schedule of expenditures of federal awards.

Management's Responsibility

Management is responsible for the preparation and fair presentation of the schedule of expenditures of federal awards in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the schedule of expenditures of federal awards that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the schedule of expenditures of federal awards based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the schedule of expenditures of federal awards is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the schedule of expenditures of federal awards. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the schedule of expenditures of federal awards, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the schedule of expenditures of federal awards in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the schedule of expenditures of federal awards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the schedule of expenditures of federal awards referred to above presents fairly, in all material respects, the expenditures of federal awards of the Nebraska State College System for the year ended June 30, 2020, in accordance with accounting principles generally accepted in the United States of America.

BKD, LLP

Lincoln, Nebraska
March 23, 2021

**Nebraska State College System
A Component Unit of the State of Nebraska
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020**

| Federal Grantor Cluster/Program | Federal Agency Subdivision | Pass-Through Entity | CFDA # | Grant Number/Pass-Through Entity Identifying Number | Wayne | Peru | Chadron | FY 2020 Expenditures | Passed Through to Subrecipients |
|---|---------------------------------------|---------------------|--------|--|-----------|-----------|-----------|----------------------|---------------------------------|
| <i>Student Financial Aid Cluster:</i> | | | | | | | | | |
| <i>U.S. Department of Education:</i> | | | | | | | | | |
| Federal Supplemental Educational Opportunity Grants | Office of Federal Federal Student Aid | | 84.007 | P007A1924810 P007A1824690 P007A1924690 P007A1824400 P007A1924400 | \$ 60,329 | \$ 41,416 | \$ 62,968 | \$ 164,713 | \$ - |
| Federal Work-Study Program | Office of Federal Federal Student Aid | | 84.033 | P033A1824810 P033A1924810 P033A1924690 P033A1824400 P033A1924400 | 96,722 | 88,257 | 243,512 | 428,491 | - |
| Federal Perkins Loan Program | Office of Federal Federal Student Aid | | 84.038 | | 938,678 | - | - | 938,678 | - |
| Federal Pell Grant Program | Office of Federal Federal Student Aid | | 84.063 | P063P1817870 P063P1917870 P063Q1817870 P063Q1917870 P063P1817840 P063P1917840 P063Q1917840 P063P1802640 P063P1902640 P063Q1802640 P063Q1902640 | 4,880,747 | 2,968,075 | 2,870,526 | 10,719,348 | - |

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System

A Component Unit of the State of Nebraska

Schedule of Expenditures of Federal Awards - Continued

Year Ended June 30, 2020

| Federal Grantor Cluster/Program | Federal Agency Subdivision | Pass-Through Entity | CFDA # | Grant Number/Pass-Through Entity Identifying Number | Wayne | Peru | Chadron | FY 2020 Expenditures | Passed Through to Subrecipients |
|---|-----------------------------------|---------------------|---------|---|-------------------|-------------------|-------------------|----------------------|---------------------------------|
| | | | | P268K1917870 | | | | | |
| | | | | P268K2017870 | | | | | |
| | | | | P268K1917840 | | | | | |
| | Office of Federal Federal | | | P268K2017840 | | | | | |
| | Student Aid | | 84.268 | P268K1902640 | | | | | |
| | | | | P268K2002640 | \$ 14,483,987 | \$ 8,409,067 | \$ 8,943,956 | \$ 31,837,010 | \$ - |
| Federal Direct Student Loans | | | | | | | | | |
| | Office of Federal Federal | | | | | | | | |
| | Student Aid | | 84.379 | P379T2017870 | 19,710 | - | - | 19,710 | - |
| Teacher Education Assistance for College & Higher Education Grants (TEACH Grants) | | | | | | | | | |
| Total Student Financial Aid Cluster | | | | | <u>20,480,173</u> | <u>11,506,815</u> | <u>12,120,962</u> | <u>44,107,950</u> | <u>-</u> |
| TRIO Cluster: | | | | | | | | | |
| <i>U.S. Department of Education:</i> | | | | | | | | | |
| | Office of Postsecondary Education | | 84.042 | P042A1511580 | | | | | |
| | | | | P042A1504830 | | | | | |
| TRIO - Student Support Services | | | | P042A1504220 | 363,966 | 323,660 | 284,382 | 972,008 | - |
| | Office of Postsecondary Education | | 84.047 | P047A1703580 | - | - | 227,163 | 227,163 | - |
| TRIO - Upward Bound | | | | | | | | | |
| Total TRIO Cluster | | | | | <u>363,966</u> | <u>323,660</u> | <u>511,545</u> | <u>1,199,171</u> | <u>-</u> |
| Higher Education Emergency Relief Fund: | | | | | | | | | |
| <i>U.S. Department of Education:</i> | | | | | | | | | |
| | Department of Education | | 84.425E | P425E2031460 | | | | | |
| | | | | P425E2038980 | | | | | |
| COVID-19 Higher Education Emergency Relief Fund (HEERF) Student Aid Portion | | | | P425E2050820 | 1,260,780 | 379,836 | 540,638 | 2,181,254 | - |
| | Department of Education | | 84.425F | P425F2036450 | | | | | |
| | | | | P425F2033490 | | | | | |
| COVID-19 Higher Education Emergency Relief Fund (HEERF) Institutional Portion | | | | P425F2028810 | 1,260,779 | 379,836 | 465,862 | 2,106,477 | - |
| Total Higher Education Emergency Relief Fund | | | | | <u>2,521,559</u> | <u>759,672</u> | <u>1,006,500</u> | <u>4,287,731</u> | <u>-</u> |
| Total U.S. Department of Education | | | | | <u>23,365,698</u> | <u>12,590,147</u> | <u>13,639,007</u> | <u>49,594,852</u> | <u>-</u> |

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System
A Component Unit of the State of Nebraska
Schedule of Expenditures of Federal Awards - Continued
Year Ended June 30, 2020

| Federal Grantor Cluster/Program | Federal Agency Subdivision | Pass-Through Entity | CFDA # | Grant Number/Pass-Through Entity Identifying Number | Wayne | Peru | Chadron | FY 2020 Expenditures | Passed Through to Subrecipients |
|---|-------------------------------|---|--------|---|---------------|--------------|---------------|----------------------|---------------------------------|
| <i>Research and Development Cluster:</i> | | | | | | | | | |
| <i>National Science Foundation:</i> | | | | | | | | | |
| Biological Sciences | | | 47.074 | DEB-1019419 DBI-1702516 | \$ - | \$ 1 | \$ 18,444 | \$ 18,445 | \$ - |
| Mathematical and Physical Sciences | | | 47.049 | DMR-1709912 | - | 1,439 | - | 1,439 | - |
| Integrative Activities | | | 47.083 | OIA-1557417 | 5,431 | 4,950 | - | 10,381 | - |
| <i>U.S. Department of Health & Human Services:</i> | | | | | | | | | |
| Mental and Behavioral Health Education and Training Grants | | University of Nebraska Medical Center (UNMC) & NE Health & Human Services | 93.732 | 5M01HP31279-03-00 | - | - | 6,659 | 6,659 | - |
| Biomedical Research & Research Training | National Institutes of Health | University of Nebraska Medical Center (UNMC) & NE Health & Human Services | 93.859 | 5P20GM103427-18 5P20GM103427-17 | 32,064 | - | 25,164 | 57,228 | - |
| Total Research and Development Cluster | | | | | 37,495 | 6,390 | 50,267 | 94,152 | - |

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System A Component Unit of the State of Nebraska Schedule of Expenditures of Federal Awards - Continued Year Ended June 30, 2020

| Federal Grantor Cluster/Program | Federal Agency Subdivision | Pass- Through Entity | CFDA # | Grant Number/Pass- Through Entity Identifying Number | Wayne | Peru | Chadron | FY 2020 Expenditures | Passed Through t Subrecipie |
|---|---|--|--------|--|----------------------|----------------------|----------------------|-------------------------|-----------------------------------|
| <i>Other Programs:</i> | | | | | | | | | |
| <i>CCDF Cluster:</i> | | | | | | | | | |
| <i>U.S. Department of Health and Human Services:</i> | | | | | | | | | |
| Child Care and Development Block Grant | | | 93.575 | G1901NECCDF | \$ - | \$ - | \$ 4,263 | \$ 4,263 | \$ - |
| Total CCDF Cluster | | | | | - | - | 4,263 | 4,263 | - |
| <i>U.S. Department of Agriculture:</i> | | | | | | | | | |
| Western Range Grasshopper OSU | | | 10.025 | AP19PPQS&T00C038 | - | - | 10,237 | 10,237 | - |
| Child and Adult Care Food Program | | | 10.558 | 202020N202043 | - | - | 7,278 | 7,278 | - |
| <i>National Aeronautics & Space Administration:</i> | | | | | | | | | |
| Education | | NASA NE Space Grant Consortium | 43.008 | 44-0307-1019-479 44-0307-1019-509 | - | - | 11,308 | 11,308 | - |
| <i>U.S. Small Business Administration:</i> | | | | | | | | | |
| Small Business Development Centers | | University of Nebraska - Omaha (UNO) | 59.037 | 45-0606-1100-202 45-0606-1103-202 45-0606-1103-201 | 72,682 | - | 23,046 | 95,728 | - |
| <i>U.S. Department of Homeland Security:</i> | | | | | | | | | |
| Disaster Grants - Public Assistance (Presidentially Declared Disasters) | Federal Emergency Management Agency | Nebraska Emergency Management Agency | 97.036 | FEMA-4420-DR-NE | - | 87,742 | - | 87,742 | - |
| Total Other Programs | | | | | 72,682 | 87,742 | 56,132 | 216,556 | - |
| Total Expenditures of Federal Awards | | | | | \$ 23,475,875 | \$ 12,684,279 | \$ 13,745,406 | \$ 49,905,560 | \$ - |

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System
A Component Unit of the State of Nebraska
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020

Notes to Schedule

Basis of Presentation and Summary of Significant Accounting Policies

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal award activity of the Nebraska State College System (System) under programs of the federal government for the fiscal year ended June 30, 2020. The accompanying notes are an integral part of this Schedule. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the System, it is not intended to and does not present the financial position, changes in net position or cash flows of the System.

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The System has elected not to use the ten percent de minimis cost rate allowed under the Uniform Guidance.

Loans Outstanding

The federal loan program listed subsequently is administered directly by the System, and balances and transactions relating to this program are included in the System's basic financial statements, which are issued separately. Loans outstanding at the beginning of the year and loans made during the year are included in the federal expenditures presented in the Schedule. The balance of loans outstanding at June 30, 2020 consists of:

Program Title

| | |
|------------------------------|--------------|
| Federal Perkins Loan Program | CFDA #84.038 |
| Wayne | \$ 748,302 |

Personal Protective Equipment (PPE) (Unaudited)

The Nebraska State College System received donated PPE during the year with an approximate fair market value of \$1,972.

Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance

Independent Auditor's Report

The Board of Trustees
Nebraska State College System
Lincoln, Nebraska

Report on Compliance for Each Major Federal Program

We have audited the compliance of the Nebraska State College System (the System), a component unit of the State of Nebraska, with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020. The System's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the System's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the System's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the System's compliance.

Opinion on Each Major Federal Program

In our opinion, the System complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the System is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the System's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the System's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BKD, LLP

Lincoln, Nebraska
March 23, 2021

Nebraska State College System A Component Unit of the State of Nebraska Schedule of Findings and Questioned Costs Year Ended June 30, 2020

Summary of Auditor's Results

The financial statements of the Nebraska State College System were audited by the Nebraska Auditor of Public Accounts and were provided under separate cover. Certain items are summarized below.

Financial Statements

1. The type of report the Nebraska Auditor of Public Accounts issued on whether the financial statements audited were prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) was:

Unmodified Qualified Adverse Disclaimer

2. The Nebraska Auditor of Public Accounts independent auditor's report on internal control over financial reporting disclosed:

Significant deficiency(ies)? Yes None reported
Material weakness(es)? Yes No

3. Noncompliance considered material to the financial statements was disclosed by the audit by the Nebraska Auditor of Public Accounts?

Yes No

Federal Awards

4. The independent auditor's report on internal control over compliance for major federal awards programs disclosed:

Significant deficiency(ies)? Yes None reported
Material weakness(es)? Yes No

5. The opinion expressed in the independent auditor's report on compliance for major federal award programs was:

Unmodified Qualified Adverse Disclaimer

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System
A Component Unit of the State of Nebraska
Schedule of Findings and Questioned Costs - Continued
Year Ended June 30, 2020

6. The audit disclosed findings required to be reported by 2 CFR 200.516(a)? Yes No

7. The System's major programs were:

| Cluster/Program | CFDA Number |
|--|--------------------|
| Student Financial Assistance Cluster | |
| Federal Supplemental Educational Opportunity Grants | 84.007 |
| Federal Work-Study Program | 84.033 |
| Federal Perkins Loan Program | 84.038 |
| Federal Pell Grant Program | 84.063 |
| Federal Direct Student Loans | 84.268 |
| Teacher Education Assistance for College and Higher Education (TEACH) Grants | 84.379 |
| COVID-19 Higher Education Emergency Relief Fund (HEERF) | 84.425 |

8. The threshold used to distinguish between Type A and Type B programs was \$750,000.

9. The System qualified as a low-risk auditee? Yes No

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System
A Component Unit of the State of Nebraska
Schedule of Findings and Questioned Costs - Continued
Year Ended June 30, 2020

Findings Required to be Reported by *Government Auditing Standards*

| Reference Number | Finding |
|-------------------------|---|
| | The Nebraska Auditor of Public Accounts issued under separate cover the report in accordance with <i>Government Auditing Standards</i> related to the financial statements of the System. No matters were reported. |

Findings Required to be Reported by the Uniform Guidance

| Reference Number | Finding |
|-------------------------|----------------------------|
| | No matters are reportable. |

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

Nebraska State College System
A Component Unit of the State of Nebraska
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2020

| Reference Number | Summary of Finding | Status |
|-----------------------------|---------------------------|---------------|
|-----------------------------|---------------------------|---------------|

No matters are reportable.

Attachment: NSCS 2020 Single Audit Report (2841 : Single Audit for Year Ended June 30, 2020)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: Approve Tuition Rates

This proposal includes tuition rates for the 2021-22 academic year. These rates will be effective for fall 2021, spring 2022 and summer 2022. The presidents and System Office leadership have taken into consideration the support from the Legislature, the federal CARES funding and the impact of COVID-19 on families and students, and have decided to hold the line on tuition increases for the coming year. None of the rates have changed from 2020-21.

| Proposed Tuition Rates | | | |
|---|-------------------|-------------------|-------------------|
| Academic Year 2021-22 | | | |
| <u>On-Campus Tuition</u> | <u>CSC</u> | <u>PSC</u> | <u>WSC</u> |
| Undergraduate Resident | \$186.00 | \$186.00 | \$186.00 |
| Graduate Resident | \$232.50 | \$232.50 | \$232.50 |
| Undergraduate Non-resident | \$187.00 | \$187.00 | \$187.00 |
| Graduate Non-resident | \$465.00 | \$465.00 | \$465.00 |
| Graduate Non-resident (College Center) | | | \$233.50 |
| <u>Online Rate (1)</u> | | | |
| Undergraduate Online | \$299.00 | \$299.00 | \$299.00 |
| Graduate Online | \$380.00 | \$380.00 | \$380.00 |
| Special Graduate Online | | | |
| CSC - ME in Curriculum & Instruction | \$359 | | |
| CSC - MAE in Education (History/Science/Math) | \$359 | | |
| PSC - MSE in Curriculum & Instruction | | \$359 | |
| WSC - MSE in Curriculum & Instruction | | | \$359 |
| WSC - MSE in Special Education | | | \$359 |
| <u>Dual Enrollment Program (1)</u> | | | |
| All Students | \$60.00 | \$60.00 | \$60.00 |
| (1) The rate is inclusive of all fees. | | | |

Tuition Rate Guidance

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

All Inclusive Rate

Board Policy 6021 provides that the online and dual enrollment rates are inclusive of tuition and fees.

Action Item (ID # 2911)

Meeting of June 17, 2021

The System Office recommends approval of the Tuition Rates.

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: Approve Fee Recommendations for 2021-2022

The Colleges have submitted proposed fees for fiscal year 2021-22 as required in Board Policy 6022. The proposed fees are shown on the following pages, along with a comparison to the prior year's fees.

The colleges are not increasing the rates for Board approved fees for the next fiscal year. The only change is a request from Chadron to remove the 12 credit hour cap on the health fee.

Chadron State College

Chadron State College fee rates remain unchanged for the 2021-2022 Academic Year. The only request by the College is to remove the 12-credit hour cap on the health fee as a continued effort to simplify the fee structure. CSC started the process of removing the 12-credit hour cap on fees last year with the event fee. If the health fee is approved, the only fee with a 12-credit hour cap remaining will be the student activity fee.

Health Services has been using 3rd Millennium for alcohol and marijuana education as part of students' incident training but starting this year they have included the education as a preventative measure. This change increased the cost by over \$1,500 this year.

Health Services started using 3rd Millennium Classrooms for Consent & Respect and Alcohol & Title IX trainings last June. These educational units cost over \$5,500 this year.

The Grit Digital Health online resource (YOU@CSC) was implemented in spring 2019 due to a campus committee identifying a student need and addressing that need. This online resource supports students in three areas: academic and career success (Succeed), purpose and campus connections (Matter), and physical and mental well-being (Thrive). The cost of this resource is split between academics and health services. The health services component of this resource is approximately \$6,000 per year.

There has been a substantial increase in student counseling appointments from 2019-2020 to 2020-2021. The average increase in student counseling appointments from August - March is up 146% without the COVID related appointments and up 213% with COVID related appointments. The increase in student nurse appointments is up 147% this year.

The increased mental health appointments have also increased the student telehealth needs causing an increase in costs this year of almost \$5,500. Telehealth services are for students who need more than counseling services, they need psychiatric help and prescription orders and/or renewals. In the school year 2020-2021 all telehealth available appointments were filled with students needing these services. It is unclear if we will continue to see increased student health needs next year or in the future at the same rates we've seen this year.

The health fee has been the same since the 2016-17 fiscal year but the costs have increased and have been covered by other student services general fund accounts. Budget cuts over the past three years have made covering these costs by general fund more challenging. We would

like to have health services related expenses paid with the health fee instead of through various accounts. The total cost of the increased services is \$18,500 and the estimated revenue from removing the cap is \$13,728.

The System Office recommends approval of the Fee Recommendations for 2021-2022.

ATTACHMENTS:

- CSC Fee Recommendations 2021-22 (PDF)
- PSC Fee Recommendations 2021-22 (PDF)
- WSC Fee Recommendations 2021-22 (PDF)

Chadron State College
Proposed Student Fee Schedule
Academic Year 2021-22

| | Actual 2020-21 Rate | Proposed 2021-22 Rate | Fund | | |
|--|---------------------------|-----------------------------|------|-----------|-------|
| | | | Cash | Revolving | Trust |
| On-Campus Fees: (per credit hour) | | | | | |
| Capital Improvement Fee | \$12.00 | \$12.00 | | x | |
| Event Fee (Fall, Spring) (1) | \$14.50 | \$14.50 | x | | x |
| Facilities Fee (2) | \$22.00 | \$22.00 | x | x | |
| Health Fee (Fall, Spring) | | \$4.45 | x | | |
| Per Credit - Max 12 Credits | \$4.45 | | x | | |
| Student Activity Fee (Fall, Spring) - Max 12 Credits | \$7.00 | \$7.00 | | | x |
| Student Record Fee | \$0.41 | \$0.41 | x | | |
| Technology Fee | \$11.00 | \$11.00 | x | | |

Extended Campus Fees: (per credit hour)

| | | | | | |
|------------------------------|---------|---------|---|---|---|
| Capital Improvement Fee | \$12.00 | \$12.00 | | x | |
| Event Fee (Fall, Spring) (1) | \$14.50 | \$14.50 | x | | x |
| Facilities Fee (2) | \$22.00 | \$22.00 | x | x | |
| Student Record Fee | \$0.41 | \$0.41 | x | | |
| Technology Fee | \$11.00 | \$11.00 | x | | |

Other Fees:

| | | | | | |
|--|----------|----------|---|--|--|
| Matriculation and Processing Fees (one time) (3) | \$15.00 | \$15.00 | x | | |
| Degree/Graduation Fee | | | | | |
| Undergraduate | \$20.00 | \$20.00 | x | | |
| Graduate | \$20.00 | \$20.00 | x | | |
| Late Payment Fee (2% of outstanding balance up to \$100) | \$100.00 | \$100.00 | x | | |
| Late Registration Fee | \$25.00 | \$25.00 | x | | |
| Placement/Credential Fee | \$10.00 | \$10.00 | x | | |
| Reinstatement Fee | \$100.00 | \$100.00 | x | | |
| Returned Check Charge | \$30.00 | \$30.00 | x | | |
| Parking | | | | | |
| Annual - Auto or Motorcycle | \$0.00 | \$0.00 | x | | |
| Annual - Each Additional Auto or Motorcycle | \$20.00 | \$20.00 | x | | |

Notes:

- (1) \$13.775 to cash and \$0.725 to trust fund
- (2) \$5.25 to cash and \$16.75 to revolving
- (3) This includes a \$5.00 matriculation fee and a \$10.00 college processing fee

Chadron State College
Proposed Employee Parking Fee Schedule
Academic Year 2021-22

| | 2020-21 Rate | Proposed 2021-22 Rate | Fund | | |
|---|-----------------|-----------------------------|------|-----------|-------|
| | | | Cash | Revolving | Trust |
| Parking: | | | | | |
| Annual - Auto or Motorcycle | \$20.00 | \$20.00 | x | | |
| Annual - Each Additional Auto or Motorcycle | \$20.00 | \$20.00 | x | | |
| Penalty | \$20.00 | \$20.00 | x | | |

Attachment: CSC Fee Recommendations 2021-22 (2910 : Fee Recommendations for 2021-2022)

Peru State College
Proposed Student Fee Schedule
Academic Year 2021-22

| | Actual 2020-21 Rate | Proposed 2021-22 Rate | Fund | | |
|--|---------------------------|-----------------------------|------|-----------|-------|
| | | | Cash | Revolving | Trust |
| On-Campus Fees: (per credit hour) | | | | | |
| Capital Improvement Fee | \$12.00 | \$12.00 | | x | |
| Event Fee (Fall, Spring) | \$7.75 | \$7.75 | x | | |
| Facilities Fee (1) | \$30.00 | \$30.00 | x | x | |
| Health Fee (Fall, Spring) | \$5.00 | \$5.00 | x | | |
| Student Activity Fee (Fall, Spring) | \$7.00 | \$7.00 | | | x |
| Technology Fee | \$10.10 | \$10.10 | x | | |
| Other Fees: | | | | | |
| Matriculation & Processing Fee (one time) (2) | \$15.00 | \$15.00 | x | | |
| Degree/Graduation Fee | | | | | |
| Undergraduate | \$50.00 | \$50.00 | x | | |
| Graduate | \$75.00 | \$75.00 | x | | |
| Late Payment Fee (2% of outstanding balance up to \$100) | \$100.00 | \$100.00 | x | | |
| Late Registration Fee | \$10.00 | \$10.00 | x | | |
| Reinstatement Fee | \$100.00 | \$100.00 | x | | |
| Returned Check Charge | \$30.00 | \$30.00 | x | | |

Notes:

- 1) \$2.00 to cash and \$28.00 to revolving
(2) This includes a \$5.00 matriculation fee and a \$10.00 college processing fee

Peru State College
Proposed Employee Parking Fee Schedule
Academic Year 2021-22

| | 2020-21 Rate | Proposed 2021-22 Rate | Fund | | |
|-----------------------------|-----------------|-----------------------------|------|-----------|-------|
| | | | Cash | Revolving | Trust |
| Parking: | | | | | |
| Annual - Auto or Motorcycle | \$25.00 | \$25.00 | x | | |

Attachment: PSC Fee Recommendations 2021-22 (2910 : Fee Recommendations for 2021-2022)

Wayne State College
Proposed Student Fee Schedule
Academic Year 2021-22

| | Actual 2020-21 Rate | Proposed 2021-22 Rate | Fund | | |
|--|---------------------------|-----------------------------|------|-----------|-------|
| | | | Cash | Revolving | Trust |
| On-Campus Fees: (per credit hour) | | | | | |
| Capital Improvement Fee | \$12.00 | \$12.00 | | x | |
| Event Fee (Fall, Spring) | \$13.00 | \$13.00 | x | | |
| Facilities Fee - Max 12 Credits (1) | \$21.25 | \$21.25 | x | x | |
| Health Fee - Max 12 Credits | \$5.25 | \$5.25 | x | | |
| Student Activity Fee (Fall, Spring) - Max 12 Credits | \$6.25 | \$6.25 | | | x |
| Student Record Fee | \$1.00 | \$1.00 | x | | |
| Technology Fee | \$9.40 | \$9.40 | x | | |

Extended Campus Fees: (per credit hour)

| | | | | | |
|-------------------------|---------|---------|---|---|--|
| Extended/Off-Campus Fee | \$35.00 | \$35.00 | x | | |
| Capital Improvement Fee | \$12.00 | \$12.00 | | x | |
| Student Record Fee | \$1.00 | \$1.00 | x | | |
| Technology Fee | \$9.40 | \$9.40 | x | | |

| Other Fees: | | | | | |
|--|----------|----------|---|--|--|
| Matriculation and Processing Fees (one time) (2) | \$15.00 | \$15.00 | x | | |
| Degree/Graduation Fee | | | | | |
| Undergraduate | \$60.00 | \$60.00 | x | | |
| Graduate | \$85.00 | \$85.00 | x | | |
| Late Payment Fee (2% of outstanding balance up to \$100) | \$100.00 | \$100.00 | x | | |
| Reinstatement Fee | \$100.00 | \$100.00 | x | | |
| Returned Check Charge | \$30.00 | \$30.00 | x | | |

Notes:

- (1) \$2.20 to cash and \$19.05 to revolving
(2) This includes a \$5.00 matriculation fee and a \$10.00 college processing fee

Wayne State College
Proposed Employee Parking Fee Schedule
Academic Year 2021-22

| | 2020-21 Rate | Proposed 2021-22 Rate | Fund | | |
|--|-----------------|-----------------------------|------|-----------|-------|
| | | | Cash | Revolving | Trust |
| Parking: | | | | | |
| Annual - Vehicle | \$50.00 | \$50.00 | x | x | |
| Annual - Reserved Parking for Executive Administrators | \$80.00 | \$80.00 | x | x | |
| Annual Motorcycle | \$20.00 | \$20.00 | x | x | |
| Spring/Summer Only | \$30.00 | \$30.00 | x | x | |
| Summer Only | \$20.00 | \$20.00 | x | x | |

Attachment: WSC Fee Recommendations 2021-22 (2910 : Fee Recommendations for 2021-2022)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: Approve Distribution of Funds for 2021-2022

With the approval of LB380, the general appropriations bill to fund Nebraska State Government for the biennium ending June 30, 2023, the amount of funding provided to the Nebraska State College System for FY22 (July 1, 2021 thru June 30, 2022) can be allocated to the colleges and the system office. Board Policy 7001 provides for the allocation of operational funds to the State Colleges and the System Office. The proposed distribution of funds was shared with the colleges so they could prepare their Preliminary Operating Budgets for FY22, which are also included on the June Board agenda. The details of the Distribution of Funds, is included in this item.

The General Fund appropriation for FY22 is \$59,439,068, including the \$2,000,000 for Career Scholarship funding. This represents an operating increase of 1,911,711, or a 3.4% base operating increase. The total increase of \$2,911,711, including the Career Scholarship funds, represents a base increase of 5.2%.

The Cash Fund (est.) appropriation is adjusted for tuition and fee rate increases, as well as for any enrollment changes at the Colleges. There were no tuition or fee rate increases beyond the removal of the credit hour cap on the CSC health fee. The campuses wanted to hold the costs steady to assist all students that have been impacted by COVID. The support received from the Legislature and the Governor also made it possible to hold the line on tuition and fees this coming year.

Enrollment changes also provide the opportunity to build tuition and fee revenue growth into the base budget. The current practice is to allow an institution to build one-third of the increase into their base budget the year following the growth, and two-thirds two years later. This process allows time to confirm that the growth is sustained and that adding base costs to the budget is reasonable. WSC has had sustained enrollment growth that allows for a base adjustment of \$1,323,419 to their FY22 base.

The budget for NeSIS Operations, which flows through the System Office Cash Fund, is decreased by \$22,879 for FY22. The amount is based on the budget we receive from the Nebraska University System on what the NSCS portion of the student information system will be.

The final adjustment line reflects anticipated changes for scholarship awards received during the year from state agencies such as the Coordinating Commission for Postsecondary Education (CCPE) and the Nebraska Department of Education. The FY22 cash funds base is broken into "Operating Base" and "Scholarship/Grant Awards Base" so the amount received for scholarships and grants can be easily identified.

The Federal Fund appropriation reflects preliminary projections from the colleges. Additional adjustments may be made to the Federal Funds appropriation as needed by the colleges during

the fiscal year. It should be noted that the federal funds reflected is the "base" authority need and does not include the one-time Rescue Plan Act funding. That funding has been included in the Preliminary Operating Budgets prepared by the colleges.

The Revolving Fund (Revenue Bond) operations and maintenance amounts are based on the FY22 preliminary revenue bond operating budgets, which are on the agenda for Board approval. It should be noted that the reductions to the FY21 budgets were based on the projections provided to the System Office in December 2020 after the enrollments are available for the fall term. The Revised FY21 Revenue Bond Operating Budgets reflect these changes and are on the agenda for approval.

The System Office recommends approval of the Distribution of Funds for 2021-2022.

ATTACHMENTS:

- Distribution of Funds 2021-22 (PDF)

Distribution of Funds

FY22

June 17, 2021

| | CSC | PSC | WSC | SO | TOTAL |
|--|---------------------|---------------------|---------------------|--------------------|----------------------|
| General Funds | | | | | |
| FY21 Operating Base | \$18,893,375 | \$10,559,620 | \$23,608,677 | \$2,465,685 | \$55,527,357 |
| Career Scholarships Funding (LB1108 - 2020) | \$324,198 | \$272,291 | \$403,511 | \$0 | \$1,000,000 |
| Total FY21 General Fund Base | \$19,217,573 | \$10,831,911 | \$24,012,188 | \$2,465,685 | \$56,527,357 |
| General Fund Adjustments (LB380 - 2021) (2) | | | | | |
| Salary and Related Benefit Adjustment - 2% plus NAPE Additional | \$471,919 | \$280,890 | \$565,224 | \$35,211 | \$1,353,244 |
| Health Insurance Increase (3%) | \$98,455 | \$57,229 | \$120,217 | \$4,902 | \$280,803 |
| DAS Rate Changes (actual) | \$28,615 | \$20,753 | \$26,845 | \$1,451 | \$77,664 |
| Insurance Costs | \$49,564 | \$45,041 | \$105,395 | \$0 | \$200,000 |
| Career Scholarships Funding (LB380 - 2021) | \$331,191 | \$271,554 | \$397,255 | \$0 | \$1,000,000 |
| Total General Fund Change | \$979,744 | \$675,467 | \$1,214,936 | \$41,564 | \$2,911,711 |
| FY21 Operating Base | \$19,541,928 | \$10,963,533 | \$24,426,358 | \$2,507,249 | \$57,439,068 |
| Career Scholarships | \$655,389 | \$543,845 | \$800,766 | \$0 | \$2,000,000 |
| Total FY22 General Fund Base | \$20,197,317 | \$11,507,378 | \$25,227,124 | \$2,507,249 | \$59,439,068 |
| Cash Funds (est) | | | | | |
| FY21 Base | \$13,067,228 | \$8,386,642 | \$19,040,650 | \$617,193 | \$41,111,713 |
| Cash Fund Adjustment (11/12/2020) | | (\$478,000) | | | (\$478,000) |
| Subtotal | \$13,067,228 | \$7,908,642 | \$19,040,650 | \$617,193 | \$40,633,713 |
| Cash Fund - Scholarship/Grant Awards (1) | \$401,000 | \$454,583 | \$1,040,000 | \$0 | \$1,895,583 |
| Cash Fund - Scholarship/Grant Awards Adjustment (11/12/20) | | | \$24,000 | | \$24,000 |
| Subtotal | \$401,000 | \$454,583 | \$1,064,000 | \$0 | \$1,919,583 |
| Total FY21 Cash Funds Base | \$13,468,228 | \$8,363,225 | \$20,104,650 | \$617,193 | \$42,553,296 |
| Cash Fund Adjustments | | | | | |
| Cash Fund - Net Impact of Tuition Rate Increase (0.0%) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Cash Fund - Impact of Fee Rate Changes | \$18,500 | \$0 | \$0 | \$0 | \$18,500 |
| Cash Fund - Impact of Enrollment Changes | \$0 | \$0 | \$1,323,419 | \$0 | \$1,323,419 |
| Cash Fund - Scholarship/Grant Awards Adjustment | \$49,000 | \$45,245 | \$55,000 | \$0 | \$149,245 |
| Cash Fund - NeSIS Operations | \$0 | \$0 | \$0 | (22,879) | (22,879) |
| Total Cash Fund Adjustments | \$67,500 | \$45,245 | \$1,378,419 | (22,879) | 1,468,285 |
| Total FY22 Cash Funds Operating Base | \$13,085,728 | \$7,908,642 | \$20,364,069 | \$594,314 | \$41,952,753 |
| Total FY22 Scholarship/Grant Awards Base | \$450,000 | \$499,828 | \$1,119,000 | \$0 | \$2,068,828 |
| Total FY22 Cash Funds Base (est) | \$13,535,728 | \$8,408,470 | \$21,483,069 | \$594,314 | \$44,021,581 |
| Federal Funds (est) | | | | | |
| FY21 Base | \$15,000,000 | \$12,820,000 | \$20,229,900 | \$0 | \$48,049,900 |
| Base Adjustments (2) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total FY21 Federal Funds Base | \$15,000,000 | \$12,820,000 | \$20,229,900 | \$0 | \$48,049,900 |
| Federal Funds Adjustments (2) | | | | | |
| Federal Aid Adjustment | \$1,000,000 | \$0 | \$0 | \$0 | \$1,000,000 |
| Total FY22 Federal Funds Base (est) (2) | \$16,000,000 | \$12,820,000 | \$20,229,900 | \$0 | \$49,049,900 |
| Revolving Funds (Revenue Bond) (est) | | | | | |
| FY21 Base | \$2,737,485 | \$1,627,247 | \$4,921,500 | \$0 | \$9,286,232 |
| Adjustment for Revised Budgets (6/17/21) | (\$78,553) | (\$274,662) | \$0 | \$0 | (\$353,215) |
| Total FY21 Revolving Funds Base | \$2,658,932 | \$1,352,585 | \$4,921,500 | \$0 | \$8,933,017 |
| Revolving Fund Adjustments | \$102,853 | \$253,969 | \$224,037 | \$0 | \$580,859 |
| Adjustment to Revolving Funds (3) | \$2,761,785 | \$1,606,554 | \$5,145,537 | \$0 | \$9,513,876 |
| Total FY 2021-22 Revolving Funds Base (est) (3) | \$2,761,785 | \$1,606,554 | \$5,145,537 | \$0 | \$9,513,876 |
| DISTRIBUTION FY 2021-22 | | | | | |
| General Funds | \$20,197,317 | \$11,507,378 | \$25,227,124 | \$2,507,249 | \$59,439,068 |
| Cash Funds | \$13,535,728 | \$8,408,470 | \$21,483,069 | \$594,314 | \$44,021,581 |
| Federal Funds (est.) | \$16,000,000 | \$12,820,000 | \$20,229,900 | \$0 | \$49,049,900 |
| Revolving Funds (est.) | \$2,761,785 | \$1,606,554 | \$5,145,537 | \$0 | \$9,513,876 |
| FY 2021-22 All Funds Total | \$52,494,830 | \$34,342,402 | \$72,085,630 | \$3,101,563 | \$162,024,425 |

Notes:

- (1) Includes awards from state agencies such as Nebraska Opportunities Grant (NOG), Access College Early (ACE), and Attracting Excellence in Teaching (AET) added by the colleges throughout the year as awards are determined.
- (2) Federal Funds (est.) are estimates based on initial projections by the colleges. Adjustments are made as needed by the colleges. Does not include the CARES funding as it is not part of the base budget.
- (3) Revolving Funds (est.) are based on College preliminary revenue bond operating budgets. Adjustments are made when approved by the Board.

Attachment: Distribution of Funds 2021-22 (2023 : Distribution of Funds for 2021-2022)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: Approve Revised Operating Budgets for 2020-2021

The FY21 budgets have been revised to reflect encumbrances and carry forwards from FY20, cash fund adjustments approved by the Board, as well as Nebraska Opportunity Grant (NOG) and other funds received through the Coordinating Commission for Postsecondary Education (CCPE) and the Nebraska Department of Education. Federal funds awarded during 2020-21 are also included, but only the student aid portion of the Coronavirus Response and Relief Supplemental Appropriations Acts (CRRSA) is reflected. The institutional emergency support aid from CRRSA is reflected in Program 09 and not included in the operations budget. The amounts are included in the footnotes.

A table comparing the preliminary budgets along with the revised budgets follows:

2020-2021 Operating Budgets

| | Chadron | | Peru | | Wayne | |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | Preliminary | Revised | Preliminary | Revised | Preliminary | Revised |
| General Fund | \$18,893,375 | \$19,217,573 | \$10,559,620 | \$10,831,911 | \$23,608,677 | \$24,012,188 |
| Cash Fund | \$13,468,228 | \$16,850,284 | \$ 8,841,225 | \$10,788,974 | \$20,080,650 | \$27,436,182 |
| Federal Funds | \$15,000,000 | \$17,743,744 | \$12,820,000 | \$14,846,748 | \$20,229,900 | \$21,828,282 |
| TOTAL | \$47,361,603 | \$53,811,601 | \$32,220,845 | \$36,467,633 | \$63,919,227 | \$73,276,652 |

At the start of each new biennium, the colleges and system office must seek board approval to carry forward remaining appropriations (authority to spend) from the prior biennium. In the mid-biennium years, remaining appropriations for cash funds, revolving and federal funds generally roll forward automatically based on authority granted to the Governor's Budget Office in the appropriations bill. The colleges will have an opportunity as they close out the year to determine how much of the remaining authority is needed to meet outstanding obligations and commitments of the colleges as of June 30, 2020. The colleges will be making the carry forward requests of the Board in September.

The System Office revised operating budget is also attached, but with no changes from the preliminary budget.

The System Office recommends approval of the Revised Operating Budgets for 2020-2021.

ATTACHMENTS:

- CSC Revised Operating Budget (PDF)
- PSC Revised Operating Budget (PDF)

Action Item (ID # 2924)

Meeting of June 17, 2021

- WSC Revised Operating Budget (PDF)
- NSCS Office Revised Operating Budget (PDF)

Chadron State College
2020-21 Revised Operating Budget

| Expenditure Type | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | Total |
|--|---------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| | Instruction | Research | Public Svc | Acad Supp | Student Svc | Gen Admin | Plant O&M | Student Aid | |
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| 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 | \$7,578,281 | \$0 | \$30,550 | \$2,373,808 | \$2,222,409 | \$2,887,065 | \$1,373,900 | | \$16,466,013 |
| Benefits | \$2,317,292 | | \$156,599 | \$849,520 | \$881,058 | \$1,157,663 | \$613,588 | | \$5,975,720 |
| Subtotal Permanent Salaries & Benefits | \$9,895,573 | \$0 | \$187,149 | \$3,223,328 | \$3,103,467 | \$4,044,728 | \$1,987,488 | \$0 | \$22,441,733 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | 21.75 | | | | | | | | 21.75 |
| Graduate Assistant FTE | 9.00 | | | | | | | | 9.00 |
| Federal Work-study FTE | 12.00 | 0.00 | 0.00 | 4.00 | 3.00 | 2.50 | 0.00 | 0.00 | 21.50 |
| Other Student FTE | 1.00 | 0.20 | 4.60 | 3.43 | 3.40 | 3.00 | 3.00 | 0.00 | 18.63 |
| Other Straight-time FTE | | | | | | | | | |
| Salaries | \$853,048 | | \$44,381 | \$76,948 | \$603,958 | \$155,728 | \$83,651 | \$0 | \$1,817,714 |
| Benefits | \$42,652 | | \$2,219 | \$3,847 | \$30,198 | \$7,786 | \$4,183 | | \$90,885 |
| Subtotal Temporary Salaries & Benefits | \$895,700 | \$0 | \$46,600 | \$80,795 | \$634,156 | \$163,514 | \$87,834 | \$0 | \$1,908,599 |
| Total Personal Services | \$10,791,273 | \$0 | \$233,749 | \$3,304,123 | \$3,737,623 | \$4,208,242 | \$2,075,322 | \$0 | \$24,350,332 |
| Total FTE | 141.29 | 0.20 | 7.10 | 47.43 | 45.35 | 58.38 | 40.00 | 0.00 | 339.75 |
| Operations | | | | | | | | | |
| Operating Expenses | \$739,411 | \$44,333 | \$271,127 | \$547,297 | \$828,183 | \$2,290,718 | \$1,507,375 | \$0 | \$6,228,444 |
| Supplies | \$469,713 | \$10,000 | \$178,191 | \$598,930 | \$777,435 | \$369,518 | \$599,625 | \$0 | \$3,003,412 |
| Travel | \$324,989 | \$10,000 | \$20,000 | \$20,111 | \$641,855 | \$202,884 | \$36,484 | \$0 | \$1,256,323 |
| Capital Outlay | \$18,166 | \$0 | \$0 | \$100,000 | \$20,000 | \$101,938 | \$40,000 | \$0 | \$280,104 |
| Tuition Remissions and Exemptions | \$32,154 | | \$0 | \$0 | \$111,728 | \$19,063 | \$0 | \$786,297 | \$949,242 |
| Total Operations | \$1,584,433 | \$64,333 | \$469,318 | \$1,266,338 | \$2,379,201 | \$2,984,121 | \$2,183,484 | \$786,297 | \$11,717,525 |
| Total General/Cash Budget | \$12,375,706 | \$64,333 | \$703,067 | \$4,570,461 | \$6,116,824 | \$7,192,363 | \$4,258,806 | \$786,297 | \$36,067,857 |
| Federal FTE | 0.00 | 0.00 | 0.50 | 0.00 | 6.675 | 0.00 | 0.00 | 0.00 | 7.175 |
| Total Federal Funds | \$0 | \$67,241 | \$66,132 | \$0 | \$1,440,639 | \$5,000 | \$0 | \$16,164,732 | \$17,743,744 |
| Total Expenditures | \$12,375,706 | \$131,574 | \$769,199 | \$4,570,461 | \$7,557,463 | \$7,197,363 | \$4,258,806 | \$16,951,029 | \$53,811,601 |
| Fund Sources | | | | | | | | | |
| General Funds | \$8,793,375 | | | \$2,800,000 | \$2,700,000 | \$3,000,000 | \$1,600,000 | \$324,198 | \$19,217,573 |
| Cash Funds | \$3,582,331 | \$64,333 | \$703,067 | \$1,770,461 | \$3,416,824 | \$4,192,363 | \$2,658,806 | \$462,099 | \$16,850,284 |
| Federal Funds | | \$67,241 | \$66,132 | | \$1,440,639 | \$5,000 | | \$16,164,732 | \$17,743,744 |
| Total Funds | \$12,375,706 | \$131,574 | \$769,199 | \$4,570,461 | \$7,557,463 | \$7,197,363 | \$4,258,806 | \$16,951,029 | \$53,811,601 |

Notes:

General Funds: Includes new appropriation of \$19,217,573. Does not include Rangeland Center of \$2,216,000 (933).

Cash Funds: Includes base appropriation of \$13,178,304; tuition and fees adjustment of \$289,924; carry forward of \$6,114,555; and mid-year cash adjustment reduction of \$1,440,467;

less cash funds of \$292,032 for the Stadium Track project (906) and \$1,000,000 for the Math and Science Center (931).

Federal Funds: Includes appropriation of \$15,000,000, carryforward balance of \$2,203,105, and \$540,639 in HEERF2 (CRCSAA) for emergency financial aid grants to students. In addition there are \$1,475,445 in HEERF2 for institutional emergency relief funds and carryforward balance of \$174,809 in PCS 9.0 Revolving for total Federal Funds of \$19,393,998.

Peru State College
2020-21 Revised Operating Budget

| Expenditure Type | 821 Instruction | 822 Research | 823 Public Svc | 824 Acad Supp | 825 Student Svc | 826 Gen Admin | 827 Plant O&M | 828 Student Aid | Total |
|--|--------------------|-----------------|-------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | 53.00 | | | | | | | | 53.00 |
| Professional Staff FTE | 9.59 | | | 15.33 | 18.46 | 24.10 | 2.00 | | 69.48 |
| Support Staff FTE | 4.00 | | | 2.00 | 2.00 | 6.00 | 19.75 | | 33.75 |
| Salaries | \$4,345,292 | \$0 | \$0 | \$1,562,087 | \$1,288,642 | \$2,065,747 | \$970,043 | \$0 | \$10,231,811 |
| Benefits | \$1,258,757 | \$0 | \$0 | \$346,479 | \$391,227 | \$697,074 | \$189,085 | \$0 | \$2,882,622 |
| Subtotal Permanent Salaries & Benefits | \$5,604,049 | \$0 | \$0 | \$1,908,566 | \$1,679,869 | \$2,762,821 | \$1,159,128 | \$0 | \$13,114,433 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | 40.00 | | | | | | | | 40.00 |
| Graduate Assistant FTE | | | | | | | | | 0.00 |
| Federal Work-study FTE | | | | | | | | | 0.00 |
| Other Hourly FTE | | | | | | | | | 0.00 |
| Salaries | \$1,188,261 | \$0 | \$36,218 | \$44,807 | \$175,284 | \$40,880 | \$4,350 | \$0 | \$1,489,800 |
| Benefits | \$90,902 | \$0 | \$2,771 | \$3,428 | \$13,410 | \$3,128 | \$333 | \$0 | \$113,972 |
| Subtotal Temporary Salaries & Benefits | \$1,279,163 | \$0 | \$38,989 | \$48,235 | \$188,694 | \$44,008 | \$4,683 | \$0 | \$1,603,772 |
| Total Personal Services | \$6,883,212 | \$0 | \$38,989 | \$1,956,801 | \$1,868,563 | \$2,806,829 | \$1,163,811 | \$0 | \$14,718,205 |
| Total FTE | 106.59 | 0.00 | 0.00 | 17.33 | 20.46 | 30.10 | 21.75 | 0.00 | 196.23 |
| Operations | | | | | | | | | |
| Operating Expenses | \$559,124 | \$0 | \$0 | \$895,449 | \$577,673 | \$1,944,340 | \$1,054,272 | \$0 | \$5,030,858 |
| Supplies | \$122,719 | \$0 | \$0 | \$34,353 | \$230,544 | \$77,019 | \$90,937 | \$0 | \$555,572 |
| Travel | \$14,359 | \$0 | \$0 | \$723 | \$268,085 | \$1,636 | \$23,033 | \$0 | \$307,836 |
| Capital Outlay | \$9,122 | \$0 | \$0 | \$0 | \$6,630 | \$29,100 | \$0 | \$0 | \$44,852 |
| Tuition Remissions and Exemptions | \$0 | \$0 | \$0 | \$500 | \$159,756 | \$0 | \$0 | \$803,306 | \$963,562 |
| Total Operations | \$705,324 | \$0 | \$0 | \$931,025 | \$1,242,688 | \$2,052,095 | \$1,168,242 | \$803,306 | \$6,902,680 |
| Total General/Cash Budget | \$7,588,536 | \$0 | \$38,989 | \$2,887,826 | \$3,111,251 | \$4,858,924 | \$2,332,053 | \$803,306 | \$21,620,885 |
| Federal FTE | | | | | 3.520 | | | | 3.52 |
| Total Federal Funds | \$0 | \$9,610 | \$0 | \$0 | \$843,040 | \$0 | \$0 | \$13,994,098 | \$14,846,748 |
| Total Expenditures | \$7,588,536 | \$9,610 | \$38,989 | \$2,887,826 | \$3,954,291 | \$4,858,924 | \$2,332,053 | \$14,797,404 | \$36,467,633 |
| Fund Sources | | | | | | | | | |
| General Funds | \$5,407,449 | \$0 | \$0 | \$1,048,731 | \$1,428,299 | \$1,969,032 | \$706,109 | \$272,291 | \$10,831,911 |
| Cash Funds | \$2,181,087 | \$0 | \$38,989 | \$1,839,095 | \$1,682,952 | \$2,889,892 | \$1,625,944 | \$531,015 | \$10,788,974 |
| Federal Funds | \$0 | \$9,610 | \$0 | \$0 | \$843,040 | \$0 | \$0 | \$13,994,098 | \$14,846,748 |
| Total Funds | \$7,588,536 | \$9,610 | \$38,989 | \$2,887,826 | \$3,954,291 | \$4,858,924 | \$2,332,053 | \$14,797,404 | \$36,467,633 |

Notes:

General Funds: Includes new appropriation of \$10,831,911.

Cash Funds: Includes new appropriation of \$8,363,225 which include NOG/ACE of \$454,583; and a carryforward amount of \$2,425,749.

Federal Funds: Includes appropriation of \$12,820,000, carryforward balance of \$1,646,912, and \$413,672 in HEERF2 (CRCSAA) for emergency financial aid grants to students, less \$33,836 of HEERF 1 in PCS9.0.

In addition there are \$1,324,256 in HEERF2 for institutional emergency relief funds in PCS 9.0 Revolving for total Federal Funds of \$16,204,840.

Attachment: PSC Revised Operating Budget (2924 : Revised Operating Budgets for 2020-2021)

Wayne State College
2020-21 Revised Operating Budget

| <u>Expenditure Type</u> | <u>821 Instruction</u> | <u>822 Research</u> | <u>823 Public Svc</u> | <u>824 Acad Supp</u> | <u>825 Student Svc</u> | <u>826 Gen Admin</u> | <u>827 Plant O&M</u> | <u>828 Student Aid</u> | <u>Total</u> |
|--|----------------------------|-------------------------|---------------------------|--------------------------|----------------------------|--------------------------|------------------------------|----------------------------|---------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | 125.00 | | | | | | | | 125.00 |
| Professional Staff FTE | 9.09 | | | 26.00 | 54.48 | 41.65 | 3.00 | | 134.22 |
| Support Staff FTE | 11.00 | | | 6.00 | 5.88 | 19.20 | 34.25 | | 76.33 |
| Salaries | \$13,186,659 | \$0 | \$0 | \$1,990,351 | \$3,243,937 | \$3,586,967 | \$1,429,652 | \$0 | \$23,437,566 |
| Benefits | \$3,915,020 | \$0 | \$0 | \$662,614 | \$1,203,742 | \$1,635,511 | \$699,566 | \$0 | \$8,116,453 |
| Subtotal Permanent Salaries & Benefits | \$17,101,679 | \$0 | \$0 | \$2,652,965 | \$4,447,679 | \$5,222,478 | \$2,129,218 | \$0 | \$31,554,019 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | 45.50 | | | | | | | | 45.50 |
| Graduate Assistant FTE | 5.97 | | | | 5.01 | | | | 10.98 |
| Federal Work-study FTE | 0.55 | | | 0.95 | 0.07 | 0.11 | | | 1.68 |
| Other Hourly FTE | 1.20 | | 1.00 | 7.20 | 10.10 | 6.30 | 3.15 | | 28.95 |
| Salaries | \$1,447,730 | \$0 | \$50,000 | \$198,175 | \$385,075 | \$204,650 | \$78,700 | \$0 | \$2,364,330 |
| Benefits | \$100,410 | \$0 | \$5,760 | \$15,165 | \$29,460 | \$15,595 | \$6,020 | \$0 | \$172,410 |
| Subtotal Temporary Salaries & Benefits | \$1,548,140 | \$0 | \$55,760 | \$213,340 | \$414,535 | \$220,245 | \$84,720 | \$0 | \$2,536,740 |
| Total Personal Services | \$18,649,819 | \$0 | \$55,760 | \$2,866,305 | \$4,862,214 | \$5,442,723 | \$2,213,938 | \$0 | \$34,090,759 |
| Total FTE | 198.31 | 0.00 | 1.00 | 40.15 | 75.54 | 67.26 | 40.40 | 0.00 | 422.66 |
| Operations | | | | | | | | | |
| Operating Expenses | \$1,240,002 | \$0 | \$357,795 | \$928,645 | \$902,298 | \$2,705,318 | \$3,209,221 | \$0 | \$9,343,279 |
| Supplies | \$1,105,000 | \$0 | \$276,721 | \$695,648 | \$705,049 | \$1,923,592 | \$675,116 | \$0 | \$5,381,126 |
| Travel | \$35,500 | \$0 | \$589 | \$315,000 | \$496,524 | \$65,315 | \$2,500 | \$0 | \$915,428 |
| Capital Outlay | \$30,325 | \$0 | \$0 | \$45,339 | \$20,000 | \$35,000 | \$80,000 | \$0 | \$210,664 |
| Tuition Remissions and Exemptions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,507,114 | \$1,507,114 |
| Total Operations | \$2,410,827 | \$0 | \$635,105 | \$1,984,632 | \$2,123,871 | \$4,729,225 | \$3,966,837 | \$1,507,114 | \$17,357,611 |
| Total General/Cash Budget | \$21,060,646 | \$0 | \$690,865 | \$4,850,937 | \$6,986,085 | \$10,171,948 | \$6,180,775 | \$1,507,114 | \$51,448,370 |
| Federal FTE | 1.51 | | | | 4.950 | | | 5.45 | 11.91 |
| Total Federal Funds | \$76,729 | \$77,900 | \$0 | \$0 | \$443,012 | \$0 | \$0 | \$21,230,641 | \$21,828,282 |
| Total Expenditures | \$21,137,375 | \$77,900 | \$690,865 | \$4,850,937 | \$7,429,097 | \$10,171,948 | \$6,180,775 | \$22,737,755 | \$73,276,652 |
| Fund Sources | | | | | | | | | |
| General Funds | \$10,556,612 | \$0 | \$0 | \$2,348,660 | \$4,003,800 | \$4,976,590 | \$1,723,015 | \$403,511 | \$24,012,188 |
| Cash Funds | \$10,504,034 | \$0 | \$690,865 | \$2,502,277 | \$2,982,285 | \$5,195,358 | \$4,457,760 | \$1,103,603 | \$27,436,182 |
| Federal Funds | \$76,729 | \$77,900 | \$0 | \$0 | \$443,012 | \$0 | \$0 | \$21,230,641 | \$21,828,282 |
| Total Funds | \$21,137,375 | \$77,900 | \$690,865 | \$4,850,937 | \$7,429,097 | \$10,171,948 | \$6,180,775 | \$22,737,755 | \$73,276,652 |

Notes:

General Funds: Includes new appropriation of \$23,608,677 and \$403,511 in Career Scholarship funds.

Cash Funds: Includes new appropriation of \$16,215,787; adjustment for tuition/fee increases of \$942,040; base adjustment of \$1,882,823; and \$1,064,000 for NOG/AET/ACE. Includes carryforward balance of \$7,331,532.

Federal Funds: Includes appropriation of \$20,229,900, carryforward balance of \$337,602, and \$1,260,780 in HEERF2 (CRCSAA) for emergency financial aid grants to students. In addition there are

\$3,040,257 in HEERF2 for institutional emergency relief funds in PCS 9.0 Revolving for total Federal Funds of \$24,868,539.

Nebraska State Colleges System Office
2020-21 Revised Operating Budget

| <u>Expenditure Type</u> | <u>Instruction</u> | <u>Research</u> | <u>Public Svc</u> | <u>Acad Supp</u> | <u>Student Svc</u> | <u>Gen Admin</u> | <u>Plant O&M</u> | <u>Student Aid</u> | <u>Total</u> |
|--|--------------------|-----------------|-------------------|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | | | | | | | | | 0.00 |
| Professional Staff FTE | | | | | | 12.00 | | | 12.00 |
| Support Staff FTE | | | | | | 2.00 | | | 2.00 |
| Salaries | | | | | | \$1,519,236 | | | \$1,519,236 |
| Benefits | | | | | | \$404,492 | | | \$404,492 |
| Subtotal Permanent Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,923,728 | \$0 | \$0 | \$1,923,728 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | | | | | | | | | |
| Graduate Assistant FTE | | | | | | | | | |
| Federal Work-study FTE | | | | | | | | | |
| Other Student FTE | | | | | | | | | |
| Other Straight-time FTE | | | | | | | | | |
| Salaries | | | | | | | | | |
| Benefits | | | | | | | | | |
| Subtotal Temporary Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Personal Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,923,728 | \$0 | \$0 | \$1,923,728 |
| Total FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.00 | 0.00 | 0.00 | 14.00 |
| Operations | | | | | | | | | |
| Operating Expenses | | | | | | \$1,074,150 | | | \$1,074,150 |
| Supplies | | | | | | \$20,000 | | | \$20,000 |
| Travel | | | | | | \$65,000 | | | \$65,000 |
| Capital Outlay | | | | | | | | | \$0 |
| Tuition Remissions and Exemptions | | | | | | | | | \$0 |
| Total Operations | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,159,150 | \$0 | \$0 | \$1,159,150 |
| Total General/Cash Budget | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,082,878 | \$0 | \$0 | \$3,082,878 |
| Federal FTE | | | | | | | | | 0.000 |
| Total Federal Funds | | | | | | | | | \$0 |
| Total Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,082,878 | \$0 | \$0 | \$3,082,878 |
| Fund Sources | | | | | | | | | |
| General Funds | | | | | | \$2,465,685 | | | \$2,465,685 |
| Cash Funds | | | | | | \$617,193 | | | \$617,193 |
| Federal Funds | | | | | | | | | \$0 |
| Total Funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,082,878 | \$0 | \$0 | \$3,082,878 |

Notes:

In addition to the funds reflected in the operating budget, the system office utilizes \$154,787 of college funds to support marketing.

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Revised Revenue Bond Operating Budgets for 2020-2021**

Board Policy 9008 includes language that "Any college may submit, if needed, revisions to its revenue bond operating budget. Any revision shall not become effective until the Board has approved the revision and the same has been delivered to the Bond Trustee."

The colleges are provided the opportunity to revise their revenue bond budgets for FY21 at this time. They will also have an opportunity in September to request and adjust any carryforward funds from FY21. The colleges have submitted their revised revenue bond budgets for FY21 for Board approval.

Board Policy 9005 requires Chadron and Wayne to maintain a 125% debt service coverage and Peru to maintain 135%. The budgets indicate the Colleges will exceed required debt service coverage as follows:

| | Preliminary | Revised |
|---------|-------------|---------|
| Chadron | 162% | 147% |
| Peru | 221% | 176% |
| Wayne | 277% | 303% |

The reductions in operating budgets reflect the impact to enrollments and occupancy rates due to COVID. Chadron is decreasing their operating budget by \$78,553 and Peru decreased their budget by \$274,662. It is worth noting that the FY22 budgets reflect increases showing that revenues are rebounding.

The System Office recommends approval of the Revised Revenue Bond Operating Budgets for 2020-2021.

ATTACHMENTS:

- CSC Revised Revenue Bond Operating Budget (PDF)
- PSC Revised Revenue Bond Operating Budget (PDF)
- WSC Revised Revenue Bond Operating Budget (PDF)

**Nebraska State College System
Chadron State College
FY21 Revised Revenue Bond Operations Budget**

| Revenue Source | FY21 Revised Budget |
|--|--------------------------------|
| Residence Hall/Dormitory Rentals | \$2,357,284 |
| Apartment/House Rentals | \$0 |
| Facilities Rentals | \$0 |
| Food Service Contracts | \$2,566,554 |
| Food Service Commissions | \$0 |
| Facilities Fees | \$903,925 |
| Bookstore Commissions/Income | \$31,000 |
| Trustee Investment/Interest Income | \$75,000 |
| Parking Fees/Fines | \$0 |
| Other | \$114,750 |
| Total Revenue | \$6,048,513 |
| Expenditures and Debt Service | |
| <hr/> | |
| FTE 22.8 | |
| Salaries and Benefits | \$1,504,682 |
| Utilities | \$685,000 |
| Insurance | \$50,000 |
| Equipment & Furnishings | \$0 |
| Capital Outlay | \$0 |
| Telephone/Cable Television/Internet | \$75,000 |
| Supplies | \$131,000 |
| Repairs and Maintenance | \$185,750 |
| Other | \$27,500 |
| Total Operations/Maintenance | \$2,658,932 |
| Food Service Payments | \$2,088,320 |
| Debt Service | \$882,578 |
| Total Food Contract and Debt Service | \$2,970,898 |
| Total Expenses | \$5,629,830 |
| Available for Distribution to Subsidiary Funds | \$418,683 |
| Debt Service | |
| <hr/> | |
| FY22 Debt Service (A) | \$882,578 |
| Available for Distribution to Subsidiary Funds | \$418,683 |
| Total Funds Beyond Operations (B) | \$1,301,261 |
| Debt Service Coverage Ratio (B / A) | 1.47 |

Note:

Does not include carryforward funds of \$486,288.

Attachment: CSC Revised Revenue Bond Operating Budget (2025 : Revised Revenue Bond Operating Budgets for 2020-2021)

**Nebraska State College System
Peru State College
FY21 Revised Revenue Bond Operations Budget**

| Revenue Source | FY21 Revised Budget |
|--|--------------------------------|
| Residence Hall/Dormitory Rentals | \$1,614,251 |
| Apartment/House Rentals | \$137,259 |
| Facilities Rentals | \$1,200 |
| Food Service Contracts | \$1,607,821 |
| Food Service Commissions | \$0 |
| Facilities Fees | \$1,045,902 |
| Bookstore Commissions/Income | \$25,034 |
| Trustee Investment/Interest Income | \$22,268 |
| Parking Fees/Fines | \$0 |
| Federal Grant | \$0 |
| Other | \$44,475 |
| Total Revenue | \$4,498,210 |
| Expenditures and Debt Service | |
| Salaries and Benefits for 11.58 FTE | \$797,667 |
| Utilities | \$269,421 |
| Insurance | \$61,645 |
| Equipment & Furnishings | \$0 |
| Capital Outlay | \$0 |
| Telephone/Cable Television/Internet | \$52,015 |
| Supplies | \$50,000 |
| Repairs and Maintenance | \$64,256 |
| Other Operating Expenses | \$57,581 |
| Total Operations/Maintenance | \$1,352,585 |
| Food Service Payments | \$1,492,691 |
| Debt Service | \$939,111 |
| Total Food Contract and Debt Service | \$2,431,802 |
| Total Expenses | \$3,784,387 |
| Available for Distribution to Subsidiary Funds | \$713,823 |
| Debt Service Coverage | |
| FY22 Debt Service (A) | \$939,111 |
| Available for Distribution to Subsidiary Funds | \$713,823 |
| Total Funds Beyond Operations (B) | \$1,652,934 |
| Debt Service Coverage Ratio (B / A) | 1.76 |

Note:

Does not include carryforward funds of \$614,686.

Attachment: PSC Revised Revenue Bond Operating Budget (2025 : Revised Revenue Bond Operating Budgets for 2020-2021)

**Nebraska State College System
Wayne State College
FY21 Revised Revenue Bond Operations Budget**

| Revenue Source | FY21 Revised Budget |
|--|--------------------------------|
| Residence Hall/Dormitory Rentals | \$4,600,000 |
| Apartment/House Rentals | \$0 |
| Facilities Rentals | \$4,000 |
| Food Service Contracts | \$4,570,000 |
| Food Service Commissions | \$99,000 |
| Facilities Fees | \$1,620,000 |
| Bookstore Commissions/Income | \$100,000 |
| Trustee Investment/Interest Income | \$109,000 |
| Parking Fees/Fines | \$42,000 |
| Federal Grant | \$66,000 |
| Other | \$468,000 |
| Total Revenue | \$11,678,000 |
| Expenditures and Debt Service | |
| Salaries and Benefits for 61.81 FTE | \$2,750,000 |
| Utilities | \$1,000,000 |
| Insurance | \$65,000 |
| Equipment & Furnishings | \$80,000 |
| Capital Outlay | \$30,000 |
| Telephone/Cable Television/Internet | \$155,000 |
| Supplies | \$155,000 |
| Repairs and Maintenance | \$375,000 |
| Other Operating Expenses | \$311,500 |
| Total Operations/Maintenance | \$4,921,500 |
| Food Service Payments | \$2,534,000 |
| Debt Service | \$1,394,476 |
| Total Food Contract and Debt Service | \$3,928,476 |
| Total Expenses | \$8,849,976 |
| Available for Distribution to Subsidiary Funds | \$2,828,024 |
| Debt Service Coverage | |
| FY22 Debt Service (A) | \$1,394,476 |
| Available for Distribution to Subsidiary Funds | \$2,828,024 |
| Total Funds Beyond Operations (B) | \$4,222,500 |
| Debt Service Coverage Ratio (B / A) | 3.03 |

Note:

Does not include carryforward amount of \$1,972,385.

Attachment: WSC Revised Revenue Bond Operating Budget (2025 : Revised Revenue Bond Operating Budgets for 2020-2021)

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 17, 2021

***ACTION:* Approve Preliminary Operating Budgets for 2021-2022**

The colleges and the System Office have prepared their FY22 (July 1, 2021 thru June 30, 2022) operating budgets, with the General, Cash and Federal Fund amounts based on the approved Distribution of Funds.

The budgets follow the National Association of College and University Business Officers (NACUBO) approved program structure: Program 01 - Instruction, Program 02 - Research, Program 03 - Public Service, Program 04 - Academic Support, Program 05 - Student Services, Program 06 - General Administration, and Program 08 - Plant O&M. Program 09 - Auxiliary Enterprises is approved separately by the Board when approving the Revenue Bond budgets.

It should be noted that the budgets for federal funds reflect the American Rescue Plan (ARP) Act monies for student aid. The institutional funds for ARP are reflected in Auxiliary funds and not part of the operating budget. The amounts are provided in the footnotes.

The system office recommends approval of the operating budgets.

The System Office recommends approval of the Preliminary Operating Budgets for 2021-2022.

ATTACHMENTS:

- CSC Preliminary Operating Budget (PDF)
- PSC Preliminary Operating Budget (PDF)
- WSC Preliminary Operating Budget (PDF)
- System Office Preliminary Operating Budget (PDF)

Chadron State College
FY22 Preliminary Operating Budget

Attachment: CSC Preliminary Operating Budget (2926 : Preliminary Operating Budgets for 2021-2022)

| <u>Expenditure Type</u> | <u>801 Instruction</u> | <u>802 Research</u> | <u>803 Public Svc</u> | <u>804 Acad Supp</u> | <u>805 Student Svc</u> | <u>806 Gen Admin</u> | <u>807 Plant O&M</u> | <u>808 Student Aid</u> | <u>Total</u> |
|--|----------------------------|-------------------------|---------------------------|--------------------------|----------------------------|--------------------------|------------------------------|----------------------------|---------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | 94.00 | | | | | | | | 94.00 |
| Professional Staff FTE | 3.54 | | 2.00 | 24.00 | 59.25 | 21.75 | 0.75 | | 111.29 |
| Support Staff FTE | | | 0.50 | 9.00 | 6.25 | 8.75 | 38.25 | | 62.75 |
| Salaries | \$6,580,762 | \$0 | \$86,965 | \$1,922,154 | \$3,362,229 | \$1,923,817 | \$1,373,775 | | \$15,249,702 |
| Benefits | \$2,286,815 | \$0 | \$30,220 | \$667,949 | \$1,168,375 | \$668,526 | \$477,387 | | \$5,299,272 |
| Subtotal Permanent Salaries & Benefits | \$8,867,577 | \$0 | \$117,185 | \$2,590,103 | \$4,530,604 | \$2,592,343 | \$1,851,162 | \$0 | \$20,548,974 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | 21.75 | | | | | | | | 21.75 |
| Graduate Assistant FTE | 6.15 | | | | | | | | 6.15 |
| Federal Work-study FTE | 3.00 | 0.00 | 0.00 | 2.00 | 2.00 | 2.50 | 0.00 | 0.00 | 9.50 |
| Other Hourly FTE | 6.00 | 0.00 | 1.00 | 3.00 | 17.00 | 5.00 | 2.00 | 0.00 | 34.00 |
| Salaries | \$800,000 | \$0 | \$10,000 | \$40,000 | \$800,000 | \$200,000 | \$50,000 | \$0 | \$1,900,000 |
| Benefits | \$61,200 | | \$765 | \$3,060 | \$61,200 | \$15,300 | \$3,825 | | \$145,350 |
| Subtotal Temporary Salaries & Benefits | \$861,200 | \$0 | \$10,765 | \$43,060 | \$861,200 | \$215,300 | \$53,825 | \$0 | \$2,045,350 |
| Total Personal Services | \$9,728,777 | \$0 | \$127,950 | \$2,633,163 | \$5,391,804 | \$2,807,643 | \$1,904,987 | \$0 | \$22,594,324 |
| Total FTE | 134.44 | 0.00 | 3.50 | 38.00 | 84.50 | 38.00 | 41.00 | 0.00 | 339.44 |
| Operations | | | | | | | | | |
| Operating Expenses | \$642,030 | \$15,956 | \$179,550 | \$861,330 | \$654,136 | \$1,989,027 | \$1,794,534 | \$0 | \$6,136,563 |
| Supplies | \$481,271 | \$14,800 | \$108,076 | \$697,879 | \$339,249 | \$484,595 | \$507,581 | \$0 | \$2,633,451 |
| Travel | \$242,927 | \$2,944 | \$20,148 | \$108,389 | \$185,417 | \$276,779 | \$15,000 | \$0 | \$851,604 |
| Capital Outlay | \$137,655 | \$0 | \$23,682 | \$103,728 | \$56,809 | \$43,744 | \$0 | \$0 | \$365,618 |
| Tuition Remissions and Exemptions | \$27,570 | \$0 | \$340 | \$4,223 | \$6,963 | \$7,000 | \$0 | \$1,105,389 | \$1,151,485 |
| Total Operations | \$1,531,453 | \$33,700 | \$331,796 | \$1,775,549 | \$1,242,574 | \$2,801,145 | \$2,317,115 | \$1,105,389 | \$11,138,721 |
| Total General/Cash Budget | \$11,260,230 | \$33,700 | \$459,746 | \$4,408,712 | \$6,634,378 | \$5,608,788 | \$4,222,102 | \$11,260,230 | \$33,733,045 |
| Federal FTE | 0.00 | 0.00 | 0.50 | 0.00 | 6.675 | 0.00 | 0.00 | 0 | 7.175 |
| Total Federal Funds | \$0 | \$67,241 | \$66,132 | \$0 | \$1,440,639 | \$5,000 | \$0 | \$16,307,648 | \$17,886,660 |
| Total Expenditures | \$11,260,230 | \$100,941 | \$525,878 | \$4,408,712 | \$8,075,017 | \$5,613,788 | \$4,222,102 | \$27,567,878 | \$51,619,705 |
| Fund Sources | | | | | | | | | |
| General Funds | \$8,841,928 | | | \$2,800,000 | \$3,700,000 | \$2,400,000 | \$1,800,000 | \$655,389 | \$20,197,317 |
| Cash Funds | \$2,418,302 | \$33,700 | \$459,746 | \$1,608,712 | \$2,934,378 | \$3,208,788 | \$2,422,102 | \$450,000 | \$13,535,728 |
| Federal Funds | | \$67,241 | \$66,132 | | \$1,440,639 | \$5,000 | | \$16,307,648 | \$17,886,660 |
| Total Funds | \$11,260,230 | \$100,941 | \$525,878 | \$4,408,712 | \$8,075,017 | \$5,613,788 | \$4,222,102 | \$17,413,037 | \$51,619,705 |

Notes:

General Funds: Include new appropriation of 20,197,317.

Cash Funds: Based on adjustment to base funds during the past fiscal year and additional revenue, cash funds set at 13,535,728.

Federal Funds: Base of \$16,000,000 plus \$1,886,660 in HEERF 3 (ARP) funds for emergency financial aid grants to students. In addition, there are \$1,675,560 of HEERF 3 (ARP) for institutional emergency relief funds in PCS 9.0 Revolving for total Federal Funds of \$19,562,220.

Peru State College
FY22 Preliminary Operating Budget

| <u>Expenditure Type</u> | <u>821 Instruction</u> | <u>822 Research</u> | <u>823 Public Svc</u> | <u>824 Acad Supp</u> | <u>825 Student Svc</u> | <u>826 Gen Admin</u> | <u>827 Plant O&M</u> | <u>828 Student Aid</u> | <u>Total</u> |
|--|----------------------------|-------------------------|---------------------------|--------------------------|----------------------------|--------------------------|------------------------------|----------------------------|---------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | 53.00 | | | | | | | | 53.00 |
| Professional Staff FTE | 9.59 | | | 15.33 | 18.46 | 24.10 | 2.00 | | 69.48 |
| Support Staff FTE | 4.00 | | | 2.00 | 2.00 | 6.00 | 19.75 | | 33.75 |
| Salaries | \$3,898,672 | \$0 | \$0 | \$1,125,080 | \$1,270,751 | \$1,931,777 | \$756,467 | \$0 | \$8,982,747 |
| Benefits | \$1,850,278 | \$0 | \$0 | \$591,005 | \$667,526 | \$1,014,762 | \$397,372 | \$0 | \$4,520,943 |
| Subtotal Permanent Salaries & Benefits | \$5,748,950 | \$0 | \$0 | \$1,716,085 | \$1,938,277 | \$2,946,539 | \$1,153,839 | \$0 | \$13,503,690 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | 27.25 | | 0.06 | 0.10 | 2.33 | 1.12 | | 1.72 | 32.58 |
| Graduate Assistant FTE | | | 0.01 | 0.02 | 2.86 | | | | 2.89 |
| Federal Work-study FTE | 0.18 | | | 0.55 | 1.60 | 0.41 | 0.05 | 0.07 | 2.86 |
| Other Hourly FTE | 0.47 | | 0.17 | 1.15 | 4.49 | 2.70 | 0.15 | | 9.13 |
| Salaries | \$925,327 | \$0 | \$29,183 | \$148,899 | \$322,054 | \$155,150 | \$13,927 | \$145,055 | \$1,739,595 |
| Benefits | \$70,788 | | \$2,232 | \$11,391 | \$24,637 | \$11,869 | \$139 | \$11,097 | \$132,153 |
| Subtotal Temporary Salaries & Benefits | \$996,115 | \$0 | \$31,415 | \$160,290 | \$346,691 | \$167,019 | \$14,066 | \$156,152 | \$1,871,748 |
| Total Personal Services | \$6,745,065 | \$0 | \$31,415 | \$1,876,375 | \$2,284,968 | \$3,113,558 | \$1,167,905 | \$156,152 | \$15,375,438 |
| Total FTE | 94.49 | 0.00 | 0.24 | 19.15 | 31.74 | 34.33 | 21.95 | 1.79 | 203.69 |
| Operations | | | | | | | | | |
| Operating Expenses | \$250,000 | \$0 | \$0 | \$500,000 | \$200,000 | \$1,000,000 | \$600,000 | \$0 | \$2,550,000 |
| Supplies | \$10,000 | \$0 | \$0 | \$10,000 | \$10,000 | \$50,000 | \$10,000 | \$0 | \$90,000 |
| Travel | \$50,000 | \$0 | \$0 | \$30,000 | \$225,000 | \$275,000 | \$1,000 | \$0 | \$581,000 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Tuition Remissions and Exemptions | \$0 | \$0 | \$0 | \$0 | \$275,000 | \$0 | \$0 | \$1,044,410 | \$1,319,410 |
| Total Operations | \$310,000 | \$0 | \$0 | \$540,000 | \$710,000 | \$1,325,000 | \$611,000 | \$1,044,410 | \$4,540,410 |
| Total General/Cash Budget | \$7,055,065 | \$0 | \$31,415 | \$2,416,375 | \$2,994,968 | \$4,438,558 | \$1,778,905 | \$1,200,562 | \$19,915,848 |
| Federal FTE | 0.00 | 0.00 | 0.50 | 0.00 | 3.620 | 0.00 | 0.00 | 0 | 4.120 |
| Total Federal Funds | \$0 | \$0 | \$0 | \$0 | \$330,965 | \$0 | \$0 | \$14,163,546 | \$14,494,511 |
| Total Expenditures | \$7,055,065 | \$0 | \$31,415 | \$2,416,375 | \$3,325,933 | \$4,438,558 | \$1,778,905 | \$15,364,108 | \$34,410,359 |
| Fund Sources | | | | | | | | | |
| General Funds | \$5,636,085 | | | \$1,081,039 | \$1,456,645 | \$2,011,023 | \$778,004 | \$544,582 | \$11,507,378 |
| Cash Funds | \$1,418,980 | \$0 | \$31,415 | \$1,335,336 | \$1,538,323 | \$2,427,535 | \$1,000,901 | \$655,980 | \$8,408,470 |
| Federal Funds | | \$0 | \$0 | \$0 | \$330,965 | \$0 | | \$14,163,546 | \$14,494,511 |
| Total Funds | \$7,055,065 | \$0 | \$31,415 | \$2,416,375 | \$3,325,933 | \$4,438,558 | \$1,778,905 | \$15,364,108 | \$34,410,359 |

Notes:
 General Funds: Appropriation of \$11,507,738
 Cash Funds: \$7,908,642 & NOG, ACE & AET \$499,828
 Federal Funds: Base of \$12,820,000 plus \$1,674,511 in HEERF3 (ARP) funds for emergency financial aid grants to students. In addition, there are \$1,477,320 of HEERF3 (ARP) for emergency relief funds in PCS 9.0 Revolving, for total Federal Funds of \$15,971,831.

Attachment: PSC Preliminary Operating Budget (2926 : Preliminary Operating Budgets for 2021-2022)

Wayne State College
FY22 Preliminary Operating Budget

| <u>Expenditure Type</u> | <u>821 Instruction</u> | <u>822 Research</u> | <u>823 Public Svc</u> | <u>824 Acad Supp</u> | <u>825 Student Svc</u> | <u>826 Gen Admin</u> | <u>827 Plant O&M</u> | <u>828 Student Aid</u> | <u>Total</u> |
|--|----------------------------|-------------------------|---------------------------|--------------------------|----------------------------|--------------------------|------------------------------|----------------------------|---------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | 126.00 | | | | | | | | 126.00 |
| Professional Staff FTE | 10.09 | | | 26.00 | 54.48 | 41.65 | 3.00 | | 135.22 |
| Support Staff FTE | 10.00 | | | 6.00 | 5.88 | 19.20 | 34.25 | | 75.33 |
| Salaries | \$11,436,230 | \$0 | \$0 | \$2,008,845 | \$3,523,106 | \$3,670,536 | \$1,425,266 | \$0 | \$22,063,983 |
| Benefits | \$3,690,546 | \$0 | \$0 | \$702,966 | \$1,210,654 | \$1,775,817 | \$699,542 | \$0 | \$8,079,525 |
| Subtotal Permanent Salaries & Benefits | \$15,126,776 | \$0 | \$0 | \$2,711,811 | \$4,733,760 | \$5,446,353 | \$2,124,808 | \$0 | \$30,143,508 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | 39.50 | | | | | | | | 39.50 |
| Graduate Assistant FTE | 6.16 | | | | 4.62 | | | | 10.78 |
| Federal Work-study FTE | 0.62 | | | 0.97 | 0.04 | 0.15 | | | 1.78 |
| Other Hourly FTE | 1.20 | | 1.00 | 7.4 | 12 | 6.45 | 3.15 | | 31.20 |
| Salaries | \$1,172,060 | \$0 | \$55,000 | \$169,475 | \$287,834 | \$149,175 | \$58,700 | \$0 | \$1,892,244 |
| Benefits | \$89,660 | \$0 | \$4,210 | \$12,880 | \$14,912 | \$11,412 | \$4,490 | \$0 | \$137,564 |
| Subtotal Temporary Salaries & Benefits | \$1,261,720 | \$0 | \$59,210 | \$182,355 | \$302,746 | \$160,587 | \$63,190 | \$0 | \$2,029,808 |
| Total Personal Services | \$16,388,496 | \$0 | \$59,210 | \$2,894,166 | \$5,036,506 | \$5,606,940 | \$2,187,998 | \$0 | \$32,173,316 |
| Total FTE | 193.57 | 0.00 | 1.00 | 40.37 | 77.02 | 67.45 | 40.40 | 0.00 | 419.81 |
| Operations | | | | | | | | | |
| Operating Expenses | \$545,832 | \$0 | \$139,970 | \$410,645 | \$692,298 | \$3,068,008 | \$2,092,221 | \$0 | \$6,948,974 |
| Supplies | \$437,000 | \$0 | \$105,695 | \$556,970 | \$633,566 | \$1,984,932 | \$482,448 | \$0 | \$4,200,611 |
| Travel | \$135,500 | \$0 | \$1,000 | \$305,100 | \$795,000 | \$115,315 | \$5,500 | \$0 | \$1,357,415 |
| Capital Outlay | \$25,000 | \$0 | \$0 | \$20,000 | \$20,000 | \$15,000 | \$10,000 | \$0 | \$90,000 |
| Tuition Remissions and Exemptions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,939,877 | \$1,939,877 |
| Total Operations | \$1,143,332 | \$0 | \$246,665 | \$1,292,715 | \$2,140,864 | \$5,183,255 | \$2,590,169 | \$1,939,877 | \$14,536,877 |
| Total General/Cash Budget | \$17,531,828 | \$0 | \$305,875 | \$4,186,881 | \$7,177,370 | \$10,790,195 | \$4,778,167 | \$1,939,877 | \$46,710,193 |
| Federal FTE | 1.05 | 0.48 | 0.00 | 0.00 | 5.250 | 0.00 | 0.00 | 6 | 12.500 |
| Total Federal Funds | \$225,000 | \$40,000 | \$0 | \$0 | \$367,000 | \$0 | \$0 | \$23,389,670 | \$24,021,670 |
| Total Expenditures | \$17,756,828 | \$40,000 | \$305,875 | \$4,186,881 | \$7,544,370 | \$10,790,195 | \$4,778,167 | \$25,329,547 | \$70,731,863 |
| Fund Sources | | | | | | | | | |
| General Funds | \$9,882,193 | | | \$2,662,630 | \$4,633,585 | \$5,435,000 | \$1,812,950 | \$800,766 | \$25,227,124 |
| Cash Funds | \$7,649,635 | \$0 | \$305,875 | \$1,524,251 | \$2,543,785 | \$5,355,195 | \$2,965,217 | \$1,139,111 | \$21,483,069 |
| Federal Funds | \$225,000 | \$40,000 | \$0 | \$0 | \$367,000 | \$0 | \$0 | \$23,389,670 | \$24,021,670 |
| Total Funds | \$17,756,828 | \$40,000 | \$305,875 | \$4,186,881 | \$7,544,370 | \$10,790,195 | \$4,778,167 | \$25,329,547 | \$70,731,863 |

Notes:

Cash Funds: Includes \$1,119,000 for NOG/AET/ACE

Federal Funds: Base of \$20,229,900 plus \$3,791,770 in HEERF3 (ARP) funds for emergency financial aid grants to students. In addition, there are \$3,734,561 of HEERF3 (ARP) for institutional emergency relief funds in PCS 9.0 Revolving, for total Federal Funds of \$27,756,231.

Nebraska State College System Office
 FY22 Preliminary Operating Budget

| <u>Expenditure Type</u> | <u>Instruction</u> | <u>Research</u> | <u>Public Svc</u> | <u>Acad Supp</u> | <u>Student Svc</u> | <u>Gen Admin</u> | <u>Plant O&M</u> | <u>Student Aid</u> | <u>Total</u> |
|--|--------------------|-----------------|-------------------|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|
| Personal Services | | | | | | | | | |
| Permanent Staff: | | | | | | | | | |
| Faculty FTE | | | | | | | | | |
| Professional Staff FTE | | | | | | 12.00 | | | 12.00 |
| Support Staff FTE | | | | | | 2.00 | | | 2.00 |
| Salaries | | | | | | \$1,572,716 | | | \$1,572,716 |
| Benefits | | | | | | \$419,694 | | | \$419,694 |
| Subtotal Permanent Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,992,410 | \$0 | \$0 | \$1,992,410 |
| Temporary Staff: | | | | | | | | | |
| Part-time Faculty FTE | | | | | | | | | |
| Graduate Assistant FTE | | | | | | | | | |
| Federal Work-study FTE | | | | | | | | | |
| Other Student FTE | | | | | | | | | |
| Other Straight-time FTE | | | | | | | | | |
| Salaries | | | | | | | | | |
| Benefits | | | | | | | | | |
| Subtotal Temporary Salaries & Benefits | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Personal Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,992,410 | \$0 | \$0 | \$1,992,410 |
| Total FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.00 | 0.00 | 0.00 | 14.00 |
| Operations | | | | | | | | | |
| Operating Expenses | | | | | | \$1,024,153 | | | \$1,024,153 |
| Supplies | | | | | | \$20,000 | | | \$20,000 |
| Travel | | | | | | \$65,000 | | | \$65,000 |
| Capital Outlay | | | | | | | | | \$0 |
| Tuition Remissions and Exemptions | | | | | | | | | \$0 |
| Total Operations | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,109,153 | \$0 | \$0 | \$1,109,153 |
| Total General/Cash Budget | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,101,563 | \$0 | \$0 | \$3,101,563 |
| Federal FTE | | | | | | | | | 0.000 |
| Total Federal Funds | | | | | | | | | \$0 |
| Total Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,101,563 | \$0 | \$0 | \$3,101,563 |
| Fund Sources | | | | | | | | | |
| General Funds | | | | | | \$2,507,249 | | | \$2,507,249 |
| Cash Funds | | | | | | \$594,314 | | | \$594,314 |
| Federal Funds | | | | | | | | | \$0 |
| Total Funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,101,563 | \$0 | \$0 | \$3,101,563 |

Notes:

In addition to the funds reflected in the operating budget, the system office utilizes \$154,787 of college funds to support marketing.

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Preliminary Revenue Bond Operating Budgets for 2021-2022**

Board Policy 9008 states that prior to June 10th of each year, each State College shall prepare and submit to the Board its revenue bond operating budget for the next fiscal year.

The Colleges have submitted their preliminary revenue bond operating budgets for FY22.

As required by the master resolution, these budgets will be submitted to the NSCS bond trustee, BOK Financial, as information. The bond resolution requires at least 110% debt service coverage for each of the Colleges. Board policy requires 125% for Chadron and Wayne and 135% for Peru. The preliminary budgets indicate the Colleges exceed those required coverages as follows:

| | |
|---------|------|
| Chadron | 157% |
| Peru | 168% |
| Wayne | 282% |

Approval of these preliminary budgets will authorize the Colleges' appropriations to be set at the level noted as the "Operations/Maintenance Total" on each of the budgets. The operating budget for CSC is being increased by \$102,853, PSC by \$253,969, and WSC by \$224,037 reflecting increased occupancy and utilization of food service beyond the FY21 projections. The food service payments and the debt service are paid directly by the trustee so no authority is needed.

The Board has the authority to adjust the appropriation level as needed during the year.

The System Office recommends approval of the Preliminary Revenue Bond Operating Budgets for 2021-2022.

ATTACHMENTS:

- CSC Preliminary Revenue Bond Operating Budget (PDF)
- PSC Preliminary Revenue Bond Operating Budget (PDF)
- WSC Preliminary Revenue Bond Operating Budget (PDF)

**Nebraska State College System
Chadron State College
FY22 Preliminary Revenue Bond Operations Budget**

| Revenue Source | FY22 Preliminary Budget |
|--|------------------------------------|
| Residence Hall/Dormitory Rentals | \$2,506,408 |
| Apartment/House Rentals | \$0 |
| Facilities Rentals | \$0 |
| Food Service Contracts | \$2,626,336 |
| Food Service Commissions | \$0 |
| Facilities Fees | \$903,925 |
| Bookstore Commissions/Income | \$31,000 |
| Trustee Investment/Interest Income | \$75,000 |
| Parking Fees/Fines | \$0 |
| Other | \$114,750 |
| Total Revenue | \$6,257,419 |
| Expenditures and Debt Service | |
| Salaries and Benefits for 22.8 FTE | \$1,549,822 |
| Utilities | \$719,250 |
| Insurance | \$50,000 |
| Equipment & Furnishings | \$9,000 |
| Telephone/Cable Television/Internet | \$75,000 |
| Supplies | \$129,000 |
| Repairs and Maintenance | \$200,713 |
| Other | \$29,000 |
| Total Operations/Maintenance | \$2,761,785 |
| Food Service Payments | \$2,101,069 |
| Debt Service | \$888,044 |
| Total Food Contract and Debt Service | \$2,989,113 |
| Total Expenses | \$5,750,898 |
| Available for Distribution to Subsidiary Funds | \$506,521 |
| Debt Service | |
| FY22 Debt Service (A) | \$888,044 |
| Available for Distribution to Subsidiary Funds | \$506,521 |
| Total Funds Beyond Operations (B) | \$1,394,565 |
| Debt Service Coverage Ratio (B / A) | 1.57 |

**Nebraska State College System
Peru State College
FY22 Preliminary Revenue Bond Operations Budget**

| Revenue Source | FY22 Preliminary Budget |
|--|------------------------------------|
| Residence Hall/Dormitory Rentals | \$1,614,530 |
| Apartment/House Rentals | \$154,416 |
| Facilities Rentals | \$0 |
| Food Service Contracts | \$1,727,636 |
| Food Service Commissions | \$0 |
| Facilities Fees | \$1,085,336 |
| Bookstore Commissions/Income | \$21,603 |
| Trustee Investment/Interest Income | \$50,000 |
| Parking Fees/Fines | \$0 |
| Other | \$27,677 |
| Total Revenue | \$4,681,198 |
| | |
| Expenditures and Debt Service | |
| Salaries and Benefits for 15.15 FTE | \$843,478 |
| Utilities | \$282,520 |
| Insurance | \$62,000 |
| Equipment & Furnishings | \$70,000 |
| Telephone/Cable Television/Internet | \$30,000 |
| Supplies | \$76,247 |
| Repairs and Maintenance | \$142,309 |
| Other Operating Expenses | \$100,000 |
| Total Operations/Maintenance | \$1,606,554 |
| | |
| Food Service Payments | \$1,485,130 |
| Debt Service | \$944,488 |
| Total Food Contract and Debt Service | \$2,429,618 |
| | |
| Total Expenses | \$4,036,172 |
| | |
| Available for Distribution to Subsidiary Funds | \$645,026 |
| | |
| Debt Service Coverage | |
| FY22 Debt Service (A) | \$944,488 |
| Available for Distribution to Subsidiary Funds | \$645,026 |
| Total Funds Beyond Operations (B) | \$1,589,514 |
| | |
| Debt Service Coverage Ratio (B / A) | 1.68 |

**Nebraska State College System
Wayne State College
FY22 Preliminary Revenue Bond Operations Budget**

| Revenue Source | FY22 Preliminary Budget |
|--|------------------------------------|
| Residence Hall/Dormitory Rentals | \$5,040,000 |
| Apartment/House Rentals | \$0 |
| Facilities Rentals | \$5,000 |
| Food Service Contracts | \$4,585,000 |
| Food Service Commissions | \$100,000 |
| Facilities Fees | \$1,625,000 |
| Bookstore Commissions/Income | \$100,000 |
| Trustee Investment/Interest Income | \$109,000 |
| Parking Fees/Fines | \$45,000 |
| Other | \$66,000 |
| Total Revenue | \$11,675,000 |
| | |
| Expenditures and Debt Service | |
| Salaries and Benefits for 61.54 FTE | \$2,877,249 |
| Utilities | \$1,000,000 |
| Insurance | \$70,000 |
| Equipment & Furnishings | \$300,000 |
| Telephone/Cable Television/Internet | \$25,000 |
| Supplies | \$150,000 |
| Repairs and Maintenance | \$400,000 |
| Other Operating Expenses | \$323,288 |
| Total Operations/Maintenance | \$5,145,537 |
| | |
| Food Service Payments | \$2,600,000 |
| Debt Service | \$1,391,184 |
| Total Food Contract and Debt Service | \$3,991,184 |
| | |
| Total Expenses | \$9,136,721 |
| | |
| Available for Distribution to Subsidiary Funds | \$2,538,279 |
| | |
| Debt Service Coverage | |
| FY22 Debt Service (A) | \$1,391,184 |
| Available for Distribution to Subsidiary Funds | \$2,538,279 |
| Total Funds Beyond Operations (B) | \$3,929,463 |
| | |
| Debt Service Coverage Ratio (B / A) | 2.82 |

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: Bookstore Contract for Chadron State College

CSC has had an on-line bookstore contract with MBS Direct Corporation since July of 2016. That contract is up on June 30, 2021. For 2020-21, the College received a commission of 10% on sales of print course materials, 2% on digital course materials, and 20-25% commission on books purchased at wholesale during book buyback; plus \$2,500 in textbook scholarships. CSC has gone out to bid for an on-line bookstore provider. The Campus Bookstore Review Committee received proposals from Akademos, MBS Direct Services/Barnes and Noble College (MBS), eCampus, Ambassador Education Solutions, and Follett.

The five (5) bookstore proposals were all reviewed and scored based on their overall qualifications, textbook costs for students, customer service structure, textbook services, implementation plan, refund policies, buyback policies, commission proposal and conformance to the request for proposal specifications. MBS received the best score out of the five (5).

The terms of the contract include:

- Three (3) year initial term, with two (2) one (1) year renewals
- MBS will pay the school commissions of:
 - Ten percent (10%) on print
 - Three percent (3%) on rental
 - Two percent (2%) on digital
 - Twenty percent (20%) on buyback wholesale titles
- MBS will provide two thousand five hundred dollars (\$2,500) for an annual academic materials scholarship fund

Upon approval the contract with MBS will be effective July 1, 2021 through June 30, 2024 with two (2) one (1) year renewals.

The final contract will be available to the Board at the meeting.

The System Office and Chadron State College recommend approval of the Bookstore Contract for Chadron State College.

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Facility Master Plans Costs; Approve an Allocation from the System Office CIF Fund; Approve Use of Capital Improvement Fee Funds for CSC, PSC and WSC; and Approve Contingency Maintenance Resolution for PSC**

Approve Facility Master Plans Funding

Per Board Policy 8016, the three colleges engage in a coordinated process for facility master plans development every decade. In January of 2021, the Board approved the members on the College Facility Master Plans Committee to oversee the selection of consultants and to help coordinate the overall planning process. The NSCS College Facility Master Plans Committee recently selected the consulting firm of RDG Planning & Design, based in Omaha, Nebraska, to develop facility master plans for all three colleges. Fee quotes were offered for required Basic Scope Services (Space Utilization, Facilities Evaluation, Landscaping/Circulation/Parking, Utilities), as well as Alternate Scope Services (Detailed Landscape/Grounds Plan, Detailed Athletics/Recreation Plan, Fiber Loop Plan, Detailed Housing Plan), from which each college chose to add to the contract. The following matrix shows the scope and services to be provided to each college along with the cost and breakdown of cost by state facilities and revenue bond facilities:

| NSCS College Facility Master Plans Consultant Fees Matrix | | | | |
|--|------------------|------------------|------------------|-------------------|
| June 1, 2021 | | | | |
| Base Scopes: | Chadron | Peru | Wayne | Total-NSCS |
| Space Utilization | \$26,000 | \$20,000 | \$44,000 | \$90,000 |
| Facilities Evaluation | \$61,000 | \$39,000 | \$51,800 | \$151,800 |
| Landscaping/Circulation/Parking | \$32,500 | \$32,500 | \$32,500 | \$97,500 |
| Utilities | \$16,000 | \$9,600 | \$9,600 | \$35,200 |
| Totals: | \$135,500 | \$101,100 | \$137,900 | \$374,500 |
| State Portion | \$81,300 | \$65,715 | \$74,466 | \$221,481 |
| Rev. Bond Portion | \$54,200 | \$35,385 | \$63,434 | \$153,019 |
| Alternate Scopes: | | | | |
| Detailed Landscape/Grounds Plan | \$24,500 | \$16,500 | \$24,500 | \$65,500 |
| Detailed Athletics/Rec Plan | \$0 | \$0 | \$0 | \$0 |
| State Portion/100% | \$24,500 | \$16,500 | \$24,500 | \$65,500 |
| Campus Fiber Loops Plan | \$12,500 | \$0 | \$12,500 | \$25,000 |
| State Portion | \$7,500 | \$0 | \$6,750 | \$14,250 |
| Rev. Bond Portion | \$5,000 | \$0 | \$5,750 | \$10,750 |
| Detailed Housing Plan - Rev. Bond | \$18,000 | \$13,000 | \$0 | \$31,000 |
| Other: | | | | |
| Reimbursables/Electronic Plans | \$15,000 | \$15,000 | \$15,000 | \$45,000 |
| State Portion | \$9,000 | \$9,750 | \$8,100 | \$26,850 |
| Rev. Bond Portion | \$6,000 | \$5,250 | \$6,900 | \$18,150 |
| GRAND TOTAL | \$205,500 | \$145,600 | \$189,900 | \$541,000 |
| TOTAL STATE | \$122,300 | \$91,965 | \$113,816 | \$328,081 |
| TOTAL REV. BOND | \$83,200 | \$53,635 | \$76,084 | \$212,919 |

It is recommended that we move forward with the Master Plan and approve the costs as identified above.

Approve an Allocation from the System Office CIF Fund

The Capital Improvement Fee dollars are held in the System Office. The interest earnings are put into an account labeled System Office CIF. The fund is held as an emergency reserve fund. When it is determined that the amount has excess funds, the funds are allocated back to the colleges. The balance in the account as of May 31 was \$1,100,684. In order to support the Master Planning Costs, it is recommended that we use \$218,594 of the fund balance and allocate it to the colleges based on their monthly cash balances. Going back to 2015 and using the interest rate earned each month and the monthly cash balance in the account by college, provided an appropriate way to allocate the funds. WSC generated the biggest share of the earnings and the amount they need to fund the State portion of the plan drives the amount the other two schools are allocated. WSC generated 52.07% of the interest, CSC 26.9% and PSC 21.03%. Using these proportions and the state portion of the master plan cost of \$113,816 for WSC as a cap, the allocation from the interest earnings is as follows:

| | |
|-------|------------------|
| CSC | \$58,810 |
| PSC | \$45,968 |
| WSC | <u>\$113,816</u> |
| Total | \$218,594 |

It is recommended that the NSCS provide the allocation to support the Master Plan costs. The amounts have been included in the Capital Improvement Fee requests from the campuses.

Approve the Use of Capital Improvement Fee Funds for CSC, PSC, and WSC

The following table shows the details of how the colleges will fund the Master Plan costs.

| Master Planning Cost Fund Sources | | |
|--|-------------|---|
| CSC | <u>Cost</u> | <u>Fund Source</u> |
| State Portion | \$122,300 | Capital Improvement Fee |
| Revenue Bond Portion | \$46,000 | Board Approved 1-13-21 Contingency Maintenance Resolution |
| | \$37,200 | Contingency Maintenance Transfer |
| | \$83,200 | |
| Total Funding | \$205,500 | |
| PSC | | |
| State Portion | \$45,968 | Capital Improvement Fee |
| | \$45,997 | Cash Carryforward funds pending approval 9-2021 |
| | \$91,965 | |
| Revenue Bond Portion | \$13,020.13 | Contingency Maintenance Resolution |
| | \$40,614.87 | Revenue Bond Operating |
| | \$53,635 | |
| Total Funding | \$145,600 | |
| WSC | | |
| State Portion | \$113,816 | Capital Improvement Fee |
| Revenue Bond Portion | \$76,084 | Revenue Bond Operating Funds |
| Total Funding | \$189,900 | |

Note: Bolded items need Board approval at this time.

It is recommended that the NSCS fund a portion of the Master Plan with Capital Improvement Fees in the following amounts: CSC - \$122,300; PSC - \$45,968; and WSC - \$113,816.

Approve Contingency Maintenance Resolution for College Facility Master Plan for Peru State College

Peru State requests authorization of a Contingency Maintenance Resolution to help pay for costs associated with the College Facility Master Plan - revenue bonds portion.

The revenue bond portion of cost for facility master planning for the College is \$53,635. Peru State respectfully requests approval of a new contingency maintenance line item for this purpose. This line will assist with funding the revenue bond portion of the 2022 Peru State College Facility Master Plan. Funding in the amount of \$13,020.13 will be moved from completed Contingency Maintenance Resolution 03/24/2017, line 6, Student Center Food Service Equipment, to this newly approved line. The remaining revenue bond funding amount of \$40,614.87 will be paid from the revenue bond operating funds.

The System Office recommends approval of the College Facility Master Plans Funding.

Action Item (ID # 2960)

Meeting of June 17, 2021

ATTACHMENTS:

- PSCRES 062021 (PDF)

**PERU STATE COLLEGE
PERU, NE**

RESOLUTION TO WITHDRAW FUNDS

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of May 31, 2021 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

| | | |
|--------------------------------|-------------|--------------------|
| 1. Campus Wide | Master Plan | 13,020.13 |
| TOTAL - Not-to-Exceed - | | \$13,020.13 |

C E R T I F I C A T E

I, the undersigned, Paul Turman, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges; hereby certify that the foregoing Resolution was adopted in a regularly called meeting of June 17, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 17th day of June 2021.

Paul Turman, Chancellor

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Extension of Lease and Operating Agreement with Reeves, Inc. for Chadron State College**

The current lease and operating agreement between Chadron State and Reeves, Inc. to operate a college store on-campus will end on June 30, 2021. Chadron State would like to extend the agreement an additional year, to end June 30, 2022. This extension will allow the business to recover from the business interruption caused by COVID-19. Chadron State's decision to close campus buildings to the public to limit potential COVID-19 exposure and the Rocky Mountain Athletic Conference's COVID-19 precautions, allowed only a few athletic events with spectators which impacted business operations on campus. Extending the agreement for a year will also allow adequate time to complete a request for proposal for the campus store.

The System Office and Chadron State College recommend approval of the Extension of Lease and Operating Agreement with Reeves, Inc. for Chadron State College.

ATTACHMENTS:

- CSC Addendum to Reeves Inc Agreement (PDF)

ADDENDUM #1

LEASE AND OPERATING AGREEMENT

The Lease and Operating Agreement between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (Owner) and Reeves, Inc. (Operator) effective July 1, 2016 shall be amended. The College and Company will be singularly referred to herein as a "Party" and collectively as the "Parties."

Now therefore, the Parties agree to amend the Agreement as follows:

- A. **TERM.** Subject to the termination clause contained in Paragraphs P and Q hereof, this Lease and Operating Agreement shall continue in force from July 1, 2016 to June 30, 2022. The language in TERM section of this Lease and Operating Agreement supersedes the term language in the Request for Proposal on page 2 (I. Purpose), on page 3 (III. B. Term) and on page 10 (VI. Section A.)

In WITNESS WHEREOF, the parties have caused this Addendum to the Agreement to be executed by the following authorized officials:

The Board of Trustees of the Nebraska State Colleges:

Chadron State College:

By: Dr. Paul Turman
Title: Chancellor
Dated: _____

By: Dr. Randy Rhine
Title: President
Dated: _____

Reeves, Inc.:

Chadron State College:

By: Matt Reeves
Title: Owner
Dated: _____

By: Kari Gaswick
Title: Vice President Administration & Finance
Dated: _____

Attachment: CSC Addendum to Reeves Inc Agreement (2963 : Extension of Lease and Operating Agreement with Reeves, Inc. for Chadron

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Appointment of Consultant Selection Committee and Approve Authorization for Chancellor to Sign Professional Services Contract for Geothermal Utilities Project for Peru State College**

Peru State recommends the appointment of the following individuals to a Professional Consulting Services Selection Committee for its upcoming Geothermal Utilities Project pursuant to Board Policy 8066.

John Chaney, Chair of Fiscal, Facilities & Audit Committee, Board of Trustees
 Bob Engles, Chair of Student Affairs, Marketing & Enrollment Committee, Board of Trustees
 Steve Hotovy, Vice Chancellor for Facilities & Information Technology & Architect, NSCS
 Debbie A. White, Vice President for Administration & Finance, PSC
 Darrin Reeves, Director of Facility Services, PSC
 Keith Bailey, Assistant Director of Facility Services, PSC

At the conclusion of the selection process, a contract will be negotiated with the highest ranking firm. The firm selected will provide professional services to include design development, construction documents and construction administration for the project.

Peru State requests authorization for the Chancellor to sign a professional services contract for the Geothermal Utilities Project at a cost not to exceed available funding. Authorization for the Chancellor to sign the professional services contract will assure that the project can move forward in a timely manner upon completion of the selection process.

The project will utilize Capital Construction state tax funds of \$1,601,248 in FY 2021-22, \$1,757,682 in FY 2022-23, and \$2,101,905 in FY 2023-24, as approved in LB 383 (2021), Section 32.

The System Office and Peru State College recommend approval of the Appointment of Consultant Committee and Authorization for Chancellor to Sign Contract for Peru State.

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: Accept and Approve Design Development Documents and Use of Unappropriated Cash Funds for Peterson Fine Arts Renovation and Addition for Wayne State College

Accept and Approve Design Development Documents for Peterson Fine Arts Project

In accordance with Board Policy 8060, Wayne State recommends approval of the Peterson Fine Arts Renovation and Addition Design Development Documents. The original Program Statement was approved by the Board on November 14, 2019. When COVID-19 first struck in the spring of 2020, the project was put on hold due to the challenges associated with fundraising. However, on January 13, 2021, the Board approved a Program Statement Addendum to modify the funding for the project and initiate design. Since then, it has become necessary to revise the project funding once again. The following is a brief history of these funding changes.

The original Program Statement (Nov. 14, 2019) project funding as approved by the Board:

| | |
|----------------------|---------------------|
| College Cash | \$4,420,000 |
| LB309 Task Force | \$1,880,000 |
| Donations | \$2,000,000 |
| Other/Community | \$2,000,000 |
| Total Funding | \$10,300,000 |

The revised project funding per the Program Statement Addendum approved by the Board (Jan. 13, 2021):

| | |
|----------------------|---------------------|
| College Cash | \$7,920,000 |
| LB309 Task Force | \$1,880,000 |
| Donations | \$500,000 |
| Other/Community | \$0 |
| Total Funding | \$10,300,000 |

The proposed revised project funding per the Design Development Documents:

| | |
|----------------------|---------------------|
| College Cash | \$8,720,000 |
| LB309 Task Force | \$1,880,000 |
| Donations | \$1,300,000 |
| Other/Community | \$0 |
| Total Funding | \$11,900,000 |

Due to various factors including increases in materials costs, the overall estimated cost of the project has increased by \$1,600,000. Additional College Cash in the amount of \$800,000, as well as \$800,000 in additional Donations, will finance this increase in total project cost.

Renovation of Peterson was identified in the 2012 Wayne State Facility Master Plan. In recent years, the lack of space in the choir and band rehearsal rooms, and other facility shortcomings, have become critical issues for program accreditation. Representatives from Jackson-Jackson & Associates, Inc., (JJA) were hired to assist Wayne State in programming the solutions to the issues. The project was further developed and refined through the design development process. In order to proceed with construction of the project, the Board is required to accept and approve the Design Development Documents, which will be presented by JJA to the Board on June 17, 2021.

Approve Use of Unappropriated Cash Funds for Peterson Fine Arts Project

Also included in this Action Item is the request by Wayne State for Board approval to use an additional \$7,820,000 on a one-time basis from unappropriated cash funds for the Peterson Fine Arts Renovation and Addition project. Per the Peterson Fine Arts Renovation and Addition Design Development Document, the total cash funding planned for the project is \$8,720,000. The Board previously approved the use of \$900,000 in cash funds on November 14, 2019 in order to proceed with planning and design. Approval of this additional funding will allow the College to move forward with construction of the project. The cash fund balance adequately supports this request.

The System Office and Wayne State College recommend approval of the Design Development Docs & Use of Unappropriated Cash for Peterson Fine Arts for Wayne State College.

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Naming of Areas in Renovated Benthack Hall 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 name rooms in the newly renovated Benthack Hall as noted below.

McTaggart Family Student Lounge
Bud and Mitzi McCullough Education Lab
Dr. Susan Menking PhD Counseling Training Center
Hult Family Learning Lab

These naming requests bring 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.

The System Office and Wayne State College recommend approval of the Naming of Areas in Renovated Benthack Hall for Wayne State College.

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 17, 2021

***ACTION:* Approve Appointment of Substantial Completion Committee
for Benthack Hall Renovation Project at Wayne State College**

The Benthack Hall Renovation 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, Member Student Affairs, Marketing & Enrollment Committee, Board
of Trustees

Steve Hotovy, Vice Chancellor for Facilities and Information Technology, NSCS

Steven Elliott, Vice President for Academic Affairs, WSC

Angela Fredrickson, Vice President for Administration and Finance, WSC

Kyle Nelsen, Director-Facility Services, WSC

LEO A DALY Representative, Registered Architect

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

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

ACTION: **Approve Memorandum of Agreement with Nebraska Department of Administrative Services Regarding the Use of Concur for Travel Reimbursements for Nebraska State College System**

On January 1, 2021, state law changed meal reimbursement for state travel from actual expenditures to a per diem rate. The per diem rates are based on 70% of established federal General Services Administration (GSA) rates. The Department of Administrative Services (DAS) has also established a policy that the first and last day of overnight travel meal reimbursement is prorated at seventy five percent (75%) of the approved rates.

The Nebraska State College System (NSCS) uses the SAP Concur system to manage travel requests, calculate, and approve reimbursements. The Department of Administrative Services (DAS) does not use Concur and will calculate meal reimbursements a little differently than calculated in Concur. The SAP Concur system follows federal General Services Administration (GSA) guidelines, but deducts the full non-prorated amount from the per diem for provided meals instead of deducting using the prorated amount.

The Memorandum of Agreement clarifies that the SAP Concur system cannot be configured to match the DAS deduction policy for provided meals and incidentals and that discontinuing the use of Concur would result in lost efficiencies when processing travel reimbursements for the NSCS, therefore, DAS permits NSCS to use Concur to manage travel reimbursements. The Memorandum further states that DAS permits the NSCS to process travel reimbursements and per diem rates in agreement with policies published in the DAS Accounting Manual.

For the first and last day of a trip the using the standard rates for Nebraska, the following are the differences in the amounts deducted for provided meals:

| | Concur | State | Difference |
|-----------|---------|---------|------------|
| Breakfast | \$9.10 | \$6.83 | \$2.27 |
| Lunch | \$9.80 | \$7.35 | \$2.45 |
| Dinner | \$16.10 | \$12.08 | \$4.02 |

The System Office recommends approval of the Memorandum of Agreement with Nebraska Dept of Admin Services for Nebraska State College System.

ATTACHMENTS:

- DAS - Colleges - Per Diem MOA (PDF)

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT (this “MOA”) is made and entered into effective the 1st day of July, 2021 (the “Effective Date”) by and between the Board of Trustees of the Nebraska State Colleges, a public body corporate and agency of the State of Nebraska (the “NSCS”) and the Nebraska Department of Administrative Services (“DAS”). The NSCS and DAS may sometimes hereafter be referred to collectively as the “Parties” or individually as a “Party.”

WHEREAS, Neb. Rev. Stat. § 81-1174(b) directs the Director of Administrative Services (“Director”) to establish policies for any meal expense incurred during travel status to be paid or reimbursed as a percentage of the General Services Administration (GSA) per diem rates for travel within the contiguous United States, the United States Department of Defense for travel within Alaska, Hawaii, or a United States territory or possession, and the United States Department of State for foreign travel;

WHEREAS, the Director has established a policy that the per diem rate for the first and last day of overnight travel is prorated at seventy five percent (75%) (“Prorated Rate”);

WHEREAS, meals provided on the first and last day of overnight travel are deducted from the per diem amount at the Prorated Rate;

WHEREAS, the incidental reimbursement portion of per diem for the first and last day of overnight travel is also prorated at seventy five percent (75%) and deducted at the Prorated Rate;

WHEREAS, the NSCS uses the SAP Concur system to manage travel reimbursements and per diem;

WHEREAS, the SAP Concur system follows General Service Administration guidelines and as such, the SAP Concur system deducts the full, non-prorated amount from the per diem amount for provided meals, instead of the deducting using the Prorated Rate;

WHEREAS, the SAP Concur system does not deduct any amount from the incidental portion of the per diem amount for the first and last day of overnight travel;

WHEREAS, SAP Concur has represented to the NSCS that the system cannot be configured for the NSCS to match the Director’s current deduction policies as described above;

WHEREAS, ceasing to use the SAP Concur system would result in lost efficiencies in the travel reimbursement process and increased cost to taxpayers;

WHEREAS, DAS and the NSCS mutually understand and acknowledge the limitations of the SAP Concur system, desire to maintain efficiencies in travel reimbursements, and desire not to place additional costs on taxpayers;

WHEREAS, DAS and the NSCS agree to enter into this MOA on the terms and conditions set forth below.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. DAS will permit the NSCS to process and manage travel reimbursements using the SAP Concur system.
2. The NSCS will process and manage travel reimbursements and per diem in accordance with the policies adopted by the Director of Administrative Services and published in the Accounting Manual.
3. If at a later date the SAP Concur system is able to be configured for the NSCS to calculate per diem reimbursements in accordance with the policies applicable to those agencies not using the SAP Concur system, the NSCS will notify the Director of Administrative Services of this change..
4. This MOA may be revoked in writing at any time upon notice to the other Party.

[The remainder of this page is intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this MOA effective as of the day and year first above written.

NEBRASKA STATE COLLEGE SYSTEM:

THE BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES

By:

Name:

Title:

DAS:

THE NEBRASKA DEPARTMENT OF ADMINISTRATIVE SERVICES

By:

Name:

Title:

Attachment: DAS - Colleges - Per Diem MOA (2961 : Memorandum of Agreement with Nebraska Dept of Admin Services for Nebraska State

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 17, 2021

***ACTION:* Approval of Potential HVAC Projects the Colleges fund with HEERF II and III Funding and Authorization for Chancellor to Sign Consultant and Construction Contracts**

As more information is released on the allowable uses of the Higher Education Emergency Relief Funds (HEERF) II and III, it is clear that the use of money to support capital investments such as Heating Ventilation and Air Conditioning (HVAC) projects is allowable. Guidance has indicated that the installation or renovation of an HVAC system to help with air filtration to prevent the spread of COVID-19 is a proper expenditure of federal funds. Because the funds are only available for one (1) year, the possibility of designing and completing projects within the timeframe will be difficult. It is possible to request a time extension which may be granted if justifiable. In order to remove any time constraints on our end, the colleges are asking for pre-approval of any HVAC projects to be paid with HEERF funds. Authorizing the Chancellor to sign contracts in amounts not to exceed available funding for these projects will assure they move forward in a timely manner.

The System Office recommends approval of the Use of HEERF II and III Grant Funds for HVAC Projects and Authorize Chancellor to Sign Contracts.

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: Promotion and Tenure Report

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

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

The table below lists the total number and (percentage) of full-time instructional faculty by rank and institution resulting from the recent promotions. CSC promoted 6 faculty members to Associate Professor, and 3 faculty members to Professor. PSC promoted 1 faculty member to Assistant Professor and 5 faculty members to Associate Professor. WSC promoted 3 faculty members to Associate Professor and 2 faculty members to Professor.

| | Instructor | | Assistant Professor | | Associate Professor | | Professor | | Total |
|-----------------------|------------|-----|---------------------|-----|---------------------|-----|------------|-----|-------|
| Chadron | 6 | 7% | 28 | 33% | 13 | 15% | 38 | 45% | |
| Promoted into Rank | N/A | | 0 | | 6 | | 3 | | |
| Promoted to next Rank | <u>0</u> | | <u>6</u> | | <u>3</u> | | <u>N/A</u> | | |
| IMPACT | 6 | 7% | 22 | 26% | 16 | 19% | 41 | 48% | 85 |
| Peru | 11 | 22% | 18 | 35% | 11 | 22% | 11 | 22% | |
| Promoted into Rank | N/A | | 1 | | 5 | | 0 | | |
| Promoted to next Rank | <u>1</u> | | <u>5</u> | | <u>0</u> | | <u>N/A</u> | | |
| IMPACT | 10 | 20% | 14 | 27% | 16 | 31% | 11 | 22% | 51 |
| Wayne | 11 | 9% | 28 | 23% | 31 | 26% | 51 | 42% | |
| Promoted into Rank | N/A | | 0 | | 3 | | 2 | | |
| Promoted to next Rank | <u>0</u> | | <u>3</u> | | <u>2</u> | | <u>N/A</u> | | |
| IMPACT | 11 | 9% | 25 | 21% | 32 | 26% | 53 | 44% | 121 |
| System Total | 28 | 11% | 74 | 29% | 55 | 21% | 100 | 39% | |
| Promoted into Rank | N/A | | 1 | | 14 | | 5 | | |
| Promoted to next Rank | <u>1</u> | | <u>14</u> | | <u>5</u> | | <u>N/A</u> | | |
| IMPACT | 27 | 11% | 61 | 23% | 64 | 25% | 105 | 41% | 257 |

The following table lists the total number and percentage of instructional faculty by institution resulting from the recent awarding of tenure, which included 3 faculty members from CSC, 1 faculty member from PSC, and 8 faculty members from WSC.

| | Total Full-Time Faculty | Tenured Faculty | Tenure Awarded 2021 | Result of 2021 Tenure Awarded | Percent of Faculty with Tenure |
|--------------|-------------------------|-----------------|---------------------|-------------------------------|--------------------------------|
| Chadron | 86 | 41 | 3 | 44 | 51% |
| Peru | 51 | 18 | 1 | 19 | 37% |
| Wayne | 121 | 65 | 8 | 73 | 60% |
| System Total | 258 | 124 | 12 | 136 | 53% |

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: Foundation Employee Compensation Report

Chadron State Foundation's employee salary information for 2021-2022 is attached as an information item as required by Board Policy 5501.

ATTACHMENTS:

- CSC Foundation 2021 22 Salary Information (PDF)

**Chadron State College
2021-22**

| Employee Name | Position Title | FTE | 2020-21 | Adjustments | | 2021-22 | Notes |
|---------------------|----------------------------------|------|----------------|-------------|---------------|---------------------|-------|
| | | | Base | % increase | Step Increase | Total Annual Salary | |
| Galbraith, Jennifer | TEMP WORKER-GIFTS PROCESSOR | | 15.75 per hour | | | | |
| Haag, Cricket | CONTROLLER | 1.00 | 66,184.00 | 2,647.00 | | 68,831.00 | |
| Pope, Karen | DIRECTOR OF DEVELOPMENT & ALUMNI | 1.00 | 66,824.00 | 1,337.00 | | 68,161.00 | |
| Rissler, Jacob | DEVELOPMENT OFFICER | 1.00 | 49,758.00 | 996.00 | | 50,754.00 | |
| Schreuder, SuAn | OFFICE ASSISTANT II | 1.00 | 26,976.00 | 540.00 | 2,124.00 | 29,640.00 | |
| Watson, George | CHIEF EXECUTIVE OFFICER | 1.00 | 117,146.00 | 2,343.00 | | 119,489.00 | |
| | | | 326,888.00 | 7,863.00 | 2,124.00 | 336,875.00 | |

Attachment: CSC Foundation 2021 22 Salary Information (2019 : Foundation Employee Compensation

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: Reports of Personnel Actions

The personnel action reports are provided to the Board for information

Board Policy 5021 states that all full-time (0.75 FTE or more) and part-time (less than 0.75 FTE) personnel appointments must be reviewed and approved by the President and reported to the Chancellor. All full-time employment separations are also reported to the Chancellor. The Chancellor is required to report these changes along with changes to the System Office staffing to the Board on a regular basis.

ATTACHMENTS:

- SO Personnel Report June 2021 (PDF)
- CSC Personnel Report June 2021 (PDF)
- PSC Personnel Report June 2021 (PDF)
- WSC Personnel Report June 2021 (PDF)

| NON-UNIONIZED PROFESSIONAL STAFF (FULL TIME/.75 FTE OR MORE) | | | | | | | | |
|---|--|------|-----------------------------|----------------|----------------------|-------|--------------------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Eash, Matthew | Director of Financial Operations | NA | \$78,379 | State | 9/1/17 - 3/05/21 | 1.000 | Resignation | NA |
| Halada, Roberts | Director of Financial Operations | NA | \$75,000 pro-rated \$13,365 | State | 4/28/21-6/30/21 | 1.000 | New appointment; replaces Eash | Special |
| Sinclair, Taylor | System Director for Title IX | NA | \$74,987 | State | 10/12/16-8/30/21 | 1.000 | Resignation | NA |
| Yorges, Judi | Director of Strategic Initiatives & Communications | NA | \$75,000 | State | 4/01/21-6/30/21 | 1.000 | Title and salary change | NA |

| 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 |
| Murphy, Carolyn | Senior Assistant to the Chancellor | NA | \$8,429 | State | 04/03/21-05/31/21 | NA | \$70.24/hr not to exceed \$8,429 | Special |
| Murphy, Carolyn | Senior Assistant to the Chancellor | NA | \$4,987 | State | 06/01/21-08/31/21 | NA | \$70.24/hr not to exceed \$4,987 | Special |

Attachment: SO Personnel Report June 2021 (2938 : Reports of Personnel Actions)

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

Chadron State College

MEETING DATE:

June 17, 2021

| 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 |
| Fischer, Nicholas | Business | Assistant Professor | \$60,000 | State | 08/19/2021-05/11/2022 | 1.00 | New Appointment replaces Bruehlman | Tenure Track |
| Gaudet, Laura | ECPSSW | Professor | \$78,843 | State | 08/20/2004-05/11/2021 | 1.00 | Retirement | NA |
| Kiawi, Ngepu | Business | Assistant Professor | \$60,000 | State | 08/19/2021-05/11/2022 | 1.00 | New Appointment replaces Limbach | Tenure Track |
| King, Don | ECPSSW | Professor | \$80,383 | State | 07/19/2006-05/11/2021 | 1.00 | Retirement | NA |
| Koza, Richard | Business | Professor | \$91,866 | State | 08/21/1998-05/11/2021 | 1.00 | Retirement | NA |
| Rovner, Jonathan | JSSE | Assistant Professor | \$51,000 | State | 08/14/2020-05/12/2021 | 1.00 | Non-renewal | 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 |
| Kerry, Lucyann | CMAT | Lecturer | \$60,988 | State | 08/14/2020-05/12/2021 | 1.00 | Non-renewal | 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 |
| Blundell, E | Adjunct | NA | \$2,550 | State | 03/15/2021-05/07/2026 | NA | Teaching EDCI 635 (3 cr hr) | Special |
| Gallegos, Nathaniel | Adjunct | NA | \$5,010 | State | 03/15/2021-05/07/2023 | NA | Teaching BA 431 (3 cr hr) | Special |
| Kant, Jack | Adjunct | NA | \$2,550 | State | 03/15/2021-05/07/2025 | NA | Teaching ECON 232 (3 cr hr) | Special |
| Knutson, Jennifer | Adjunct | NA | \$2,550 | State | 03/15/2021-05/07/2027 | NA | Teaching EDAD 638 (3 cr hr) | Special |
| Morrell, Nicole | Adjunct | NA | \$5,010 | State | 03/15/2021-05/07/2028 | NA | Teaching SPED 435 (3 cr hr) | Special |
| Redden, Caitlin | Adjunct | NA | \$2,550 | State | 03/15/2021-05/07/2024 | NA | Teaching MGMT 330 (3 cr hr) | Special |

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

Chadron State College

MEETING DATE:

June 17, 2021

| 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 |
| Shatto, Maci | Adjunct | NA | \$5,010 | State | 03/15/2021-05/07/2029 | NA | Teaching SPED 232 (3 cr hr) | Special |
| Smiley, Nicole | Adjunct | NA | \$2,550 | State | 03/15/2021-05/07/2022 | NA | Teaching HPER 233 (3 cr hr) | Special |
| Taylor, Jennifer | Adjunct | NA | \$2,550 | State | 03/15/2021-05/07/2030 | NA | Teaching COUN 131 (3 cr hr) | Special |
| Whitney, Talma | Adjunct | NA | \$850 | State | 03/15/2021-05/07/2021 | NA | Teaching EDUC 271 (1 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 |
| Brumbaugh, Tori | Senior Admissions Counselor | NA | \$40,898 Prorated \$13,632 | State | 03/01/2020-06/30/2021 | 1.00 | Title Change | NA |
| Smith, Sara | Campus Visist Coordinator | NA | \$45,348 | State | 11/01/2020-05/21/2021 | 1.00 | Resignation | NA |

| NON UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|---|------|----------------------------------|----------------|-----------------------|------|---------------------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Anderson, Jeri | Director-Field Experience/Cert Officer | NA | \$55,000 | State | 07/13/2020-06/04/2021 | 1.00 | Resignation | NA |
| Douglas, Sherry | Director-Financial Aid | NA | \$89,000 | State | 07/01/2021-06/30/2022 | 1.00 | Title Change | NA |
| Hansen, Jon | Dean of Student Affairs | NA | \$110,000 | State | 07/01/2021-06/30/2022 | 1.00 | Title Change | NA |
| Hart, Tara | Interim Director-Student Transition & Retention | NA | \$58,000 Prorated \$16,257 | State | 04/21/2021-06/30/2021 | 1.00 | New appointment replaces Toomey | Special |
| Toomey, Tamara | Director-Student Transition & Retention | NA | \$60,936 | State | 03/25/2019-03/31/2021 | 1.00 | Resignation | NA |
| Tylee, Thomas | Director-Office of Academic Success | NA | \$68,249 | State | 01/02/2018-05/27/2021 | 1.00 | Resignation | NA |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: June 17, 2021

| 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 |
| Adams, Kaitlyn | Office Assistant II | NA | \$1,998 | State | 08/26/2019-02/26/2021 | 1.00 | Resignation | NA |
| Humphrey, Jessica | Accounting Clerk III | NA | \$2,458 | State | 4/1/2021 | 1.00 | New hire replaces Liston | NA |
| Humphrey, Jessica | Office Assistant II | NA | \$2,113 | State | 12/18/2017-03/31/2021 | 1.00 | Resignation | NA |
| Mitchell, Kay | Office Assistant II | NA | \$2,557 | State | 09/11/2017-04/19/2021 | 1.00 | Resignation | NA |
| Mitchell, Kay | Office Assistant III | NA | \$2,630 | State | 4/20/2021 | 1.00 | New hire replaces McCusker | NA |
| Motz, Dustin | MRW IV | NA | \$2,856 | State 75% Rev Bond 25% | 4/20/2021 | 1.00 | New hire replaces Schrader | Probationary |
| Poitra, Angelina | Office Assistant II | NA | \$2,057 | State | 5/17/2021 | 1.00 | New hire replaces Adams | Probationary |

Attachment: CSC Personnel Report June 2021 (2938 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Peru State College
MEETING DATE: June 17, 2021

| 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 |
| Hutchison, Christy | School of Professional Studies | Professor | \$78,910 | State | 08/20/2010 thru 08/31/2021 | 1.000 | Retirement | N/A |
| UNIONIZED PROFESSIONAL STAFF | | | | | | | | |
| (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Barrett, Amy | Project Coordinator | N/A | \$36,790 prorated \$10,680 | State | 03/17/2021 thru 06/30/2021 | 1.000 | New Appointment replaces Brandy Van Der Kamp | Special |
| Beath, Lauren | Financial Aid Specialist | N/A | \$34,561 prorated \$5,388 | State | 05/03/2021 thru 06/30/2021 | 1.000 | New Appointment replaces Denise Lickteig | Special |
| Buscher, Kristin | Director-Assessment and Accreditation | N/A | \$80,795 | State | 5/16/2016 thru 03/10/2021 | 1.000 | Resignation | N/A |
| Jacobitz, Kathy | Project Coordinator | N/A | \$36,790 prorated \$12,263 | State | 03/01/2021 thru 06/30/2021 | 1.000 | New Appointment replaces Angela Seidl | Special |
| Jacobitz, Kathy | Project Coordinator | N/A | \$36,790 | State | 03/01/2021 thru 04/02/2021 | 1.000 | Resignation | N/A |
| Kaiser, Michelle | Student Intervention Coordinator | N/A | \$36,709 | Federal | 07/22/2019 thru 05/14/2021 | 0.890 | Resignation | N/A |
| McCully, Clara | Assistant Director - Residence Life | N/A | \$36,457 | Revenue Bond | 07/08/2019 thru 05/31/2021 | 1.000 | Resignation | N/A |
| Miller, Julie | Project Coordinator | N/A | \$36,790 | State | 08/01/2018 thru 05/14/2021 | 1.000 | Resignation | N/A |
| Shirley, Amy | IT Analyst | N/A | \$58,301 | State | 01/05/2015 thru 04/16/2021 | 1.000 | Resignation | N/A |

Attachment: PSC Personnel Report June 2021 (2938 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Peru State College
MEETING DATE: June 17, 2021

| NON UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|-------------------------------|------|----------------------------|----------------|----------------------------|-------|---|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Albury, Renetta | Head Women's Basketball Coach | N/A | \$55,453 | State | 01/02/2018 thru 04/30/2021 | 1.000 | Resignation | N/A |
| Holleran, Ian | Assistant Coach | N/A | \$36,197 | State | 7/1/2020 thru 03/28/2021 | 1.000 | Resignation | N/A |
| Holleran, Ian | Head Women's Basketball Coach | N/A | \$47,000 prorated \$12,129 | State | 03/29/2021 thru 06/30/2021 | 1.000 | New Appointment replaces Renetta Albury | Special |
| Moen, Cory | Director of Residence Life | N/A | \$48,250 prorated \$14,266 | Revenue Bond | 03/15/2021 thru 06/30/2021 | 1.000 | New Appointment replaces Adam Neveau | 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 |
| Allen, Jesse | Custodian | N/A | \$1,872/mo. | State | 02/01/2021 thru 06/30/21 | 1.000 | New Hire replaces Cathy Knight | Probationary |
| Warren, Cody | MRW II | N/A | \$2,139/mo. | State | 03/15/2021 thru 06/30/2021 | 1.000 | New Hire replaces Andrew Wredt | 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 |
| Marsh-Contreras, Alyssa | Custodian | N/A | \$936/mo. | State | 03/16/2021 thru 06/30/2021 | 0.500 | New Hire | Probationary |
| Marsh-Contreras, Alyssa | Custodian | N/A | \$936/mo. | State | 03/16/2021 thru 04/02/2021 | 0.500 | Resignation | N/A |

Attachment: PSC Personnel Report June 2021 (2938 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 17, 2021

| 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 |
| Bohnert, David | Music | Professor | \$2,307.00 | State | 01/11/21-05/07/21 | NA | Marching Band | Special |
| Cogswell, Curtis | Educational Foundations and Leadership | Assistant Professor | \$60,000.00 | State | 08/19/21-05/11/22 | 1.000 | New Appointment replaces Craig Pease | Tenure Track |
| Hicks, Aimee | Counseling | Assistant Professor | \$57,000.00 | State | 08/20/20-05/12/21 | NA | Resignation | NA |
| Lasinsky, Emily | Counseling | Assistant Professor | \$53,000.00 | State | 08/13/20-07/14/21 | NA | Resignation | NA |
| McCue, Robert | Life Sciences | Professor | \$113,551.00 | State | 08/27/79-05/12/21 | NA | Retirement | NA |
| Miller-Niles, Angela | Music | Associate Professor | \$280.00 | State | 01/11/21-05/07/21 | NA | Music Academy | Special |
| Pease, Craig | Educational Foundations and Leadership | Associate Professor | \$68,733.00 | State | 08/18/11-08/16/21 | NA | Retirement | NA |
| Rawlings, Lesli | History, Politics, and Geography | Professor | \$300.00 | State | 01/23/21-02/13/21 | NA | Preparation and instruction for GIS Workshops | Special |
| Rodriguez, Beatriz | Art and Design | Assistant Professor | \$54,000.00 | State | 08/19/21-05/11/22 | 1.000 | New Appointment replaces John McCaughey | Tenure Track |

| NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE) | | | | | | | | |
|--|------------------|------|------------|----------------|----------------------|-----|--|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Bailey, Allison | Adjunct | NA | \$300.00 | State | 01/23/21-02/13/21 | NA | GIS/LIS Workshops curriculum development and instruction up to 12 hours at \$25/hr | Special |
| Dvorak, Claudia | Adjunct | NA | \$8,993.00 | State | 01/11/21-05/12/21 | NA | MUS 111-0003 (2.64 cr hrs), MUS 111-0004 (5.28 cr hrs), MUS 308-0001 (2 cr hrs), and MUS 311-0004 (0.66 cr hr) | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 17, 2021

| 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 |
| Gorden, Alexandria | Graduate Assistant | NA | \$1,500.00 | State | 01/25/21-05/07/21 | NA | Crime Scene Investigation lab duties up to 120 hrs at \$12.50/hr | Special |
| Graff, Donald | Adjunct | NA | \$2,125.00 | State | 01/04/21-05/12/21 | NA | EDU 456 (2.50 cr hrs) | Special |
| Irlmeier, Jordyn | Adjunct | NA | \$3,247.00 | State | 01/11/21-05/12/21 | NA | MUS 124-0001 (0.66 cr hr), MUS 124-0002 (0.66 cr hr), MUS 148-0001 (1 cr hr), and MUS 172-0001 (1.50 cr hrs) | Special |
| Neuharth, Randall | Adjunct | NA | \$880.00 | State | 03/22/21-04/02/21 | NA | absence of an Associate Professor up to 44 hrs at \$20 per hour | Special |
| Parker, Karen | Adjunct | NA | \$850.00 | State | 03/30/21-04/29/21 | NA | CIS 233-0001 (1 cr hr) | Special |
| Parker, Karen | Adjunct | NA | \$0.00 | State | 01/11/21-02/12/21 | NA | Revision: CIS 231-0001 (1 cr hr) was cancelled due to low enrollment | Special |
| Plager, Tiffany | Adjunct | NA | \$625.00 | State | 05/13/21-06/11/21 | NA | NENTA coordinator up to 25 hours at \$25/hr | Special |
| Short III, Donald | Adjunct | NA | \$400.00 | State | 12/14/21-01/10/21 | NA | Advising College Center students up to 25 hours at \$16/hr | Special |
| Stroessner, Aaron | Adjunct | NA | \$3,086.00 | State | 01/11/21-05/12/21 | NA | Revision: MUS 129-00W0 (0.33 cr hr) and MUS 129-00W1 (3.30 cr hrs) | Special |
| Tucker, Anne | Adjunct | NA | \$850.00 | State | 01/11/21-03/05/21 | NA | Revision: EDU 475/557-00W0 (1 cr hr) | Special |
| Tucker, Anne | Adjunct | NA | \$850.00 | State | 03/15/21-05/07/21 | NA | EDU 457/557-00W1 (1cr hr) | Special |

Attachment: WSC Personnel Report June 2021 (2938 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 17, 2021

| 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 |
| Weber, Bradley | Adjunct | NA | \$7,480.00 | State | 01/11/21-05/12/21 | NA | MUS 128-0001 (0.99 cr hr), MUS 128-0002 (1.98 cr hrs), MUS 136-0001 (1 cr hr), MUS 166-0001 (3 cr hrs), MUS 177-0001 (1.50 cr hrs), and MUS 328-0001 (0.33 cr hr) | Special |
| Worden, Taylor | Adjunct | NA | \$4,000.00 | State | 05/17/21-08/16/21 | NA | FCS 313-MC80 (3 cr hrs) | Special |
| Young, Mollie | Adjunct | NA | \$300.00 | State | 01/17/21-01/24/21 | NA | Direct WSC Theater Production up to 15 hours at \$20/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 |
| Ankeny, Valerie | Coordinator of Conferencing | NA | \$3,867.00 | Revenue Bond | 02/01/21-05/28/21 | NA | Additional duties | NA |
| Broberg, Amanda | Graphic Designer | NA | \$48,000.00 Prorated \$20,000.00 | State | 02/01/21-06/30/21 | NA | NSCPA Section 4.2 | NA |
| Christian, Kirk | IT Analyst | NA | \$58,301.00 Prorated \$13,692.00 | State | 04/07/21-06/30/21 | 1.000 | New Appointment replaces Jacob Krueger | Special |
| Clark, Kirk | Assistant Coach-Baseball | NA | \$34,131.00 | State | 08/01/18-01/23/21 | NA | Resignation | NA |
| Darnell, Kenneth Grant | Head Strength & Conditioning Coach | NA | \$51,630.00 | State | 07/13/16-03/12/21 | NA | Resignation | NA |
| Davis, Roberto | Assistant Coach-Football | NA | \$44,075.00 | State | 03/02/20-02/03/21 | NA | Resignation | NA |
| Ferry, Joshua | Academic Advisor | NA | \$43,000.00 Prorated \$15,230.00 | State | 02/22/21-06/30/21 | 1.000 | New Appointment | Special |
| Gubbels, Amanda | Senior Admissions Counselor | NA | \$37,699.00 Prorated \$15,708.00 | State | 02/01/21-06/30/21 | NA | Title Change | NA |

Attachment: WSC Personnel Report June 2021 (2938 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 17, 2021

| 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 |
| Hart, Britney | Financial Aid Specialist | NA | \$34,561.00 | State | 04/21/08-01/17/21 | NA | Resignation | NA |
| Hart, Britney | Financial Aid Specialist | NA | \$42,000.00 Prorated \$19,167.00 | State | 01/18/21-06/30/21 | 1.000 | New Appointment replaces Leslie Calhoun | Special |
| Holdsworth, Tara | Educational Support and Disability Services Coordinator | NA | \$3,690.00 | State | 02/01/21-05/28/21 | NA | Additional duties | NA |
| Jueden, Abigail | Project Coordinator | NA | \$38,000.00 Prorated \$14,251.00 | State | 02/15/21-06/30/21 | 1.000 | New Appointment | Special |
| Levinson, Pamela | Student Activities Coordinator | NA | \$3,162.00 | Revenue Bond | 02/01/21-05/28/21 | NA | Additional duties | NA |
| McNaughton, Christopher | Assistant Coach-Women's Soccer | NA | \$436.42 | State | 10/17/20 | NA | 2020-21 Camp Pay | NA |
| Oliver, Kristina | Assistant Coach-Softball | NA | \$39,973.00 Prorated \$15,490.00 | State | 02/10/21-06/30/21 | NA | FTE Increased from 0.833 to 1.000 | NA |
| Risinger, Korriane | Financial Aid Specialist | NA | \$39,000.00 Prorated \$10,174.00 | State | 03/08/21-06/30/21 | 1.000 | New Appointment | Special |
| Smith II, Brian | Assistant Coach-Football | NA | \$43,000.00 Prorated \$11,529.00 | State | 03/25/21-06/30/21 | 1.000 | New Appointment replaces Roberto Davis | Special |
| Vaughn, Tyler | Assistant Coach-Baseball | NA | \$38,500.00 Prorated \$11,997.00 | State | 03/09/21-06/30/21 | 1.000 | New Appointment replaces Kirk Clark | Special |
| Vinchattle, Brittany | Academic Advisor | NA | \$44,500.00 Prorated \$1,349.00 | State | 06/21/21-06/30/21 | 1.000 | New Appointment | Special |
| Voborny, Madison | IT Specialist | NA | \$52,515.00 | State | 10/16/17-07/30/21 | NA | Resignation | NA |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 17, 2021

| 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 |
| Dearstone, Tiffany | Director of Student Activities and Student Center | NA | \$63,000.00 | State and Revenue Bond | 07/17/18-01/29/21 | NA | Resignation | NA |
| Hanson, Barbara | Director TRIO Student Support Services | NA | \$57,000.00 | Grant | 08/28/20-04/14/21 | NA | Resignation | NA |
| Hester, Emily | Head Women's Soccer Coach | NA | \$57,000.00 Prorated \$17,968.00 | State | 03/08/21-06/30/21 | 1.000 | New Appointment replaces Joseph Cleary | Special |
| Reed, Tiffany | Director Financial Aid | NA | \$81,500.00 Prorated \$15,127.00 | State | 04/26/21-06/30/21 | 1.000 | New Appointment replaces Melissa Stoddart | Special |
| Stoddart, Melissa | Director Financial Aid | NA | \$80,000.00 | State | 08/06/20-03/05/21 | NA | Resignation | NA |

| 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 |
| Fernandez-Hodge, Julian | Graduate Assistant | NA | \$250.00 | State | 02/14/21-03/19/21 | NA | Athletic Training duties for Track camps, up 25 hours at \$10/hr | NA |
| Fernandez-Hodge, Julian | Graduate Assistant | NA | \$60.00 | State | 03/19/21 | NA | Athletic Training duties for high school track meet up to 6 hours at \$10/hr | NA |
| McLendon, Amaris | Graduate Assistant | NA | \$60.00 | State | 03/19/21 | NA | Athletic Training duties for high school track meet up to 6 hours at \$10/hr | NA |

| UNIONIZED SUPPORT STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|---|-------------------------------|------|----------------|----------------|----------------------|-------|----------------------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Belt, Randy | Maintenance Repair Worker II | NA | \$2,139.75/mo. | State | 10/16/17-01/13/21 | NA | Resignation | NA |
| Frerichs, Theresa | Facility Operations Assistant | NA | \$2,629.67/mo. | State | 02/01/21-06/30/21 | 1.000 | New Hire replaces Charles McLain | Probationary |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 17, 2021

| 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 |
| Gunn, Marc | Custodian | NA | \$1,906.67/mo. | Revenue Bond | 08/16/18-01/31/21 | NA | Resignation | NA |
| Gunn, Marc | Maintenance Repair Worker II | NA | \$2,322.25/mo. | Revenue Bond | 02/01/21-06/30/21 | 1.000 | New Hire replaces Dwight Anderson | Probationary |
| Jasa, Donna | Custodian | NA | \$2,012.33/mo. | State | 04/19/21-06/30/21 | 1.000 | New Hire replaces Cindy Beckman | Probationary |
| Jueden, Abigail | Office Assistant II | NA | \$2077.42/mo. | State | 05/13/19-02/14/21 | NA | Resignation | NA |
| Keady, Mitchell | Custodian | NA | \$1,959.50/mo. | Revenue Bond | 02/01/21-06/30/21 | 1.000 | New Hire replaces Brandon Smith | Probationary |
| Keady, Mitchell | Custodian | NA | \$1,959.50/mo. | Revenue Bond | 02/01/21-02/08/21 | NA | Termination | NA |
| Nelson, Duane | Maintenance Repair Worker IV | NA | \$4,066.67/mo. | State | 11/28/11-02/28/21 | NA | Resignation | NA |
| Nelson, Duane | Maintenance Repair Worker II | NA | \$3,350.92/mo. | Revenue Bond | 03/01/21-06/30/21 | 1.000 | New Hire replaces Jeffery Loberg | NA |
| O'Brien, Jane | Office Assistant II | NA | \$2,331.67/ mo. | State | 04/08/21-06/30/21 | 1.000 | New Hire replaces Abigail Jueden | Probationary |
| Peterson, Ricky | Maintenance Repair Worker III | NA | \$3,523.75/mo. | State | 07/01/02-09/07/21 | NA | Retirement | NA |
| Schmidt, Jamie | Custodian | NA | \$1,853.92/mo. | Revenue Bond | 07/31/17-03/16/21 | NA | Resignation | NA |
| Webb, Jefferson | Custodian | NA | \$1,959.50/ mo. | Revenue Bond | 03/31/21-06/30/21 | 1.000 | New Hire replaces Charles McLain | Probationary |

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: NSAA Sponsorship

The Nebraska State Colleges Multi-Activity Student Award sponsorship just wrapped up its first year.

The award is based solely on each member school's eligibility list submitted through the NSAA website. Each high school student who meets the NSAA eligibility criteria was recognized and awarded a certificate of achievement by the NSAA and the Nebraska State Colleges. Chadron, Peru, and Wayne State Colleges each awarded a \$2,000 scholarship to a student. The scholarship recipients are:

- Chadron State - Samuel Tejral, Crofton High School
- Peru State - Elijah Boerson, Nebraska Christian Schools
- Wayne State - Kristen Campbell, South Sioux City High School

The sponsorship also includes a school award. The school in each of the four Classes with the most multi-activity students was presented a banner to display in their school. The banners were presented at halftime of the NSAA State Soccer Class A Championships, which was televised on NET. The winning schools are:

- Class A - Kearney High School
- Class B - Aurora High School
- Class C - Malcolm High School
- Class D - Hartington Cedar Catholic High School

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: FY 2022-23 Biennium Funding Summary

The 107th Legislative Session is to officially end on June 10, 2021, but it appears that session may end early this year. All bills dealing with higher education funding have been passed onto the Governor and signed.

Legislative Bill 380 (LB380) is the State Government appropriations bill for the biennium ending June 30, 2023. The bill was signed by the Governor on April 26, 2021. A summary of the items funded is attached. The total increase to base funding from FY21 to FY22 is \$1,911,711 or 3.44%. When including the Career Scholarship funding increase of \$1,000,000 the increase is 5.15%. The total increase to base funding from FY22 to FY23 is \$1,803,775 or 3.14%. When including the Career Scholarship funding increase of \$1,000,000 the increase is 4.72%.

PSC - Corrections Workforce Development Pathways (CWDP)

The funding summary does not include the dollars appropriated to the Department of Correctional Services to support the Corrections Workforce Development Pathways Program. The funding will support start-up, recruiting, and scholarship funding for Peru State College to develop the program. The funding for the program in FY21 was \$523,465 and funded 15 student scholarships; FY22 will be \$748,465 and support 30 scholarships; and FY23 will be \$973,465 and support a total of 45 scholarships.

At the bottom of the attachment is a summary of LB384 which extends the capital funding support for the State College Facilities Program out to 2040. This will add a total of \$22,230,000 of additional state support which will be matched by \$14,400,000 of match from Capital Improvement Fees. Our bond financial consultant is looking at our callable bonds to see what savings might be gained and combined with this funding to make the biggest facility impact.

Finally, with the passage of LB383, the Geothermal Utilities Project at PSC is funded with \$1,601,248 in FY22 and \$1,757,682 in FY23. There was also an intent to provide future funding of \$2,101,905.

ATTACHMENTS:

- Appropriations Summary FY22-FY23 (PDF)

**NEBRASKA STATE COLLEGE SYSTEM
BIENNIUM 2021-23 GENERAL FUND APPROPRIATIONS (LB380)**

| <u>FY2020-21 Base</u> | <u>Operations</u> | <u>Career Scholarships</u> | <u>Total Base</u> |
|--|-------------------|----------------------------|---------------------|
| Operations | \$55,527,357 | | |
| Career Scholarships | | \$1,000,000 | |
| Total Base | | | \$56,527,357 |
| <u>FY2021-22 Appropriated Changes</u> | | | |
| 2% Salary Adjustment and Related Benefits | \$1,207,787 | | |
| NAPE Additional Salary Need | \$145,457 | | |
| Health Benefits | \$280,803 | | |
| DAS Rate Changes | \$77,664 | | |
| Property Insurance Increase | <u>\$200,000</u> | | |
| | \$1,911,711 | | |
| Career Scholarships | | \$1,000,000 | |
| <u>FY2021-22 Base</u> | | | |
| Operations | \$57,439,068 | | |
| Career Scholarships | | \$2,000,000 | |
| Total Base | | | \$59,439,068 |
| Percent Change from FY21 to FY22 | 3.44% | 100.00% | 5.15% |
| <u>FY2022-23 Appropriated Changes</u> | | | |
| 2% Salary Adjustment and Related Benefits | \$1,231,942 | | |
| NAPE Additional Salary Need | \$88,852 | | |
| Health Benefits | <u>\$482,981</u> | | |
| | \$1,803,775 | | |
| Career Scholarships | | \$1,000,000 | |
| <u>FY2022-23 Base</u> | | | |
| Operations | \$59,242,843 | | |
| Career Scholarships | | \$3,000,000 | |
| Total Base | | | \$62,242,843 |
| Percent Change from FY22 to FY23 | 3.14% | 50.00% | 4.72% |
| <u>Capital Investment Support - LB384</u> | | | |
| Adds 10 Years at \$1,125,000 | | | \$11,250,000 |
| Adds 5 Years of \$2,216,000 | | | \$11,080,000 |
| NSCS Match Requirement - 10 Years at \$1,440,000 | | | <u>\$14,400,000</u> |
| Total Funding | | | \$36,730,000 |

Attachment: Appropriations Summary FY22-FY23 (2958 : FY 2022-23 Biennium Funding Summary)

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: 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.

Chadron State leases 16,281 square feet of revenue bond building space in Crites Hall on an annual basis for state supported functions. The space is leased for 2020-2021 and 2021-2022 at a rate of \$1.74 per square foot for an annual cost of \$28,350. Crites Hall is the location of the CSC "one-stop shop". The registrar, student registration/advising, financial aid, admissions, business office, student health services, student affairs, college relations, ROTC, grounds supervisor and institutional research. Housing is also in this building but they are a Revenue Bond function and so their square footage is not included in the rent calculation.

Chadron State leases 2,300 square feet of revenue bond building office space in West Court on an annual basis for state supported functions. This space is leased for 2020-2021 and 2021-2022 at a rate of \$1.74 per square foot for an annual cost of \$4,010. West Court is currently the location of the Art Annex. The space consists of Art classrooms.

Chadron State leases 24,504 square feet of revenue bond building space in Brooks Hall on an annual basis for state supported functions. This space is leased for 2021-22 at a rate of \$1.74 per square foot for an annual cost of \$46,637. Brooks Hall is currently being used as swing space for Science faculty during the Math Science renovation. This building is being used for some small classrooms, faculty offices, office assistant office, and storage for collections, and other items that will be moved back to the Math Science facility once the renovation/addition is completed.

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

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. For the Capital Construction Quarterly Reports for the period ending March 31, 2021, the following highlights are provided to the Board.

- At Chadron State College, the Math Science Addition & Renovation project is progressing well with drywall installed in the majority of the interior existing building, and the steel structure nearly complete for the north wing addition. With regard to the Stadium Complex project, the Phase II Track Facility still requires fencing and landscaping to be completed this spring and summer.
- At Peru State College, the Delzell Renovation project has been kept open for the 309 Task Force funded Campus ADA Accessibility Improvements project. Delzell site ADA improvements are nearly complete. Ribbon cutting for the ADA project occurred on April 21, 2021. The Theatre project (Performing Arts Center) is very near final completion and close-out, as the contractor has received final payment.
- At Wayne State College, the Benthack Hall Renovation project is progressing well toward an August 11, 2021, substantial completion date. The Kirk Gardner Indoor Athletic Complex (formerly the Natatorium) has been in use for student athletes since September of 2020, and only a few warranty items remain. The Press Box Replacement project is very near final completion and close-out.

In total, seven interim reports from the three Colleges are provided in the attachments to include the following:

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. Indoor Athletic Complex Renovations - Interim report
3. Press Box Replacement - Interim report

ATTACHMENTS:

- CSC Capital Construction Quarterly Report - MSAR (PDF)

- CSC Capital Construction Quarterly Report - Stadium Track (PDF)
- PSC Capital Construction Quarterly Report-Delzell (PDF)
- PSC Capital Construction Quarterly Report-Theatre (PDF)
- WSC Capital Construction Quarterly Report-Benthack (PDF)
- WSC Capital Construction Quarterly Report-Indoor Athletic Complex (PDF)
- WSC Capital Construction Quarterly Report-Press Box (PDF)

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
As of March 31, 2021

| | | | |
|----------------------------------|--------------------------------|---|------------------------|
| College: Chadron State College | | Meeting Date: June 17, 2021 | |
| 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 | \$2,030,365.00 | \$1,352,187.71 | \$678,177.29 |
| Life Cycle Cost Analysis | | | \$0.00 |
| Construction | \$25,019,946.43 | \$3,525,677.99 | \$21,494,268.44 |
| 1. General, Mech., Elec. | | | \$0.00 |
| 2. Fixed Equipment | | | \$0.00 |
| 3. Sitework/Utilities | | | \$0.00 |
| Moveable Equip./Furnishings | \$921,360.00 | | \$921,360.00 |
| Special/Technical Equipment | \$1,000,000.00 | | \$1,000,000.00 |
| Contingency | \$928,750.57 | | \$928,750.57 |
| Artwork | \$217,000.00 | | \$217,000.00 |
| Other Items | | | |
| 1. Haz Mat Abatement | \$435,000.00 | \$400,669.20 | \$34,330.80 |
| 2. Relocation/Moving | \$215,000.00 | \$100,771.00 | \$114,229.00 |
| 3. Bond Payment FY21 | \$1,030,851.00 | \$794,476.00 | \$236,375.00 |
| 4. Test/Survey/GeoTech | \$110,000.00 | \$7,482.70 | \$102,517.30 |
| 5. Replace Parking Lot | \$150,000.00 | | \$150,000.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| TOTALS | \$32,058,273.00 | \$6,181,264.60 | \$25,877,008.40 |

This report is prepared on a cash basis.

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of March 31, 2021

| | | | | |
|----------------------------------|---|--|----------------|-------------|
| Chadron State College | | Meeting Date: June 17, 2021 | | |
| Project Information | Project Title: | Stadium Facility | | |
| | Program Number: | 906 | | |
| | 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 Phase II | 8/23/18 9/9/2020 | | |
| Final Completion | | | | |
| 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 | \$941,156.04 | \$941,156.04 | \$0.00 |
| | Life Cycle Cost Analysis | | | \$0.00 |
| | Construction | | | |
| | 1. General, Mech., Elec. | \$9,411,560.40 | \$9,411,560.40 | \$0.00 |
| | 2. Fixed Equipment | | | \$0.00 |
| | 3. Sitework/Utilities | \$33,000.00 | \$33,878.05 | -\$878.05 |
| | Furnishings/Moveable Equip. | | | \$0.00 |
| | Contingency | \$83,487.56 | \$9,570.10 | \$73,917.46 |
| | Artwork | \$24,926.00 | \$24,926.00 | \$0.00 |
| | Other Items | | | |
| | 1. | | | \$0.00 |
| | 2. | | | \$0.00 |
| | Change Orders | | | |
| | 1. | | | \$0.00 |
| | 2. | | | \$0.00 |
| TOTALS | \$10,494,130.00 | \$10,421,090.59 | \$73,039.41 | |

This report is prepared on a cash basis.

5.7

Attachment: CSC Capital Construction Quarterly Report - Stadium Track (2931 : Capital Construction Quarterly Reports)

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of March 31, 2021

| | | | | |
|----------------------------------|--------------------------------|-------------------------------|-----------------|--|
| College: Peru State College | | Meeting Date: June 17, 2021 | | |
| 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 March 31, 2021

| | | | |
|----------------------------------|--|---------------------------------------|------------------|
| College: Peru State College | | Meeting Date: June 17, 2021 | |
| Project Information | Project Title: | Theater Project | |
| | Program Number: | 904 | |
| | Professional Consultant: | Architectural Design Associates, Inc. | |
| | General Contractor: | | |
| | Current Net Square Footage: | Current Gross Square Footage: | |
| | Addition Net: | Addition Gross: | |
| | Renovation Net: | Renovation Gross: | |
| Bid Opening Date | 2/8/2017 | | |
| Notice to Proceed Date | | | |
| Estimated Completion Date | | | |
| Final Acceptance Date | | | |
| Project Dates | Professional Consultants: | | |
| | Needs Statement | | |
| | Program Statement | 11/13/2015 | |
| | Professional Services Contract | 6/28/2016 | |
| | Bonds Sold | | |
| | Preliminary Plans | | |
| | Design Development | 9/9/2016 | |
| | Construction Contract | 3/1/2017 | |
| Substantial Completion | 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 | \$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 | \$ 5,542,397 | \$5,542,397 | \$0 |
| 1. General, Mech., Elec. | | | |
| 2. Fixed Equipment | | | |
| 3. Sitework/Utilities | \$ 144,319 | 144,319 | \$0 |
| Furnishings/Moveable Equip. | \$ 340,079 | 308,300 | \$31,779 |
| Contingency | \$ 596,078 | 190,931 | \$405,147 |
| 1% Artwork | \$ 25,122 | 25,122 | \$0 |
| 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 | \$7,598,234 | 7,129,509 | \$468,725 |

Attachment: PSC Capital Construction Quarterly Report-Theatre (2931 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2021**

| | | | |
|--------------------------------------|--|----------------------------------|-----------------------|
| College: Wayne State College | | Meeting Date: June 17, 2021 | |
| 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 | 11/20/2019; GMP-7/20/2020 | |
| | 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 | | \$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 | \$583,250.00 | \$538,027.04 | \$45,222.96 |
| Life Cycle Cost Analysis | | | \$0.00 |
| Construction | | | |
| 1. General, Mech., Elec. | \$7,657,260.00 | \$4,985,503.70 | \$2,671,756.30 |
| 2. Fixed Equipment | \$0.00 | | \$0.00 |
| 3. Sitework/Utilities | \$0.00 | | \$0.00 |
| Furnishings/Moveable Equip. | \$300,000.00 | \$0.00 | \$300,000.00 |
| Contingency | \$113,818.00 | | \$113,818.00 |
| Artwork | \$0.00 | | \$0.00 |
| Other Items | | | |
| 1. Advertising/Printing/Storage/Misc | \$42,000.00 | \$12,970.28 | \$29,029.72 |
| 2. Abatement | \$53,895.00 | \$53,895.00 | \$0.00 |
| 3. Data/Tele Cabling/Tech | \$230,000.00 | \$0.00 | \$230,000.00 |
| 4. Surveying/Testing/Sp Insp. | \$23,912.00 | \$19,479.00 | \$4,433.00 |
| Change Orders | | | |
| 1. | -\$170,394.00 | -\$170,394.00 | \$0.00 |
| 2. | -\$14,197.00 | -\$14,197.00 | \$0.00 |
| 3. | \$42,847.00 | \$42,847.00 | \$0.00 |
| 4. | \$17,404.00 | \$17,404.00 | \$0.00 |
| 5. | \$49,649.00 | \$49,649.00 | \$0.00 |
| 6. | \$737.00 | \$737.00 | \$0.00 |
| 7. | \$17,667.00 | \$9,000.00 | \$8,667.00 |
| 8. | \$33,891.00 | \$0.00 | \$33,891.00 |
| 9. | \$18,261.00 | \$0.00 | \$18,261.00 |
| TOTALS | \$9,000,000.00 | \$5,544,921.02 | \$3,455,078.98 |

This report is prepared on a cash basis.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2021**

| | | | |
|----------------------------------|--------------------------------|---|----------|
| College: Wayne State College | | Meeting Date: June 17, 2021 | |
| 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 | 9/16/20 | | |
| 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 | \$16,646.27 | |
| | Contingency Maintenance | \$420,000.00 | |
| | Other-Foundation | \$650,000.00 | |
| | Total Available | \$1,361,646.27 | |
| 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 | \$94,094.42 | \$94,094.42 | \$0.00 |
| Life Cycle Cost Analysis | | | \$0.00 |
| Construction | | | |
| 1. General, Mech., Elec. | \$1,224,030.00 | \$1,224,030.00 | \$0.00 |
| 2. Fixed Equipment | \$8,529.58 | \$8,529.58 | \$0.00 |
| 3. Sitework/Utilities | \$0.00 | | \$0.00 |
| Furnishings/Moveable Equip. | \$12,709.72 | \$11,721.15 | \$988.57 |
| Contingency | \$0.00 | | \$0.00 |
| 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 | \$0.00 |
| 2. | \$4,588.00 | \$4,588.00 | \$0.00 |
| TOTALS | \$1,361,646.27 | \$1,360,657.70 | \$988.57 |

This report is prepared on a cash basis.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2021**

| | | | |
|----------------------------------|-----------------------------------|--|----------------|
| College: Wayne State College | | Meeting Date: June 17, 2021 | |
| 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 | \$1,606,251.20 | |
| | Capital Imp. Fee Commitment | \$612,915.38 | |
| | Other-Sports Facilities Cash Fund | \$300,000.00 | |
| | Other-Foundation | \$1,053,042.59 | |
| | Total Available | \$3,932,209.17 | |
| 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. | \$3,860,811.18 | \$3,860,811.18 | \$0.00 |
| 2. Fixed Equipment | | | \$0.00 |
| 3. Sitework/Utilities | \$4,542.69 | \$4,542.69 | \$0.00 |
| Furnishings/Moveable Equip. | \$125,463.52 | \$120,493.52 | \$4,970.00 |
| 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 | \$78,221.06 | \$78,221.06 | \$0.00 |
| 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 | \$3,932,209.17 | \$3,927,239.17 | \$4,970.00 |

This report is prepared on a cash basis.

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: Spring Occupancy and Income Reports

The Spring 2021 Occupancy and Income reports from each of the Colleges are provided to the Board for information as per Board Policy 8050.

As required by the bond indentures, the Colleges have provided information for occupancy and the income earned by their revenue bond facilities during Spring 2021.

In summary, the following tables provide a high level overview of the housing occupancy at the three colleges. The comparisons between spring 2020 and spring 2021 were made using the occupancy numbers prior to the impact of the pandemic in spring 2020.

| | % Residence Hall Bed Occupancy for Spring 2021 | % Residence Hall Room Occupancy for Spring 2021 | % Residence Hall Income for Spring 2021 |
|---------|--|---|---|
| Chadron | 47% | 65% | 49% |
| Peru | 61% | 61% | 68% |
| Wayne | 79% | 91% | 76% |

| | Chadron | Peru | Wayne | Chadron | Peru | Wayne |
|-------------|---------------|------|-------|----------------|------|-------|
| | Bed Occupancy | | | Room Occupancy | | |
| Spring 11 | 795 | 388 | 1,208 | 587 | 217 | 679 |
| Spring 12 | 811 | 381 | 1,192 | 585 | 208 | 695 |
| Spring 13 | 752 | 358 | 1,195 | 546 | 218 | 702 |
| Spring 14 | 777 | 422 | 1,146 | 571 | 240 | 661 |
| Spring 15 | 794 | 391 | 1,138 | 573 | 229 | 643 |
| Spring 16 | 785 | 403 | 1,103 | 572 | 220 | 670 |
| Spring 17 | 752 | 369 | 908 | 556 | 187 | 540 |
| Spring 18 | 627 | 369 | 992 | 473 | 193 | 601 |
| Spring 19 | 615 | 363 | 1,083 | 471 | 194 | 687 |
| Spring 20* | 605 | 405 | 1,141 | 452 | 210 | 706 |
| Spring 20** | 108 | 1 | 76 | 91 | 1 | 74 |
| Spring 21 | 587 | 357 | 1,223 | 466 | 189 | 715 |

*Mid-March

**Mid-April

ATTACHMENTS:

- CSC Spring 2021 Occupancy & Income Report (PDF)
- PSC Spring 2021 Occupancy and Income Report (PDF)

- WSC Spring 2021 Occupancy and Income Report (PDF)

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE
TERM: SPRING 2021

REPORT DATE June 17, 2021
FINAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Spring 2020 | Beds Occupied Spring 2021 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Spring 2020 | Rooms Occupied Spring 2021 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------|-------------------------------|----------------------------------|----------------------------------|------------------------------|
| Residence Hall | | | | | | | | | | |
| ANDREWS | 304 | 284 | 144 | 127 | -11.81% | 44.72% | 148 | 111 | 104 | 70.27% |
| BROOKS (1) | 110 | 0 | 0 | 0 | 0.00% | 0.00% | 40 | 0 | 0 | 0.00% |
| EDNA WING | 94 | 94 | 42 | 30 | -28.57% | 31.91% | 49 | 31 | 25 | 51.02% |
| EDNA WORK | 92 | 92 | 43 | 48 | 11.63% | 52.17% | 46 | 35 | 41 | 89.13% |
| HIGH RISE | 400 | 422 | 222 | 260 | 17.12% | 61.61% | 218 | 160 | 200 | 91.74% |
| KENT HALL | 304 | 275 | 115 | 88 | -23.48% | 32.00% | 151 | 76 | 62 | 41.06% |
| EAGLE RIDGE | 69 | 69 | 39 | 34 | -12.82% | 49.28% | 69 | 39 | 34 | 49.28% |
| SUBTOTALS | 1,373 | 1,236 | 605 | 587 | -2.98% | 47.49% | 721 | 452 | 466 | 64.63% |

| | Apartment Available | Apartment Occupied Spring 2020 | Apartment Occupied Spring 2021 | Percent of Change | Percent Occupancy |
|----------------|------------------------|--------------------------------------|--------------------------------------|----------------------|----------------------|
| Family Housing | | | | | |

| | | | | | |
|---------------|--------------|--------------|------------|---------------|---------------|
| SUBTOTALS | 0 | 0 | 0 | 0.00% | 0.00% |
| TOTALS | 1,373 | 1,236 | 605 | -2.98% | 47.49% |

ACTUAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------|
| Residence Halls (2) | 1,373 | 1,236 | 1995-2825 | 2,268,387 | 1,117,511 | 49.26% |
| Student Apartments | | | | | | |
| Family Housing | | | | | | |
| Faculty Apartments | | | | | | |
| Summer, Guest Housing & Rentals | | | | 20,000 | 5,705 | 28.53% |
| Other | | | | | | |
| TOTALS | | | | \$2,288,387 | \$1,123,216 | 49.08% |

Notes:

Information is from week ending April 18th

(1) Brooks is currently offline due to Math Science renovation

(2) Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

Attachment: CSC Spring 2021 Occupancy & Income Report (2952 : Spring Occupancy and Income

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE
TERM: Spring 2021

REPORT DATE: June 17, 2021
Final Report

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Spring 2020 | Beds Occupied Spring 2021 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Spring 2020 | Rooms Occupied Spring 2021 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------|-------------------------------|----------------------------------|----------------------------------|------------------------------|
| Residence Hall | | | | | | | | | | |
| ELIZA MORGAN | 148 | 144 | 106 | 90 | -15.09% | 62.50% | 88 | 57 | 50 | 56.82% |
| DELZELL | 146 | 151 | 112 | 88 | -21.43% | 58.28% | 73 | 58 | 47 | 64.38% |
| CLAYBURN/MATHEWS | 120 | 119 | 68 | 63 | -7.35% | 52.94% | 60 | 34 | 33 | 55.00% |
| DAVIDSON/PALMER | 116 | 116 | 72 | 69 | -4.17% | 59.48% | 58 | 37 | 36 | 62.07% |
| NICHOLAS/PATE | 24 | 60 | 47 | 47 | 0.00% | 78.33% | 30 | 24 | 23 | 76.67% |
| SUBTOTALS | 554 | 590 | 405 | 357 | -11.85% | 60.51% | 309 | 210 | 189 | 61.17% |

| | Actual Apartments Available | Beds Occupied Spring 2020 | Beds Occupied Spring 2021 | Percent of Change | Percent Occupancy |
|--------------------|-----------------------------------|---------------------------------|---------------------------------|----------------------|----------------------|
| Student Apartments | | | | | |
| Oak Hill | 10 | 36 | 25 | 19 | -32% |
| | | | | | 52.78% |

| | Apartments Available | Apartments Occupied Spring 2020 | Apartments Occupied Spring 2021 | Percent of Change | Percent Occupancy |
|----------------|-------------------------|---------------------------------------|---------------------------------------|----------------------|----------------------|
| Family Housing | | | | | |
| FACULTY | 9 | 7 | 7 | 0 | 77.78% |
| TOTALS | 554 | 609 | 448 | 389 | 1 |
| | | | | | 63.88% |

ACTUAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|---------------------------------|--------------------|----------------|------------------|------------------------------|------------------|-----------------------------------|
| Residence Halls * | 554 | 357 | 2372-4142 | \$1,209,504 | \$822,628 | 68.01% |
| Student Apartments | 10 | 10 | 2021-3543 | \$72,756 | \$38,399 | 52.78% |
| Faculty Apartments | 9 | 9 | 3702-4848 | \$34,170 | \$29,892 | 87.48% |
| Summer, Guest Housing & Rentals | | | | | \$1,200 | |
| Other | | | | | \$790 | |
| TOTALS | | | | \$1,316,430 | \$892,909 | 67.83% |

* Residence Hall rental revenue is less waivers, refunds and receivables.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE
TERM: SPRING 2021

REPORT DATE: JUNE 17, 2021
FINAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Spring 2020 | Beds Occupied Spring 2021 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Spring 2020 | Rooms Occupied Spring 2021 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------|-------------------------------|----------------------------------|----------------------------------|------------------------------|
| Residence Hall | 165 | 159 | 105 | 123 | 17.14% | 77.36% | 66 | 56 | 60 | 90.91% |
| Anderson Hall | 328 | 306 | 215 | 232 | 7.91% | 75.82% | 159 | 147 | 143 | 89.94% |
| Berry Hall | 432 | 420 | 319 | 342 | 7.21% | 81.43% | 200 | 182 | 186 | 93.00% |
| Morey Hall | 240 | 231 | 161 | 153 | -4.97% | 66.23% | 119 | 103 | 95 | 79.83% |
| Neihardt Hall | 185 | 161 | 134 | 140 | 4.48% | 86.96% | 91 | 82 | 87 | 95.60% |
| Pile Hall | 142 | 139 | 118 | 120 | 1.69% | 86.33% | 75 | 71 | 72 | 96.00% |
| Terrace Hall | 147 | 140 | 89 | 113 | 26.97% | 80.71% | 74 | 65 | 72 | 97.30% |
| SUBTOTALS | 1,639 | 1,556 | 1,141 | 1,223 | 7.19% | 78.60% | 784 | 706 | 715 | 91.20% |

| | Apartment Available | Apartment Occupied Spring 2020 | Apartment Occupied Spring 2021 | Percent of Change | Percent Occupancy |
|----------------|------------------------|--------------------------------------|--------------------------------------|----------------------|----------------------|
| Family Housing | | | | | |

| | | | | | | |
|------------------|--------------|--------------|--------------|--------------|--------------|---------------|
| SUBTOTALS | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1,639 | 1,556 | 1,141 | 1,223 | 7.19% | 78.60% |

ACTUAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------|
| Residence Halls * | 1,639 | 1,556 | \$2065-\$3015 | \$3,072,183 | \$2,345,758 | 76.35% |
| Student Apartments | | | | | | |
| Family Housing | | | | | | |
| Faculty Apartments | | | | | | |
| Summer, Guest Housing & Rentals | | | | \$0 | \$0 | NA |
| Other | | | | \$27,511 | \$27,511 | 100.00% |
| TOTALS | | | | \$3,099,694 | \$2,373,269 | 76.56% |

*Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

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. Individual contracts and change orders for each of the three Colleges and the System Office are provided in the attachments, and include the following:

Chadron State Contracts

- Math Science Addition & Renovation (full functional and integrated testing commissioning) - not to exceed \$68,000
- Math Science Addition & Renovation (construction material testing/special inspections) - not to exceed \$42,000
- President's Office (consultant) -- \$35,000
- Campus (design and construction administration) - not to exceed \$18,500

Chadron State Change Orders

- Math Science Addition & Renovation (#1-credit lecture hall tables) - (\$11,750)
- Math Science Addition & Renovation (#2-columns, ground level pit, demolish windows in existing restrooms) -- \$20,693.43
- Math Science Addition & Renovation (#4-design and documents for landscape & irrigation) -- \$21,000

Peru State Contracts

- TJ Majors (interactive video and graphics training simulator) -- \$76,000
- Campuswide (charter transportation) -- not to exceed \$150,000
- Campuswide (texting platform) -- \$29,687 (three year contract)

Wayne State Contracts

- Peterson Fine Arts Building (development of three (3) renderings for College's use in promotional materials and fundraising publications) - \$3,000
- Technology & Applied Sciences (TASC) Department (provide professional consulting services) - not to exceed \$3,200
- Hahn Administration Building (design and construction engineering services for parking improvements) - not to exceed \$38,350
- Morey Hall (restroom upgrades - Phase II) -- \$319,480
- Peterson Fine Arts Building (provide geotechnical exploration services for renovation project) -- \$2,970
- Peterson Fine Arts Building (provide surveying services for renovation project) -- \$5,000
- Student Center (air handling unit replacement - Phase 3) -- \$342,108
- Morey Hall (abate several areas for Phase 2 of the restroom renovation project) - not to exceed \$21,660

- Outdoor Courts (install fencing around and between renovated outdoor court surfaces) - \$98,790
- Walking Trail (core drill for bench installation in 4 asphalt pads and assemble/anchor 4 benches in place) -- \$1,880
- Outdoor Courts (remove existing fence at outdoor tennis courts and repaint 14 existing light poles) -- \$24,880
- Outdoor Courts (remove existing surface coating on 6 tennis courts and replace with surface coating for 2 tennis, 2 futsal and 2 basketball courts) -- \$98,250
- Terrace Hall (air conditioning install) -- \$321,718
- Energy Plant (boiler upgrades) -- \$398,647
- Outdoor Courts (replace lighting fixtures on fourteen light poles) -- \$39,173
- Hahn Administration Building (create new offices in the third floor suite for Admissions Office) -- \$24,100
- Hahn Administration Building (make modifications to existing rooms to create new office layout for Accounting Department) -- \$23,628
- Financial Aid Office (provide interim financial aid professional services) - not to exceed \$69,650
- Walking Trail (install new topping and patch in areas for existing walking trail) -- \$63,975
- Hahn Administration Building (modify rooms HA111 and HA111A for new Admissions Welcome Center) -- \$25,450
- Walking Trail (remove bushes along trail) -- \$2,500

Wayne State Change Orders

- Benthack Hall (#6-miscellaneous lighting, flooring, monitor location, and mirror location changes; structural slab concrete infill modifications; raising roof drain piping; slab foam injection allowance credit; install electrical contactors and junction box for electric stove shutdown) -- \$737
- Benthack Hall (#7-foods lab casework, plumbing and electrical design changes) -- \$3,000
- Benthack Hall (#8-add level 2 office and reskin of exterior columns design) -- \$4,600
- Benthack Hall (#7-HVAC changes; CMU demo and build; office revisions; add gas line connection; remove galvanizing from steel) -- \$17,667
- Student Center (#2-garbage/recycling services for Chartwells/Compass Group) -- \$4,278
- Library (#3-landscaping damaged by contraction during canopy construction) - (\$180)
- Benthack Hall (#8-steam valves replacement; door hardware revisions; pilaster repair work; correct existing brickwork; north entry revisions; lighting revisions; revised joist bridging in 101; west storefront steel revisions; install expansion control at North entrance; and existing condition protection) -- \$33,891
- Morey Hall (#2-changes to shower fixture and soffits; addition of 6 new exhaust ducts to shower stalls in 2 main restrooms; and deduct work for shower drains) -- \$1,463
- Morey Hall (#3-deduct work for Terrazzo Patch at private restroom doors) - (\$500)
- Benthack Hall (#9-remove coordination of a furniture sample/mock up review meeting and add design coordination of donor signage) - \$0.00
- Benthack Hall (#1-additional testing services needed of soils and concrete) - not to

exceed \$4,038.50

- Benthack Hall (#9-southwest entrance improvements; casework changes; add sensor and strobes; floor grinding; office addition; area B 2nd floor SW brick repair; add 3-way valves; add tree grates) -- \$18,261
- Outdoor Courts (#1-install logo branded mesh wind screen on south end of new fencing) -- \$1,925
- Benthack Hall (#10-2nd floor duct revisions; removal of additional CMU walls; add moisture resistant board to existing columns; flooring changes; provide electrical covers to all abandoned power/data boxes; replace storefront at southwest entrance; provide and install mullion mates in various window locations; replace stoop at northeast entrance; install insulation between interior design lab and mechanical room; install two (2) additional electrical receptacles for additional power) -- \$32,621

NSCS Contracts

- Nebraska State College System & Colleges (applicant tracking and position management) -- \$49,872.57
- Nebraska State College System Office & Colleges (employee assistance program) -- \$25 per employee per year
- Nebraska State College System (updating and creating dashboards) -- \$27,000
- Nebraska State College System & Colleges (health flexible spending arrangement and depending care assistance program) -- \$3 per participant per month; \$50 per month minimum
- Nebraska State College System Office & Colleges (lobbyist services) -- \$42,378
- Nebraska State College System Colleges (student survey licenses) -- \$11,000 per year for 3 years

NSCS Change Orders

- Nebraska State College System and Colleges (#1-change date for providing two (2) virtual presentations on the Clery Act and the First Amendment on April 20, 2021) -- \$0.00
- Nebraska State College System and Colleges (#1-extend end date of contract from June 30, 2021 to June 30, 2023) -- \$0.00
- Nebraska State College System (#1-create multi-activity senior scholarship form for NSCS website) -- \$230

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 Full functional & integrated testing commissioning Will not exceed \$68,000 Facility Corp Bond Olsson Inc. |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Math Science Addition & Renovation Construction material testing/special inspections Will not exceed \$42,000 Facility Corp Bond Olsson Inc. |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | President’s office Consultant \$35,000 Cash EAB Global, Inc. |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Campus Design & construction administration Will not exceed \$18,500 Student activity fees & residence life funds Lee Davies Architecture |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | |

Attachment: CSC Contracts and Change Orders for Information (2932 : Contracts and Change Orders)

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 Owner Change Order #1 – Credit lecture hall tables (\$11,750.00) Facility Corp Bond Adolfson & Peterson Construction |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Math Science Addition & Renovation Owner Change Order #2 – Columns, ground level pit, demolish windows in existing restrooms \$20,693.43 Facility Corp Bond Adolfson & Peterson Construction |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Math Science Addition & Renovation Change Authorization #4 – Design & documents for landscape & irrigation \$21,000 Facility Corp Bond BVH Architecture |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | |

Attachment: CSC Contracts and Change Orders for Information (2932 : Contracts and Change Orders)

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: | TJ Majors |
| Contracted Work: | Interactive video and graphics training simulator |
| Contract Amount: | \$76,000.00 |
| Fund Source: | Grant |
| Contractor: | FAAC Incorporated |
| Location on Campus: | Campus Wide |
| Contracted Work: | Charter Transportation |
| Contract Amount: | NTE \$150,000.00 |
| Fund Source: | Cash/Revenue Funds |
| Contractor: | Windstar Lines |
| Location on Campus: | Campus Wide |
| Contracted Work: | Texting Platform |
| Contract Amount: | \$29,687.00 (three-year contract) |
| Fund Source: | Federal Funds |
| Contractor: | Signal Vine, Inc. |

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: | |

Attachment: PSC Contracts and Change Orders for Information (2932 : Contracts and Change Orders)

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: | Peterson Fine Arts Building Development of three renderings for College’s use in promotional materials & fundraising publications \$3,000.00 Cash Jackson – Jackson & Associates, Inc., Omaha, NE |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Technology & Applied Sciences (TASC) Department Provide professional consulting services Not to exceed \$3,200.00 Cash The Association of Technology, Management, and Applied Engineering (ATMAE) |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Hahn Administration Building Design & construction engineering services for parking improvements Not to exceed \$38,350.00 Cash JEO Consulting Group, Wahoo, NE |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Morey Hall Restroom upgrades – Phase II \$319,480.00 Contingency Maintenance Fauss Construction, Inc., Hooper, NE |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Peterson Fine Arts Building Provide geotechnical exploration services for renovation project \$2,970.00 Cash Certified Testing Services, Inc., Sioux City, IA |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Peterson Fine Arts Building Provide surveying services for renovation project \$5,000.00 Cash Advanced Consulting Engineering Services, West Point, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Student Center Air handling unit replacement – Phase 3 \$342,108.00 Contingency Maintenance CW Suter & Son, Inc., Sioux City, IA |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Morey Hall Abate several areas for Phase 2 of the restroom renovation project Not to exceed \$21,660.00 Contingency Maintenance Environmental Services, Inc., Norfolk, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Outdoor Courts Install fencing around & between renovated outdoor court surfaces \$98,790.00 Student Activity Fee Trust Funds Empire Netting & Fence, Waverly, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Walking Trail Core drill for bench installation in 4 asphalt pads & assemble/anchor 4 benches in place \$1,880.00 HEERF Korth Construction, Wayne, NE |

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| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Outdoor Courts Remove existing fence at outdoor tennis courts & repaint 14 existing light poles \$24,880.00 Capital Improvement Fees Korth Construction, Wayne, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Outdoor Courts Remove existing surface coating on 6 tennis courts & replace with surface coating for 2 tennis, 2 futsal, & 2 basketball courts \$98,250.00 Capital Improvement Fees Pro Track & Tennis, Inc., Bennington, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Terrace Hall Air conditioning install \$321,718.00 Contingency Maintenance CW Suter & Sons, Inc., Sioux City, IA |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Energy Plant Boiler upgrades \$398,647.00 LB309 Ray Martin Company, Omaha, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Outdoor Courts Replace lighting fixtures on fourteen light poles \$39,173.00 Capital Improvement Fees Model Electric, Inc., Norfolk, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Hahn Administrative Building Create new offices in the third floor suite for the Admissions Office \$24,100.00 Cash Korth Construction, Wayne, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Hahn Administrative Building Make modifications to existing rooms to create new office layout for the Accounting Department \$23,628.00 Cash Korth Construction, Wayne, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Financial Aid Office Provide interim financial aid professional services Not to exceed \$69,650.00 Cash The Higher Education Assistance Group |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Walking Trail Install new topping and patch in areas for existing walking trail \$63,975.00 Capital Improvement Fees Barkley Asphalt, Sioux City, IA |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Hahn Administrative Building Modify Rooms HA111 & HA111A for the new Admissions Welcome Center \$25,450.00 Cash Korth Construction, Wayne, NE |
| Location on Campus: Contractor Work: Contract Amount: Fund Source: Contractor: | Walking Trail Remove bushes along trail \$2,500.00 Capital Improvement Fees Kay Contracting, Inc., Wayne, 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: | Benthack Hall #6 – Miscellaneous lighting, flooring, monitor location, & mirror location changes; structural slab concrete infill modifications; raising roof drain piping; slab foam injection allowance credit; install electrical contactors & junction box for electric stove shutdown \$737.00 Cash / LB 309 / Wayne State Foundation Hausmann Construction, Lincoln, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #7 – Foods lab casework, plumbing & electrical design changes \$3,000.00 Cash / LB309 / Wayne State Foundation LEO A DALY, Omaha, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #8 –Add Level 2 office & reskin of exterior columns design \$4,600.00 Cash / LB309/ Wayne State Foundation LEO A DALY, Omaha, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #7 – HVAC changes; CMU demo & build; office revisions; add gas line connection; & remove galvanizing from steel \$17,667.00 Cash / LB309 / Wayne State Foundation Hausmann Construction, Lincoln, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Student Center #2 – Garbage/Recycling Services for Chartwells/Compass Group \$4,278.00 Revenue Bond Waste Connections of Nebraska, Inc., Jackson, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Library #3 – Landscaping damaged by contractor during canopy construction (\$180.00) WSC Foundation L & L Builders Co., Sioux City, IA |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #8 – Steam valves replacement; door hardware revisions; pilaster repair work; correct existing brickwork; north entry revisions; lighting revisions; revised joist bridging in 101; west storefront steel revisions; install expansion control at North entrance; & existing condition protection \$33,891.00 Cash / LB309 / Wayne State Foundation Hausmann Construction, Lincoln, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Morey Hall #2 – Changes to shower fixture & soffits; addition of 6 new exhaust ducts to shower stalls in 2 main restrooms; & deduct work for shower drains \$1,463.00 Contingency Maintenance L&L Builders Co., Sioux City, IA |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Morey Hall #3 – Deduct work for Terrazzo Patch at private restroom doors (\$500.00) Contingency Maintenance L&L Builders Co., Sioux City, IA |

| | |
|--|---|
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #9 – Remove coordination of a furniture sample/mock up review meeting and add design coordination of donor signage \$0.00 Cash / LB309/ Wayne State Foundation LEO A DALY, Omaha, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #1 - Additional testing services needed of soils and concrete Not to exceed \$4,038.50 Cash Mid-State Engineering & Testing Inc., Columbus, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #9 - Southwest entrance improvements; casework changes; add sensor & strobes; floor grinding; office addition; area B 2nd floor SW brick repair; add 3-way valves; add tree grates \$18,261.00 Cash / LB309 / Wayne State Foundation Hausmann Construction, Lincoln, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Outdoor Courts #1 – Install logo branded mesh wind screen on south end of new fencing \$1,925.00 Student Activity Fee Trust Funds/Capital Improvement Fees Empire Netting & Fence, Waverly, NE |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Benthack Hall #10 – 2 nd floor duct revisions; removal of additional CMU walls; add moisture resistant board to existing columns; flooring changes; provide electrical covers to all abandoned power/data boxes; replace storefront at Southwest entrance; provide and install mullion mates in various window locations; replace stoop at the Northeast entrance; install insulation between interior design lab and mechanical room; install two additional electrical receptacles for additional power \$32,621.00 Cash / LB309 / Wayne State Foundation Hausmann Construction, 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 & Colleges Applicant Tracking & Position Management \$49,972.57 Cash PeopleAdmin |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Nebraska State College System Office and Colleges Employee Assistance Program \$25.00 per employee per year Cash Continuum Employee Assistance, Training, Consulting |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Nebraska State College System Updating and creating dashboards \$27,000 Cash Hand County Research Company, LLC |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Nebraska State College System & Colleges Health flexible spending arrangement & depending care assistance program \$3.00 per participant per month; \$50 per month minimum Cash Application Software, Inc. dba ASI and ASIFlex |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Nebraska State College System Office & Colleges Lobbyist services \$42,378 Cash Nowka & Edwards |
| Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor: | Nebraska State College System Colleges Student survey licenses \$11,000 per year for 3 years Cash iClicker Insights |

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 & Colleges 1-Change Date for Providing Two Virtual Presentations on the Clery Act and the First Amendment on April 20, 2021 \$0.00 Cash The NCHERM Group, LLC |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Nebraska State College System & Colleges 1-Extend End Date of Contract from June 30, 2021 to June 30, 2023 \$0.00 Cash Transact Campus Inc. dba Cashnet |
| Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor: | Nebraska State College System 1-Create Multi-Activity Senior Scholarship Form for NSCS Website \$230.00 Cash Proteus |

Attachment: NSCS Contracts and Change Orders for Information (2932 : Contracts and Change Orders)

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

INFORMATION ONLY: 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 maintenance of effort or future fiscal responsibility. The following table summarizes the grant applications and awards.

| Grant Applications and Awards | | |
|--------------------------------------|---|---------------------|
| Reported as of May 3, 2021 | | |
| College | Grant Title | Amount |
| Chadron State College | | |
| Applications: | | |
| | - 2021 Intermountain Farm Business Management Benchmarking Consortium (USDA/NIFA) | \$45,000.00 |
| | - Surveys for Rare Woodland Grasshoppers in Nebraska (Western North American Naturalist) | <u>\$1,400.00</u> |
| | Total | \$46,400.00 |
| Awards: | | |
| | - 21-169 Math Science Building Initiative (Nebraska Environmental Trust) -- \$483,500 | \$483,500.00 |
| | - Nebraska Research Network in Functional Genomics (National Institutes of Health) -- additional funding | <u>\$13,541.00</u> |
| | Total | \$497,041.00 |
| Wayne State College | | |
| Applications: | | |
| | - BRAINSTEM: The Best Research and Innovation Network in the STEM fields at WSC (National Science Foundation [NSF] Scholarships in Science, Technology, Engineering and Mathematics [S-STEM]) | \$750,000.00 |
| | - Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus (Office on Violence Against Women) | <u>\$300,000.00</u> |
| | Total | \$1,050,000.00 |
| Awards: | | |
| | - Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) | |
| | - Strengthening Institutions Program (SIP) (U.S. Department of Education) -- additional funding | \$182,807.00 |
| | - Nebraska Research Network in Functional Genomics (National Institutes of Health) -- additional funding | <u>\$41,113.00</u> |
| | Total | \$223,920.00 |

Grant details for each of the above grants are attached.

It should also be noted that new Grant Award Notices for HEERF II of the Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) were received by the colleges. The revised awards did not change the available dollars reported to the Board in March, but extended the time frames as identified below. Supplemental guidance also allowed the funds to be used on expenses that had occurred from the beginning of the pandemic, March 13, 2020.

| Revisions to CRRSSA Award Dates | | | |
|--|--|-----------------|----------------|
| | | | |
| CSC | | <u>Original</u> | <u>Revised</u> |
| CRRSAA Institutional Award | | | |
| Start | | 5/6/2020 | 5/6/2020 |
| End | | 5/5/2021 | 1/16/2022 |
| CRRSAA Student Aid Award | | | |
| Start | | 6/16/2020 | 6/16/2020 |
| End | | 6/15/2021 | 1/16/2022 |
| | | | |
| PSC | | Original | Revised |
| CRRSAA Institutional Award | | | |
| Start | | 5/20/2020 | 5/20/2020 |
| End | | 5/19/2021 | 1/16/2022 |
| CRRSAA Student Aid Award | | | |
| Start | | 5/5/2020 | 5/5/2020 |
| End | | 5/4/2021 | 1/16/2022 |
| | | | |
| WSC | | | |
| CRRSAA Institutional Award | | Original | Revised |
| Start | | 6/2/2020 | 6/2/2020 |
| End | | 6/1/2021 | 1/16/2022 |
| CRRSAA Student Aid Award | | | |
| Start | | 4/28/2020 | 4/28/2020 |
| End | | 4/27/2021 | 1/17/2022 |

ATTACHMENTS:

- CSC - Grant Application-Intermountain Farm Benchmarking Consortium (PDF)
- CSC - Grant Application-Surveys for Rare Woodland Grasshoppers (PDF)
- CSC - Grant Award-Math Science Building Initiative (PDF)
- CSC - Grant Award - NE Research Network Genomics (PDF)
- WSC Grant Application-BRAINSTEM (PDF)
- WSC Grant Application-Domestic Violence(PDF)

- WSC Grant Award-Emergency Relief Supplemental Funding (PDF)
- WSC Grant Award-INBRE (PDF)

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

| | | |
|--|-----------------|---|
| College: Chadron State College | | Date: June 17, 2021 |
| Notice of Intent | Application: X | Accept Award: |
| Name of Program: 2021 Intermountain Farm Business Management Benchmarking Consortium | | |
| Funding Source: USDA/NIFA 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: | | |
| Amount Requested: \$45,000 | Amount Awarded: | Funding Period: 09/01/2021 – 8/31/2024 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? | | 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: 10% | | |
| Will this grant require State Matching Funds ? | | Yes: No: X |
| If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): | | |
| Will this grant require In-Kind Support ? | | Yes: No: X |
| If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): | | |
| Is State Maintenance of Effort or Future Fiscal Responsibility required? | | Yes: No: X |
| If yes, describe briefly | | |
| Are there restrictions imposed by regulation on claiming indirect costs? | | Yes: No: X |
| How many FTE positions will the grant fund? | | FTE: 0 |
| How many of these are new positions? | | New FTE: 0 |
| Briefly describe the purpose(s) of this application/award: 1 st objective is to maintain/expand the national farm financial management database to support a variety of corps/livestock throughout the US and bring in small-med size farms from NE, WY, & SD. 2 nd objective is to establish/expand collaborative farm management partnerships with the national farm financial management benchmarking database. | | |
| 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: Christopher McCarthy | | |
| Administrator responsible for approving the application: Dr. James Powell | | |

Attachment: CSC - Grant Application-Intermountain Farm Benchmarking Consortium (2933 : Grant Applications and Awards)

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

| | | |
|--|-----------------|--|
| College: Chadron State College | | Date: June 17, 2021 |
| Notice of Intent | Application: X | Accept Award: |
| Name of Program: Surveys for Rare Woodland Grasshoppers in Nebraska | | |
| Funding Source: Western North American Naturalist 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: \$1400 | Amount Awarded: | Funding Period: 2021 – 2022 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? | | 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: To survey the existence of the woodland grasshoppers in Nebraska's wooded areas across that state. The woodland grasshoppers have been very challenging in the past to survey, but with new information in its behavior suggests that surveys can be streamlined for efficiency. (Brust and Harman 2020). Collected specimens will be curated in the CSC collection along with some photos. | | |
| 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. Mathew L. Brust | | |
| Administrator responsible for approving the application: Dr. James Powell | | |

Attachment: CSC - Grant Application-Surveys for Rare Woodland Grasshoppers (2933 : Grant Applications and Awards)

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

| | | |
|--|------------------------------|--|
| College: Chadron State College | | Date: June 17, 2021 |
| Notice of Intent | Application: X | Accept Award: X |
| Name of Program: 21-169-Math Science Building Initiative | | |
| 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: \$483,500 | Amount Awarded: \$483,500 | Funding Period: 5/2020 – 6/2022 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: This grant will allow for the purchase of environmentally friendly and sustainable landscaping which impacts the surface, ground water and soil management. Will ensure funding to purchase environmentally friendly HVAC, lighting, lab ventilation and more to reduce energy and water consumption. 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 (2933 : Grant Applications and Awards)

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

| | | |
|---|---|--|
| College: Chadron State College | | Date: June 17, 2021 |
| Notice of Intent | Application: X | 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 ? Amendment to 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: \$13,541.00 additional funding | 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? | | 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 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. Additional funding is for a Nanodrop and printer. | | |
| 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: Funding period remains the same, Year 1 Subaward is increased from \$23,799 to \$25,999 to be used for scholar supplies. Additional funding of \$13,541 is for a Nanodrop and printer. | | |
| 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. James Powell | | |

Attachment: CSC - Grant Award - NE Research Network Genomics (2933 : Grant Applications and Awards)

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

| | | |
|---|-----------------|---|
| College: Wayne State College | | Date: June 17, 2021 |
| Notice of Intent | Application: X | Accept Award: |
| Name of Program: BRAINSTEM: The Best Research and Innovation Network in the STEM fields is at WSC. | | |
| Funding Source: National Science Foundation (NSF) Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) 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: \$750,000 over six years | Amount Awarded: | Funding Period: 01/01/2022 to 12/31/2027 Please indicate specific dates for the grant. |
| Closing Date for Application Submission: April 7, 2021 | | |
| 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: 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: 0.00 | |
| How many of these are new positions? | New FTE: 0.00 | |
| Briefly describe the purpose(s) of this application/award: This proposal would provide scholarships and support services to eighteen low-income, academically talented undergraduate students with demonstrated financial need to address the challenges they face in completing bachelors' degrees in STEM fields. Funds are requested for student stipends, travel, subsistence, laptops, research materials and supplies. Also requested are funds for summer salaries/benefits for five faculty members over the six years to oversee the project, assist with an early onboarding "Succeeding in the Sciences" week and other support measures for the students. Funds for consultant/evaluator fees, faculty travel to national S-STEM meetings and publication costs are included too. | | |
| 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. Danielle Peekenschneider, Associate Professor of Biology and Dr. Ron Loggins, Dean of Science, Health and Criminal Justice | | |
| Administrator responsible for approving the application: Ms. Angie Fredrickson, Vice President Administration & Finance | | |

Attachment: WSC Grant Application-BRAINSTEM (2933 : Grant Applications and Awards)

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

| | | |
|---|-----------------|--|
| College: Wayne State College | | Date: June 17, 2021 |
| Notice of Intent | Application: X | Accept Award: |
| Name of Program: Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus | | |
| Funding Source: Office on Violence Against Women 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: \$300,000 over a 3 year period | Amount Awarded: | Funding Period: 10/01/2021-09/30/2024 Please indicate specific dates for the grant. |
| Closing Date for Application Submission: 03/02/2021 | | |
| 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: X | No: |
| If yes, indicate dollar amount and/or percentage rate allowed: 10% of Modified Total Direct Costs (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.): | | |
| 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: 0.75 | |
| How many of these are new positions? | New FTE: 0.75 | |
| Briefly describe the purpose(s) of this application/award: This proposal requests funds to develop and strengthen victim services in cases involving domestic violence, dating violence, sexual assault, and stalking (DVDVSAS) on campus as well as prevention education and awareness programs. A Coordinated Community Response Team will be developed including off-campus and on-campus partners. This team will train law enforcement and school staff to respond effectively to DVDVSAS. Also, a mandatory prevention/education program about DVDVSAS will be developed and implemented for all incoming students. Funds are requested for a 0.75 FTE project director, travel expenses, educational software modules lease costs, subawards with the City of Wayne Police Department and Haven House and program materials. | | |
| 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. David McMahan, Dean of Students | | |
| Administrator responsible for approving the application: Ms. Angie Fredrickson, Vice President Administration & Finance | | |

Attachment: WSC Grant Application-Domestic Violence (2933 : Grant Applications and Awards)

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

| | | |
|--|--|--|
| College: Wayne State College | | Date: June 17, 2021 |
| Notice of Intent | Application: | Accept Award: X |
| Name of Program: Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) Institutional Funding | | |
| 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:\$1,260,779.00 | Amount Awarded: Supplemental funding of \$3,040,257.00 to bring total award amount to \$4,301,036.00 | Funding Period: 06/02/2020-01/16/2022 Please indicate specific dates for the grant. |
| Closing Date for Application Submission: September 30, 2020 | | |
| When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? Yes | | Date Approved/Reviewed: 06/16/20, 03/16/21 |
| 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: Institution's negotiated indirect cost rate agreement - 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: 0.00 |
| How many of these are new positions? | | New FTE: 0.00 |
| Briefly describe the purpose(s) of this application/award: This action extends the funding period from 06/01/2021 to 01/16/2022. The award provides supplemental funding of \$3,040,257.00 to the institution for defraying expenses associated with coronavirus, carrying out student support activities that address needs related to coronavirus and making additional financial aid grants to 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: Award Action Number 3 adds additional time to the award funding period. Action Number 2 added additional funding to the \$1,260,779.00 awarded under the CARES Act for the same award period for reimbursement of costs related to refunds made to students for housing and food service and other covid related expenses resulting from the disruption of campus operations due to coronavirus to bring the total funding to \$4,301,036.00. | | |
| 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 | | |

| | | |
|---|---|---------------------------------------|
| College: Wayne State College | | Date: June 17, 2021 |
| 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: Additional \$41,113 for award period 5/20-4/21 bringing total to \$81,314 | 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: The additional funds will be used for an equipment purchase of a flow cytometer. | | |
| 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-INBRE (2933 : Grant Applications and Awards)

CHANCELLOR AND COLLEGE INFORMATIONAL ITEMS

June 17, 2021

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 |
|---------------|----------------------|--|--|---------------------|
| 02/19-20/2021 | 2 | Peru | Peru State Presidential Search | \$48.00 |
| 3/16-17/2021 | 2 | Peru | Board Meeting and Peru Presidential Search | \$48.00 |
| 3/22/2021 | 1 | Wayne | Wayne State Meetings | \$104.00 |
| 3/24/2021 | 1 | Peru | Board Meeting | \$48.00 |
| 4/08/2021 | 1 | Omaha | Aksarben Foundation Meeting | \$48.00 |
| 4/15-18/2021 | 3 | Chadron | Big Event | \$365.60 |
| 4/21/2021 | 1 | Peru | Peru State Meetings | \$48.00 |
| 4/22/2021 | 1 | Norfolk/Wayne | Wayne State Meetings | \$104.00 |
| 5/07/2021 | 1 | Omaha | Aksarben Foundation Meeting | \$48.00 |
| 5/18-19/2021 | 2 | Chadron | Academic Affairs Retreat | \$0.00 |
| 5/20/2021 | 1 | Peru | CCPE Meeting | TBA |
| 5/26-28/2021 | 3 | Omaha/Peru/ Nebraska City/ Lincoln | Dr. Michael Evans Visit | TBA |

Anticipated future travel plans by the Chancellor:

The Chancellor has no travel planned at this time due to the COVID-19 pandemic.

| Date | Total Days of Travel | Destination | Description |
|------------|----------------------|-------------|---------------------|
| 06/04/2021 | 1 | Peru | Peru State Meetings |
| | | | |

As of 06/04/2021

Prepared for the June, 2021 Board of Trustees Meeting

ELECTION OF OFFICERS

June 17, 2021

ACTION: **Approve Board Nominating Committee Report and Election of Officers**

At the March 17, 2021 Board meeting, Chair Bieganski reported that he and Vice Chair Zeiss and Trustee Blomstedt would serve as the nominating committee for the elections of Board and Facilities Corporation officers for 2021-2022.

The Committee will submit its nominations for consideration and action at the June 17, 2021 meeting.

The System Office recommends approval of the Board Nominating Committee Report and Election of Officers.