



# 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 Peru State College, Peru, Nebraska on March 21, 2019

Executive Session	March 21 –	10:00 a.m.
Business Meeting	March 21 –	2:30 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**  
**March 21, 2019**  
**LIED LODGE**  
**NEBRASKA CITY, NEBRASKA**

**WEDNESDAY, MARCH 20 – Lied Lodge**

<b>9:00-10:30</b>	<b>Joint Council Meeting – Business Officers and Student Affairs Officers</b>	<b>Terrace Room A</b>
<b>10:30–3:30</b>	<b>Council of Student Affairs Officers</b>	<b>Terrace Room A</b>
<b>10:30–3:30</b>	<b>Council of Academic Officers</b>	<b>Terrace Room B</b>
<b>10:30–4:00</b>	<b>Council of Business Officers</b>	<b>Executive Board Room 4<sup>th</sup> Floor</b>
<b>4:00—5:00</b>	<b>Joint Council Meeting – Business Officers, Academic Officers and Student Affairs Officers</b>	<b>Terrace Room A &amp; B</b>

**THURSDAY, MARCH 21 – Lied Lodge**

<b>10:00 – 12:00</b>	<b>BOARD OF TRUSTEES EXECUTIVE SESSION Pending Litigation and Personnel Matters</b>	<b>Executive Board Room 4<sup>th</sup> Floor</b>
<b>10:30 – 12:00</b>	<b>Student Trustee Orientation</b>	<b>Marcotte Room</b>
<b>12:00 – 1:00</b>	<b>Lunch</b>	<b>Timber Dining Room</b>
<b>1:00 – 1:15</b>	<b>Academic &amp; Personnel Committee Teaching Excellence Award Discussion</b>	<b>Marcotte Room</b>
<b>1:00 – 2:30</b>	<b>BOARD COMMITTEE MEETINGS Fiscal, Facilities &amp; Audit Committee Student Affairs, Marketing &amp; Enrollment Committee</b>	<b>Terrace Room A Terrace Room B</b>
<b>1:15 – 2.30</b>	<b>Academic &amp; Personnel Committee Meeting</b>	<b>Marcotte Room</b>
<b>2:30</b>	<b>BOARD OF TRUSTEES BUSINESS MEETING</b>	<b>Steinhart A &amp; B</b>

## Call to Order

Approval of Meeting Agenda

Public Comments

## Minutes Approval

- 1 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Jan 15, 2019 1:30 PM

## 1. Items for Consent Agenda

- 1.1 Approve Authorization for Chancellor to Sign Background Reporting Services Contract (AP)
- 1.2 Approve Authorization for Chancellor to Sign Agreement with Department of Labor for Nebraska State College System (AP)
- 1.3 Approve Distinguished Service Award for Chadron State College (AP)
- 1.4 Approve Emeritus Status for Dr. Judy Grotrian (AP)
- 1.5 Approve Emeritus Status for Dr. Susan Ellis (AP)
- 1.6 Approve Revised Organizational Chart for Wayne State College (AP)
- 1.7 Approve Authorization for Chancellor to Bind Insurance Coverages (FFA)
- 1.8 Approve LB 309 Allocations and Retrievals (FFA)
- 1.9 Approve Contracts for Audits for Fiscal Year Ending June 30, 2019 (FFA)
- 1.10 Approve Authorization for Chancellor to Sign Contract for Chadron State College (FFA)
- 1.11 Approve Authorization for Chancellor to Sign Contracts for Peru State College (FFA)
- 1.12 Approve Authorization for Chancellor to Sign Contracts for Wayne State College (FFA)

## Items for Discussion and Action

### 2. Academic and Personnel

- 2.1 Approve the Recommendation of the Academic and Personnel Committee for the 2019 Teaching Excellence Award Recipient
- 2.2 Approve Program Review Recommendations
- 2.3 Approve Salary Policy 2019-2020
- 2.4 Approve S.T.E.P. Partnership Agreement Between Norfolk Public Schools and Wayne State College

- 2.5 Approve Agreement for Northeast Community College Transfer Initiative with Wayne State College
- 2.6 Approve Addition of a Criminal Justice Graduate Focus Area for Wayne State College
- 2.7 Approve Addition of Integrated Technology Support Concentration for the Computer Information Systems Major for Wayne State College
- 2.8 Approve Deletion of E-Commerce Concentration for the Computer Information Systems Major for Wayne State College
- 2.9 Approve Addition of Travel and Tourism Minor for Wayne State College
- 2.10 Approve Addition of Engineering Technology Major for Wayne State College
- 2.11 Approve Alumni House Lease Agreement for Wayne State College
- 2.12 First and Final Round Approval of Revisions to Board Policies 5102, 5103 and 5104; Policies Related to Bargaining Agreements
- 2.13 First and Final Round Approval of Revisions to Board Policy 5405; Retirement Plan; State College Employees
- 2.14 First and Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions
- 2.15 Approve Continuation of Theatre Program at Chadron State College
- 2.16 Approve Continuation of Music Program at Peru State College
- 2.17 Approve Authorization for Chancellor to Develop and Sign an Educational Partnership Agreement with the University of Nebraska Board of Regents for and on Behalf of the Nebraska College of Technical Agriculture to Allow a Collaboration with Wayne State College

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

- 3.1 First and Final Round Approval of Revisions to Board Policy 3500: Housing

**4. Fiscal, Facilities and Audit**

- 4.1 Approve a One-Time Cash Fund Appropriation Reduction for Chadron State College
- 4.2 Approve 2019-2020 Room and Board Rates
- 4.3 Approve Contingency Maintenance Requests
- 4.4 Approve Food Service Contracts for 2019-2024
- 4.5 Approve Bookstore Contract for Peru State College
- 4.6 Approve Chadron State College Use of State of Nebraska Master Lease Program
- 4.7 Approve Naming of An Area in Armstrong Building for Chadron State College
- 4.8 Approve Reallocation of Contingency Maintenance Funds for Wayne State College

- 4.9 Approve Exclusive Beverage and Vending Contract with Chesterman Company Doing Business as Chesterman Coca-Cola/Premium Food and Beverage for Wayne State College

## **Items for Information and Discussion**

### **5. Academic and Personnel**

- 5.1 Fall Graduation Summaries
- 5.2 Fall 2018 Instructional Load Reports
- 5.3 Five-Year Academic Calendar
- 5.4 NSCS Funding Request for CSC Foundation
- 5.5 Reports of Personnel Actions

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

- 6.1 Marketing Activities and Events Update
- 6.2 Intercollegiate Athletics Report of Institutional Commitment to NCAA Principles for Conduct to Enhance Integrity in Intercollegiate Athletes

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

- 7.1 Capital Construction Quarterly Reports
- 7.2 Contingency Maintenance Progress Reports
- 7.3 LB 309 Project Status Reports
- 7.4 Physical Plant Status Reports
- 7.5 Financial Reports
- 7.6 Operating Expenditure Reports
- 7.7 Revenue Bond Expenditure Reports (July - December 2018)
- 7.8 Fall Occupancy and Income Reports
- 7.9 Potential Occupancy and Income Reports
- 7.10 Optimal Enrollment Report
- 7.11 Grant Applications and Awards for Information
- 7.12 Contracts and Change Orders for Information

### **8. Miscellaneous Action and Information Items**

#### **i. Chancellor's Report**

- 8.1.1 Chancellor's Report
- 8.1.2 First and Final Round Approval of Revisions to By-Laws
- 8.1.3 Proposed Board of Trustees Meeting Schedule for 2019-2020

#### **ii. Presidents' Report**

8.2.1 Presidents' Reports

**iii. Student Trustees' Report**

**Adjournment**



# Nebraska State College System

CHADRON | PERU | WAYNE

## Executive Session - January 15, 2019

### Call to Order - Executive Session

The meeting was called to order at 8:30 AM by Chair Bieganski.

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

- Legal Advice
- Litigation
- Negotiations

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

- Legal Advice
- Litigation
- Negotiations

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

**ABSENT:** Carter Peterson

The Board went into executive session at 8:31 AM. The Board reconvened the open meeting at 9:21 AM.

### Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Bieganski at 9:21 AM.

## January 15, 2019

### Call to Order

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

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

### Approval of Meeting Agenda

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

**ABSENT:** Carter Peterson

### Public Comments

No public comment.

### Minutes Approval

Board of Trustees of the Nebraska State Colleges - Regular Meeting - Nov 16, 2018 8:00 AM

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

**ABSENT:** Carter Peterson

### 1. Items for Consent Agenda

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

**ABSENT:** Carter Peterson

#### 1.1 Approve Authorization for Chancellor to Sign Contracts for Wayne State College (FFA)

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

Berry Hall Fire Sprinkler Installation-Phase 2  
 Morey Hall Fire Sprinkler Installation  
 Bowen Exterior Sealant Replacement  
 Energy Plant Efficiency Chillers and Controls Upgrades



The first three projects are funded through contingency maintenance and the final project is being funded by the 309 Task Force for Building Renewal.

1.2 LB 309 Allocations and Retrievals (FFA)

**Chadron State**

1. Retrieval of \$10,100 for Memorial Hall HVAC compressor replacement
 

Allocation Date/Amount	6/18/18	\$60,000.00
Retrieval Date/Amount	10/23/18	<u>10,100.00</u>
Estimated Project Cost		\$49,900.00
  
2. Retrieval of \$12,096 for Math Science Building air handling unit repair
 

Allocation Date/Amount	8/9/18	\$35,000.00
Retrieval Date/Amount	10/23/18	<u>12,096.00</u>
Estimated Project Cost		\$22,904.00
  
3. Retrieval of \$23,825.86 for King Library lighting upgrade
 

Allocation Date/Amount	3/13/17	\$180,000.00
Retrieval Date/Amount	10/23/18	<u>23,825.86</u>
Estimated Project Cost		\$156,174.14
  
4. Allocation of an additional \$1,010,000 for roof replacement on Armstrong Gymnasium
 

Allocation Date/Amount	10/30/18	\$1,010,000.00
Previous Allocation(s)	8/14/17	90,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$1,100,000.00

**Wayne State**

1. Allocation of an additional \$50,000 for Energy Plant efficiency improvements
 

Allocation Date/Amount	5/15/18	\$50,000.00
Previous Allocation(s)	8/14/17	10,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$60,000.00

**Items for Discussion and Action**

**2. Academic and Personnel**

- 2.1 Approve 2019-2021 Agreements Between the Board of Trustees of the Nebraska State Colleges and SCEA, NSCPA and NAPE/AFSCME Bargaining Units

A motion to approve the 2019-2021 Agreements Between the Board of Trustees of the Nebraska State Colleges and SCEA, NSCPA and NAPE/AFSCME Bargaining Units was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

2.2 Approve Designation of Chancellor Associate for Mrs. Shelly Turman

A motion to approve the Designation of Chancellor Associate for Mrs. Shelly Turman was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

2.3 Approve Memorandum of Understanding with ESU 13 for Chadron State College

The Memorandum of Understanding supports collaboration opportunities for CSC to provide undergraduate and graduate level continuing education/professional development course credit with Education Service Unit 13.

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

**ABSENT:** Carter Peterson

2.4 Internship Agreement with Nebraska Department of Health and Human Services for Practicum Experiences for Chadron State College

Chadron State requested approval of this Internship Agreement which is an educational partnership under Board Policy 7015. This partnership would allow students to complete practicum experiences that are part of their graduation requirements.

A motion to approve the Internship Agreement with Nebraska Department of Health and Human Services for Practicum Experiences for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

- 2.5 Approve Memorandum of Agreement for UNO Master of Arts in Athletic Training Program for Peru State College

Peru State requested approval of the Memorandum of Agreement with the University of Nebraska-Omaha (UNO) for a graduate program in Athletic Training. This MOU would allow students at Peru State to have access to early application and admission opportunities for UNO's Athletic Training MA program during their senior year at PSC.

A motion to approve the Memorandum of Agreement for UNO Master of Arts in Athletic Training Program for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

- 2.6 Approve Memorandum of Understanding with Casper College for Peru State College

Peru State requested approval of the Memorandum of Understanding with Casper College to facilitate the transfer of degrees and credits between Casper College and Peru State College for Accounting students.

A motion to approve the Memorandum of Understanding with Casper College for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

- 2.7 Approve Addition of Health Sciences Education Supplemental Endorsement for Peru State College

The proposed supplemental endorsement in Health Sciences Education is designed to allow applicants who hold a subject or field endorsement in Science, Biology, Health and Physical Education, Physical Education, Agriculture Education or Family and Consumer Sciences Occupational to teach Health Sciences courses and be eligible for the Work-Based Learning endorsement.

A motion to approve the Addition of Health Sciences Education Supplemental Endorsement for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

- 2.8 Approve Student Teaching Agreement with Plattsmouth Community Schools District for Peru State College

This Agreement provides opportunities for Peru State College teacher candidates to serve as student teachers in the Plattsmouth Community Schools District. Student teacher placements are necessary in order to provide qualified teachers for the state. The Plattsmouth Community Schools District has been a long-time partner of Peru State and the College places many student teachers at its schools.

A motion to approve the Student Teaching Agreement with Plattsmouth Community Schools District for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

- 2.9 Approve Memorandum of Agreement with College of Agricultural Sciences and Natural Resources (CASNR), University of Nebraska-Lincoln (UNL), Nebraska Technical College of Agriculture (NCTA), University of Nebraska, and Wayne State College for Agricultural Degree Programs

Wayne State requested approval of the Memorandum of Agreement (MOA) with the College of Agricultural Sciences and Natural Resources (CASNR), University of Nebraska-Lincoln (UNL) and Nebraska Technical College of Agriculture (NCTA), University of Nebraska, and Wayne State College (WSC). The intent of this Agreement is for WSC, CASNR, and NCTA to co-create seamless education pathways for WSC students to continue their education with CASNR to complete degrees in Animal Systems, Plant Systems, Applied Science and other related agriculture programs at the undergraduate and graduate level to prepare the next generation of professionals, problem-solvers, innovators, entrepreneurs, and leaders in resilient food, energy, water, and societal systems that align with career advancement opportunities.

A motion to approve the Memorandum of Agreement with College of Agricultural Sciences and Natural Resources (CASNR), University of Nebraska-Lincoln (UNL), Nebraska Technical College of Agriculture (NCTA), University of Nebraska, and Wayne State College for Agricultural Degree Programs was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

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

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

Revisions to the Board Policy clarified that the award of the

posthumous degree would be noted in the commencement program for the first term after approval or the term for which the degree was awarded, whichever was later.

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

**ABSENT:** Carter Peterson

#### 4. Fiscal, Facilities and Audit

##### 4.1 Approve Acceptance of Basic Financial Audit Report for Year Ended June 30, 2018 and 2017

The Auditor of Public Accounts (APA) had completed the Nebraska State College System (NSCS) basic financial audit for the fiscal years ending June 30, 2018 and 2017. The audit was attached.

A motion to approve the Acceptance of the Basic Financial Audit Report for Years Ended June 30, 2018 and 2017 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

##### 4.2 Approve Acceptance of Single Audit for Year Ended June 30, 2018

BKD had completed the Nebraska State College System (NSCS) Single (federal) audit for the year ending June 30, 2018. A copy of the audit was attached.

A motion to approve the Acceptance of Single Audit for the Year Ended June 30, 2018 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Carter Peterson

##### 4.3 Approve Continuation of Bookstore Contracts

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

**ABSENT:** Carter Peterson

4.4 Approve Reallocation of Contingency Maintenance Funds for Chadron State College

From Resolution:

4/20/18      \$40,000.00      #6 Revenue Bond Bldgs/Building Envelope Repair

To Resolution:

4/20/18      \$40,000.00      #3 Mechanical Room/Infrastructure Upgrades

A motion to approve the Reallocation of Contingency Maintenance Funds for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:**      Carter Peterson

## Items for Information and Discussion

### 5. Academic and Personnel

5.1 Reports of Personnel Actions

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

5.2 Foundation Employee Compensation Report for Peru State College

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

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

6.1 Marketing Activities and Events Update

**Board Photos Rescheduled**

The photos of the Board of Trustees have been rescheduled for the June Board Meeting. This is the next Board of Trustees Meeting in Lincoln.

**Senators Reception**

The details are set for the 2019 Senators Reception. It is held in conjunction with the January Board of Trustees Meeting on the 15<sup>th</sup>. We are expecting a great turnout, as it is an outstanding opportunity to meet the new Senators and reconnect with returning Senators.

### Marketing Campaign

The design concept and content for the upcoming marketing campaign are approved. Marketing pieces are in the creation process and we will begin to plan the implementation of the campaign.

### Scholarship Luncheon

The Lincoln Scholarship Luncheon is scheduled for April 12, 2019 at Wilderness Ridge. Discussions continue regarding a date for the Chadron Scholarship Luncheon. More details will follow as the event nears.

### Website Redesign

The NSCS is in the initial stages of redesigning [www.nscs.edu](http://www.nscs.edu) <<http://www.nscs.edu>> site to allow for more functionality and better end-user experience when the site is updated.

#### 6.2 Fall Enrollment Reports

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

#### 6.3 Chancellor's Summary Report

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

## 7. Fiscal, Facilities, and Audit

### 7.1 Grant Applications and Awards

#### Chadron State Applications

- The Nebraska Panhandle Geoscience Advantage (PANGEA) (National Science Foundation) -- \$406,141.93
- Nebraska Research Network in Functional Genomics (INBRE) (National Institute of Health) -- \$108,205

#### Peru State Award

- Student Success Services (TRiO Student Support Services) -- \$306,003

#### Wayne State Applications

- The Good Life: Humanities and the Dimensions of Wellness (National Endowment for the Humanities) -- \$35,000

- Nebraska Business Development Center (U.S. Small Business Administration) -- \$73,000
- Nebraska INBRE Project (National Institutes of Health) -- \$272,605 over the 5-year period

#### Wayne State Award

- TRiO Student Support Services (U.S. Department of Education) -- \$339,067 for year 4

## 7.2 Contracts and Change Orders for Information

### Peru State Contracts

- AV Larson (foundation renovation) -- \$11,500
- Marketing (recruitment email) -- not to exceed \$15,000

### Wayne State Contracts

- Student Center (engineering design and construction phase services for replacement of 7 HVAC units) -- \$57,500
- Campuswide (consulting services) -- \$54,000
- Bowen Hall (removal and replacement of exterior sealant) -- \$15,550
- Carhart Science Building (repair exterior masonry surfaces on building) -- \$10,910

### Wayne State Change Orders

- Connell Hall (#1-install additional framing and fiberglass panels on main entry doors and complete repairs to 2 columns on each side of double doors at main entry) -- \$7,098
- Center for Applied Technology (#11-interior hallway changes, retaining wall credit, signage changes, irrigation scope deduction, drywall sub, and electrical work) -- \$37,947.37
- US Conn Library (#4-professional services) -- \$6,121.74

## 8. Miscellaneous Action and Information Items

### i. Chancellor's Report

#### 8.1.1 Chancellor's Report

Chancellor Turman noted that he would be in his new position for 2 weeks on January 16. He also indicated that he would continue to provide weekly updates to the Board.

Chancellor Turman noted the Governor's Press Conference was a great indication of his backing of the NSCS NebraskaFWD Initiative. The Governor has placed the funding for 250 scholarships for the initiative in his budget proposal to the Legislature. The University and Community Colleges are also included in the initiative. This project will greatly assist the NSCS in providing graduates for the workforce demand in rural Nebraska.



Chancellor Turman indicated that he had been meeting with various Senators. He would also be meeting with Gary Bush after the meeting to discuss some questions regarding the Governor's budget proposal.

Chancellor Turman had a skype meeting the faculty at Chadron State that went well. He noted that he plans to visit each of the Colleges for a day or day and a half to visit with various constituencies at the Colleges. These visits will help with the development of the System vision for the upcoming years.

Chair Bieganski noted that either Bob Engles or John Chaney would provide greetings from the Board for the May 4 commencement ceremony at Peru State. He also noted that Cap Peterson would provide greetings from the Board at Wayne State. He indicated that both he and Jess Zeiss were discussing who would provide greetings from the Board at Chadron State.

## ii. **Presidents' Report**

### 8.2.1 Presidents' Reports

CSC President Rhine indicated that Chadron State is hoping to have Danny Woodhead as the commencement speaker on May 4.

He further noted that Chadron State and the Diversity Committee continue to engage in promoting an appreciation of the importance of cultural enrichment. Student participation is vital to achieving the goal of increasing diversity at the College. As such, in 2015 292 CSC students participated in the National Survey of Student Engagement (NSSE). The results of the survey indicated that 75% of the first year students frequently had discussions with students of different races and ethnicities.

President Rhine indicated other programs at the College such as, the Galaxy Series events, the Residence Life Associate Diversity Program and the Graves Lecture Series provide a number of cultural enrichment opportunities for students, faculty, staff and community members.

WSC President Rames reported that the number of Hispanic/Latino students had increased due in part because of the bilingual admissions recruiter at South Sioux City. African American students had increased as well due to the recruiting in the Omaha area.

President Rames indicated that the number of international students had increased due to the admissions presentations at Curacao. WSC is also working with individuals at Aruba to develop an Agreement similar to the Agreement with Curacao for students to pay in-state tuition while studying at WSC.

President Rames also indicated that WSC is working with Little Priest Tribal College to attract more Native Americans to come to Wayne State.

PSC President Hanson reported that PSC had adopted a new strategic

plan last spring. One of the new initiatives was to support students from diverse backgrounds and to prepare all students for productive roles in a changing society.

President Hanson noted that the Black Student Union at PSC celebrated its tenth anniversary by holding a mini-conference on inclusion. The group provides service throughout the region including assisting with Feeding 44, picking up recycling and many other activities. He further noted the Hispanic Latino Student Association has been active on campus and in the community. The group provides support for a growing population on campus and in southeast Nebraska.

President Hanson noted that the Council for Diversity, Equality and Inclusion is composed of faculty, student affairs staff and students. The Council's goal is to create a campus environment that is responsive, respectful and inclusive of the various backgrounds and identities represented at PSC.

President Hanson reported that a past student trustee had been working in Africa to examine and identify the various strains of the zika virus. He was able to name one of the viruses after one of his disabled dogs.

### iii. **Student Trustees' Report**

PSC Student Trustee Stratman introduced the 2019-2020 PSC Student Trustee Kayla Myers.

Student Trustee Stratman discussed competitions and academic work that several student groups have and do participate in. The Criminal Justice Club does several fundraisers and community service projects annually, in particular working for the Feeding 44 project, a toy drive and sponsoring a family over Christmas.

Stratman noted that criminal justice students also participate in regional and national competitions where they take exams, perform physical tests and conduct crime scene investigations. One criminal justice student noted that she likes going to competitions because it allows her to apply the information she has learned from classes.

She further noted that the Phi Beta Lambda group also have state and national competitions where they participate in multiple events related to the business field. These events allow students to compete in the areas of their interest.

Stratman also noted that other student activities include history competitions and psychology research presentations. This year PSC will be holding a Research Day April 4, 2019 where students will be able to present research that they have conducted for courses.

CSC Student Trustee Brunswick introduced the 2019-2020 CSC Student Trustee Sam Klammer.

Student Trustee Brunswick noted that CSC students continue to do well academically. At the December commencement exercises more than 200 graduates were recognized for their achievements. One student in particular received is 2<sup>nd</sup> Lt. commission in the Nebraska Army National Guard.

Brunswick noted that 289 students were on the President's list which requires students to achieve a 4.0 GPA and 371 students qualified for the Dean's list which requires students to achieve a 3.5 GPA.

He also reported that the student athletes were impressive in their academics with 80 making the Dean's list and 45 making the President's list. An additional 88 student-athletes had a 3.0 GPA or higher. The Eagle football team won its second straight RMAC Brechler award for the best team grade point average in the conference.

Brunswick stated Health Professions Club students recently traveled to Colorado to tour different healthcare facilities in the Denver area. The students met with residents to discuss medical school and residency.

He also reported that the CSC Associate Vice President of Human Resources, Anne DeMersseman, and also a Gallup Strengths Coach provided an all day workshop for the Student Senate on Gallup Strengths.

WSC 2019-2020 Student Trustee VanMeeteren reported that students are taking advantage of the newly furnished and functioning Center for Applied Technology (CAT) building. She also reported the men's and women's basketball teams were having successful seasons.

VanMeeteren reported that the Black Student's Association had a full week of activities planned to create awareness for diversity and inclusion. The Student Activities Board is working with the Student Senate to plan a Spring Concert in March featuring Jesse McCartney, a famous pop singer. Student Senate is also working on the annual Casino Night.

## Adjournment

The meeting was adjourned at 3:01 PM

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Paul Turman, Chancellor

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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***ACTION:***                      **Approve Authorization for Chancellor to Sign Background Reporting Services Contract (AP)**

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A contract for our systemwide Employee Background Reporting Services has been in effect with GIS since July 1, 2011. GIS was selected as the vendor following a competitive bidding process. The current contract ends on June 30, 2019.

An RFP was issued in January 2019 for the next contract period. Proposals were due March 13, 2019. Proposals will be evaluated by the System Office and the Colleges. We plan to select a vendor for the new contract in April 2019 for a July 1, 2019 effective date.

The System Office recommends approval of the Authorization for Chancellor to Sign Background Reporting Services Contract (AP).

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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***ACTION:***                                    **Approve Authorization for Chancellor to Sign Agreement with Department of Labor for Nebraska State College System (AP)**

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The System would like to enter into an Agreement with the Nebraska Department of Labor to receive access to information to track student graduate employment and salary trends for program and research purposes.

The System Office recommends approval of the Authorization for Chancellor to Sign Agreement with Dept of Labor for College System (AP).

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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***ACTION:***                      **Approve Distinguished Service Award for Chadron State College (AP)**

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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 Chadron State President Randy Rhine. Information regarding the recommendation will be shared with the Board at the meeting.

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

The System Office and Chadron State College recommend approval of the Distinguished Service Award for Chadron State College (AP).

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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**ACTION:** **Approve Emeritus Status for Dr. Judy Grotrian (AP)**

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Dr. Judy Grotrian, a faculty member from Peru State College, who will retire in May 2019, has been nominated for emeritus faculty status based upon the four required criteria for granting emeritus status, as outlined below:

1. Minimum of 15 years of full time employment is met through 21 years of teaching.
2. Earned full professor rank in 2009.
3. Evidence of exemplary performance in areas of teaching, scholarship/creative activities, and service includes serving as a graduate studies faculty mentor, serving as the athletic academic advisor for three (3) years and serving on the Rank, Promotion and Tenure committee.
4. Demonstrated leadership and collaboration through service and contribution beyond normal expectations includes acting as a consultant/reviewer for the Berkley/Kaplin *Strategic Employee Training and Development* textbook, serving as a faculty mentor for undergraduate student research projects and serving as the chair of the Judicial Appeals Board.

Chancellor Turman and PSC President Hanson support Ms. Grotrian's nomination and recommend that emeritus faculty status be granted.

The System Office and Peru State College recommend approval of the Emeritus Status for Dr. Judy Grotrian (AP).

**ATTACHMENTS:**

- PSC Judy Grotrian Emeritus Application Materials (PDF)



## Emeritus Faculty Award

### PERU STATE COLLEGE NOMINATION FORM

I wish to nominate the following individual for consideration for Emeritus Faculty status at Peru 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 Judy Grotrian PhD

Address 2675 Whitaker Rd, Nebraska City, Ne 68410-1027

Telephone 402-274-1660

#### Nominee Criteria

- Served Peru 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 Greg Galardi

Title Dean of Professional Studies and Distance Education

Address 600 Hoyt Peru, NE 68421

Telephone 402-872-2427

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

A handwritten signature in black ink, appearing to read "Greg Galardi", is written over a horizontal line.

Signature of Nominator

1-25-19

Date



January 25, 2019

Timothy Borchers  
Vice- President of Academic Affairs  
Peru State College  
Peru, Nebraska 68421

Dr. Borchers;

I would like to take this opportunity to nominate Judy Grotrian, PhD, for the Nebraska State College System Emeritus Status. Dr. Grotrian has faithfully been a servant leader for twenty one years at Peru State College. Dr. Grotrian is a highly dedicated, collegial, knowledgeable and supportive mentor for both students and faculty.

Among the myriad of awards presented to Dr. Grotrian, among the most notable were the 2005 Peru State College Teaching Excellence winner, the Fred and Pam Robertson Business Honors chairperson, Nebraska State Business Education “Collegiate Teacher of the Year”, and the Mountain-Plains Business Education Association Distinguished Service Award for Outstanding Business Teacher of the Year.

Dr. Grotrian leads by example and served on numerous personnel searches and academic committees. In Peru State’s College time of need, Dr. Grotrian, volunteered to serve as the leader of our Center for Achievement and Transition Services while still teaching to ensure continued student success.

The time and effort Dr. Grotrian spends meticulously preparing and planning for every course she teaches results in an engaging, challenging and rewarding learning experience for our students. Dr. Grotrian is an innovative and dynamic presenter who challenges the traditional framework of lecture-oriented classes with a teaching style focused on active learning, engagement and social responsibility that allows students to not only develop critical thinking skills but understand how they will impact society’s future. Dr. Grotrian not only imparts student learning through robust delivery of course content but also continually challenges students to develop cognitive autonomy in all aspects of life. Alumni routinely credit Dr. Grotrian with many of their successes.

Dr. Grotrian mentors and supports junior accounting and business faculty through an extraordinary display of understanding, empathy and a positive attitude. Dr. Grotrian has also mentored faculty in research in areas such as leadership and the glass ceiling, speech recognition, and women’s access to leadership.

Dr. Grotrian led and promoted the Peru State College High School Business for almost two decades. This contest grew substantially into a highly professional and engaging event which attracts over 25 high school and 400 students. Competitors who scheduled their contest on the same day eventually moved their event to a different day due to the well-orchestrated and popular nature of the Peru State College Business Contest led by Dr. Grotrian. Students at PSC also were intricately involved in the contest and learned valuable lifelong learning lessons from this participation. Feedback from high school representatives always resulted in extremely high levels of satisfaction and high regards for the professional and timely manner of the contest.

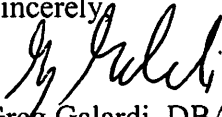
Dr. Grotrian's dissertation on speech recognition was one of the first of its kind, and further led to sharing of this knowledge with many researchers, teachers and students through conference attendance and presentations. Dr. Grotrian has continually worked with colleagues in numerous presentations and papers, and devoted a tremendous amount of time to working with undergraduate students in the formation, construction and publication of research presentations at conferences across the United States.

Dr. Grotrian sets high academic and ethical standards for her students to follow, which students appreciate at this stage in their life as they prepare for life after college. It is also very typical to see students working with Dr. Grotrian outside of class time as she is dedicated to their success.

Dr. Grotrian is highly visible at many events on campus, and truly embraces a student centered focus in working with students and supporting them during and after their time at Peru State College.

Judy Grotrian, Ph.D., is a superb candidate for this award. Dr. Grotrian is an outstanding faculty member on our campus, and sets the "gold standard" for what we should expect from an educator for the Nebraska State College System. I wholeheartedly support Judy Grotrian, Ph.D. for the Nebraska State College System Faculty Emeritus Award.

Sincerely,



Greg Galardi, DBA  
Dean of Professional Studies & Distance Education  
Peru State College

## Judy A. Grotrian

### CONTACT INFORMATION

**Office** School of Professional Studies, 600 Hoyt St.  
Peru State College, Peru, NE 68421  
402.872.2290  
jgrotrian@peru.edu

**Home** 2675 Whitaker Rd.  
Nebraska City, NE 68410  
402.274.1660  
judygrotrian@gmail.com

### EDUCATION

**2003** Doctor of Philosophy-Curriculum and Instruction, The University of Nebraska-Lincoln.  
Dissertation under Dr. L. James Walter: "*A comparison of teachers' training and implementation of speech recognition technology in the business education curriculum in Nebraska*"

**1985** Master of Education-Business Education, The University of Nebraska-Lincoln

**1972** Bachelor of Science-Business Education, Peru State College

### TEACHING EXPERIENCE

**Current** Peru State College, Peru, Nebraska  
2009 – Present, Professor of Business  
2004 – 2009, Associate Professor of Business  
1998 – 2004, Assistant Professor of Business

**1975-1998** Johnson-Brock Public Schools, Johnson, Nebraska, *Business Education Instructor*

### COLLEGE COURSES TAUGHT

(\*) Designed, Developed, and Delivered Peru State College's FIRST TWO Online Courses  
(+) Taught On Campus and Online

<b>BUS 410</b>	Marketing Management	<b>BUS 381</b>	Employee Training and Development (*) (+)
<b>BUS 380</b>	Human Resources Management (+)	<b>BUS 353</b>	Organizational Ethics
<b>BUS 328</b>	Principles of Marketing	<b>BUS 232</b>	Principles of Managerial Accounting (+)
<b>BUS 231</b>	Principles of Financial Accounting (+)	<b>BUS 201</b>	Organizational Communications (*) (+)

### PEER-REVIEWED PUBLICATIONS & PRESENTATIONS

- Grotrian, S., Parriott, L., Grotrian, J., Cole, R., & Harlow, L. (2019, January). Insight into recruitment and retention efforts in business education. Published in *Educational Research: Theory and Practice*, 30(1) 42-45.
- Grotrian, S., Parriott, L., Grotrian, J., Cole, R., & Harlow, L. (2018, October). Insight into recruitment and retention efforts in business education. Presented at *Northern Rocky Mountain Educational Research Association Conference. Salt Lake City, UT.*
- Grotrian-Ryan, S., Parriott, L., Grotrian, J., Cole, R., & Harlow, L. (2017, October). Investigating recruitment and retention efforts in business education. Presented at *Northern Rocky Mountain Educational Research Association Conference. Boulder, CO.*
- Grotrian-Ryan, S., Parriott, L., Grotrian, J., Cole, R., & Harlow, L. (2016, October). Paying it forward with student engagement in business education. Published in *Educational Research: Theory and Practice*, 28(2), 48-50. Presented at *Northern Rocky Mountain Educational Research Association Conference. Reno, NV.*
- Grotrian, J. A., Bockorny, K., Flanders, G., & Gordon, P. (2014, September). Effective peer evaluation of teaching performance. Published in *Marketing Management Association Fall Educators' Conference Proceedings*. Presented at *Marketing Management Association Fall Educators' Conference. San Antonio, TX.*
- Anderson, B., Grotrian, J. A., Kalamas, M., Schakett, T., & Wells, C. (2013, September). Preparing for tenure or promotion portfolio. Published in *Marketing Management Association Fall Educators' Conference Proceedings*. Presented at *Marketing Management Association Fall Educators' Conference. New Orleans, LA.*
- Grotrian, J. A. (2012, September). What are other generations doing to adapt to and understand generation Y (Millennials)...or are they? Published in *Marketing Management Association Fall Educators' Conference Proceedings*. Presented at *Marketing Management Association Fall Educators' Conference. Minneapolis, MN.*

8. Grotrian-Ryan, S. A., Goebel-Lundholm, M., Gardner, K., & Grotrian, J. (2011, October). Comparative dimensions in generational adult development: A current perspective. Published in *Institute of Behavioral and Applied Management Conference Proceeding*. Presented at *Institute of Behavioral and Applied Management Conference*. Orlando, FL.
9. Gardner, K., Goebel-Lundholm, M., Grotrian, J., Grotrian, S., Jackson, A., Ryan, K., & Kunkel, E. (2010, October). Inspiring student engagement in the virtual and campus classroom. Published in *Institute of Behavioral and Applied Management Conference Proceedings*. Presented at *Institute of Behavioral and Applied Management Conference*. San Diego, CA.
10. Goebel-Lundholm, M., Grotrian, J., & Grotrian, S. (2010, October). Dimensions in generational adult development in the African-American community. Published in *Institute of Behavioral and Applied Management Conference Proceeding*. Presented at *Institute of Behavioral and Applied Management Conference*. San Diego, CA.
11. Grotrian, S. A., Grotrian, J. A., & Arnold, K. (2009, October). Who needs an attitude adjustment?—Understanding and adapting to multiple generations in the workplace. Published in *Institute of Behavioral and Applied Management Conference Proceeding*. Presented at *Institute of Behavioral and Applied Management Conference*. Washington, D. C.
12. Grotrian, S. A., Grotrian, J. A., & Hutchison, C. (2008, October). Online education: Students speak out. Published in *Institute of Behavioral and Applied Management Conference Proceeding*. Presented at *Institute of Behavioral and Applied Management Conference Proceedings*. Orlando, FL.
13. Knippelmeyer, S. A., Grotrian, J. A., & Hutchison, C. (2007, October). Three D's to successful online teaching: Design, develop, and deliver. Published in *Institute of Behavioral and Applied Management Conference Proceedings*. Presented at *Institute of Behavioral and Applied Management Conference*. Reno, NV.
14. Knippelmeyer, S. A. & Grotrian, J. A. (2007, June). Online education: Strategies for student success. Presented at *Nebraska Career Education Conference*. Kearney, NE.
15. Hutchison, C., Grotrian, J. A., & Knippelmeyer, S. A. (2007, May). Field of dreams: If you build it (right), they will learn in online courses. Presented at *Nebraska State College System Faculty College Conference*. Wayne, NE.
16. Grotrian, J. A. (2006, October). Words are in: Clicks are out—an awareness of speech recognition technology. Published in *Institute of Behavioral and Applied Management Conference Proceedings*. Presented at *Institute of Behavioral and Applied Management Conference*. Memphis, TN.
17. Knippelmeyer, S. A. & Grotrian, J. A. (2006, October). Gender assumptions influence women's access to leadership positions. Presented at *Nebraska Women in Higher Education Leadership Conference*. Omaha, NE.
18. Knippelmeyer, S. A. & Grotrian, J. A. (2005, October). Bridging the leadership gap: Examining the glass ceiling. Published in *Institute of Behavioral and Applied Management Conference Proceedings*. Presented at *Institute of Behavioral and Applied Management Conference*. Scottsdale, AZ.
19. Grotrian, J. A. (2003, October). A comparison of teachers' training and implementation of speech recognition technology training in the business education curriculum in Nebraska. Published in *Institute of Behavioral and Applied Management Conference Proceedings*. Presented at *Institute of Behavioral and Applied Management Conference*. Tampa, FL.

#### **INSTRUCTIONAL SEMINARS & WORKSHOPS**

1. Grotrian, S. A. & Grotrian, J. A. (2010). *The Methodology of PowerPoint and Other Enhanced Training Approaches*. Nebraska Public Power District. Auburn, NE.
2. Grotrian, S. A. & Grotrian, J. A. (2009). *One Workforce, Multiple Generations*. Nebraska Public Power District. Auburn, NE.
3. Hutchison, C., Grotrian, J., & Knippelmeyer, S. (2007). *Online Insights—Preliminary Findings from Research into PSC Online Student Perspectives*. Peru State College Adjunct Workshop. Peru, NE.
4. Hutchison, C., Grotrian, J. A., & Knippelmeyer, S. A. (2007). *Field of Dreams: If You Build It (Right), They Will Learn in Online Courses*. Nebraska State College System Faculty College Conference, Wayne, NE.
5. Grotrian, J. A. & Griffin, B. (2007). *Finding Your Voice – Useful! Or One Dragon You Won't Want to Slay*. Peru State College, Peru, NE.
6. Grotrian, J. A., Larsh, K., Fielder, C., Green, M. J., Bergmeier, W. (2007). *Speech Recognition Teacher Methods and Training*. Peru State College, Peru, NE.
7. Barksdale, K. & Grotrian, J. A. (2006). *Voice Increases Productivity*. Peru State College, Peru, NE.
8. Grotrian, J. A., Nevitt, J. R., McInteer, M., Hoback, M., Loy, D., Bergmeier, W., Miller, E. (2005). *S.M.A.R.T. L.E.A.D.E.R. Training*. Peru State College, Peru, NE.

9. Grotrian, J. A. (2002). *Speech Recognition—Challenges and Rewards in the Classroom*. INVEST Conference. Kearney, NE.
10. Barksdale, K. & Grotrian, J. A. (2002). *Speech Recognition Training*. Philadelphia, PA.

### **HONORS & AWARDS**

2008	Collegiate/University Teacher of the Year – Mountain-Plains Business Education Association
2006-2008	The Fred and Pam Robertson Honors Chair in Business Administration – Peru State College
2006	Collegiate Teacher of the Year – Nebraska State Business Education Association
2006	Business Education BEST in Nebraska – Nebraska Career Education
2005	Teaching Excellence Award – Peru State College

### **FRED and PAM ROBERTSON HONORS CHAIR IN BUSINESS ADMINISTRATION PRESENTATIONS**

2007-2008	<i>“Speech Recognition Technology Enhances Academic and Business Success,”</i> by Judy A. Grotrian, Ph.D., 2007-2008 recipient of the Fred and Pam Robertson Honors Chair in Business Administration and Associate Professor of Business, Peru State College, April 2008.
2006-2007	<i>“A Paradigm Shift from the Computer Keyboard to Speech Recognition Technology,”</i> by Judy A. Grotrian, Ph.D., 2006-2007 recipient of the Fred and Pam Robertson Honors Chair in Business Administration and Associate Professor of Business, Peru State College, April 2007.

### **STATE, REGIONAL, AND NATIONAL PROFESSIONAL ASSOCIATION MEMBERSHIPS**

Nebraska State Business Education Association, Nebraska State Education Association, National Education Association, National Business Education Association, Peru State College Education Association, Delta Pi Epsilon, Association of Professional Women, Institute of Behavioral and Applied Management, Mountain-Plains Business Education Association, Marketing Management Association, Northern Rocky Mountain Educational Research Association.

### **SERVICE TO PERU STATE COLLEGE**

1. 2019-Present. Marketing Instructor *Faculty Mentor*.
2. 2018. PSC Career Center/Career Fair *Faculty Mentor*.
3. 2016-Present. *Rank, Promotion & Tenure Committee*.
4. 2016-Present. *Scholarship Committee*.
5. 2016. *Consultant/Reviewer, Berkley/Kaplin Strategic Employee Training and Development Textbook.*
6. 2013-2014. *Chair of Rank, Promotion & Tenure Committee.*
7. 2013. *Professional Studies OER Survey Committee.*
8. 2012. *Graduate Studies Faculty Mentor.*
9. 2010-Present. *School of Professional Studies Scholarship Committee.*
10. 2010. *Graduate Studies Faculty Mentor.*
11. 2009-2014. *Rank, Promotion & Tenure Committee.*
12. 2009-2012. *Athletic Academic Advisor - Women's Golf.*
13. 2009. *Freshman Orientation Faculty Advisor/Panel Member Presenter.*
14. 2009. *Faculty Mentor Undergraduate Student Research Project.*
15. 2008-2012. *Athletic Academic Advisor - Women's Basketball.*
16. 2008-2009. *Faculty Mentor - New Students.*
17. 2007-2008. *Master's Thesis Technical Advisor.*
18. 2007-2008. *Consultant/Reviewer, Warren/Reeve/Duchac Accounting Textbook.*
19. 2006-2007. *Chair, Nebraska State College System Faculty College Conference.*
20. 2005-2006. *Chair, Faculty Senate.*
21. 2004-2012. *NAIA Faculty Athletic Representative.*
22. 2004-2006. *Rank, Promotion & Tenure Committee.*
23. 2004-2005. *Interim Director of Academic Resource Center.*
24. 2004-2005. *Chair-Elect, Faculty Senate.*
25. 2004. *NCATE Training Participant.*
26. 2003-2007. *Students Taking Academic Responsibility (S.T.A.R.) Students Program Presenter.*
27. 2003-2004. *Graduate Council Representative.*

28. 2003-2004. *Student Teacher Call-Back Day Interviewer.*
29. 2003. *Great Plains Alliance for Writing and Computers Participant.*
30. 2003. *ESU #4 Mid-Year In-Service Presenter for Student Teachers.*
31. 2003. *Guest Lecturer for Dr. Mark Beischel's Human Relations Class.*
32. 2003. *Guest Presenter - Retirement Military Ceremony for Online Business Administration Student - Robert Ferrell.*
33. 2002-2003. *Consultant for Resume Writing - Teacher Education Department.*
34. 2002-2011. *Chair of Judicial Appeals Board.*
35. 2002-2009. *CAAP Proctor.*
36. 2001-2003. *Phi Beta Lambda Test Writer.*
37. 2001-2002. *Instructor of Record for Freshman Orientation.*
38. 1999-2015. *Director of High School Business Contest.*
39. 1999-2015. *Search Committee Member: Professional Studies, Secondary & Elementary Education, Arts & Sciences, Information Systems, Academic Resource Center, PSC Foundation, PSC Athletics.*
40. 1998-Present. *Business Education Major Liaison and Advisor.*
41. 1998-Present. *Basic Business Subject Endorsement Teacher Candidate Interviewer.*

**Office of the President**

February 6, 2019

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

Dear Chancellor Turman:

This letter is written in support of Dr. Judy Grotrian's nomination for Emeritus Status. Dr. Grotrian meets all of the requirements for consideration for Emeritus Status. She served as a full time faculty member for 21 years, earning tenure and the rank of full Professor. During her time at Peru State College, she has been an outstanding teacher, a leader in the Peru State College community, active professionally and collegially engaged with her colleagues. Both her students and her peers value her.

Dr. Grotrian excelled as a teacher and was well-known for her willingness to work individually with students and to support them in activities outside of class. Her excellence as a teacher has been recognized many times:

- 2005 Peru State College Teaching Excellence award winner
- Fred and Pam Robertson Business Honors chairperson
- Nebraska State Business Education "Collegiate Teacher of the Year"
- Mountain-Plains Business Education Association Distinguished Service Award for Outstanding Business Teacher of the Year

While Dr. Grotrian's love and focus has been teaching, she has also been active professionally. She has been especially focused on providing guidance and assistance for her undergraduate students to prepare research publications and presentations. This has given confidence to many of our students who would not have considered submitting papers for publication or presentation. Dr. Grotrian has collaborated with many of her colleagues on papers and presentations, which have focused on recruitment and retention of business education students and on teaching effectiveness.

Her service as a faculty leader through search committees, committee work, and mentoring of younger faculty members has been outstanding. For almost 20 years, Dr. Grotrian organized and promoted the high school business contest. This event promotes the College while providing valuable learning opportunities for high school students. It grew extensively during her time as leader, attracting over 400 competitors from schools in the region and from Lincoln, Omaha, and the surrounding states.

Dr. Grotrian has had a long and productive career at Peru State College that has lasting influence. She has my strongest recommendation to receive Emeritus Status.

Sincerely,



Dan Hanson, PhD

February 3, 2019

Board of Trustees of the Nebraska State Colleges  
1327 H. Street, Suite 200  
Lincoln, NE 68508

Dear Board of Trustees,

I am writing to recommend Dr. Judy Grotrian for Emeritus Faculty status at Peru State College. Dr. Grotrian is an award-winning educator who has contributed in so many ways to the College. In this letter, I will highlight some of the reasons she is worthy of this status.

Dr. Grotrian was the Mid-Plains Business Education Association Collegiate Teacher of the Year in 2008, the Nebraska State Business Education Association Collegiate Teacher of the Year in 2006 and the Peru State College Teaching Excellence Award winner in 2005. When I talk with current and former Peru State College students, Dr. Grotrian's name frequently comes up as one of their favorite instructors. As I have reviewed student evaluations, hers are always among the highest of any of our faculty.

In terms of service, Dr. Grotrian directed our successful High School Business Contest for more than 15 years. Her efforts 9927 laid the groundwork for what has been a very large event for our campus and one that enriches the education of hundreds of high school students each year. Dr. Grotrian has served on numerous college committees, including chairing Faculty Senate, and she has served as the Faculty Athletic Representative. Most recently, Dr. Grotrian has been an intentional mentor to new faculty, helping them develop engaged teaching approaches and their scholarly work. I am confident that Dr. Grotrian will continue to have a presence on campus, supporting our students and faculty.

Throughout her career, Dr. Grotrian has collaborated with colleagues and students on research projects. These projects have been presented at conferences and published in conference proceedings and journals. She also has a strong record of her own scholarship that has addressed questions of teaching effectiveness, student engagement, and leadership.

I believe Dr. Grotrian has the record to support the Emeritus Faculty designation and she has the potential to have a continued impact on our College.

Sincerely,



Dr. Tim Borchers  
Vice President for Academic Affairs



February 4, 2019

Gary Bieganski, Chair  
Nebraska State College Board  
1327 H. Street, Suite 200  
Lincoln, NE 68508

Chairman Bieganski and Members of the Board:

It is my honor and privilege to write this letter of support for Dr. Judy Grotrian, Ph.D. and her nomination for appointment as Faculty Emeritus. As a colleague of Dr. Grotrian's for 14 years, I can attest to her exemplary performance in the areas of teaching, scholarship, service, leadership and collaboration.

#### Teaching

Dr. Grotrian's record of expertise in teaching is vast. As a mentor to me, she has explained and demonstrated methods of teaching including designing lesson plans, using active learning strategies, enforcing effective classroom discipline, and applying fair and firm grading practices. I hear from students regularly about how much they learn from Dr. Grotrian's courses and how they respect and appreciate her teaching style. I also see her positive interactions with students, which clearly evidence the affirming and nurturing relationships she has with them. Additionally, Dr. Grotrian pioneered online courses for the college and she experimented with successively more active and effective online learning methods. Dr. Grotrian is often the first to use and perfect the evolving technologies available in online learning systems.

#### Scholarship and Collaboration

Dr. Grotrian has an extensive and continuous record of scholarship. From her first year with the college in 1998 through the current year of her impending retirement, Dr. Grotrian has recorded scholarly publications and presentations in almost every year, evidencing her commitment to research and lifelong learning. She has also collaborated in her research with many other faculty members both within and outside of her discipline; with college administrators and staff members; and most notably with students. The topics of her research vary widely including leadership issues, speech recognition software, teaching methodology, gender issues, generational issues, and college recruitment and retention. Dr. Grotrian is clearly dedicated to collaborative investigation and to mentoring students and others in her research methodology. As one of her collaborators, I personally benefitted from working with Dr. Grotrian and learned from her professionalism and careful attention to detail.

Gary Bieganski, Chair  
Page two  
February 4, 2019

#### Leadership and Service

Dr. Grotrian has amassed a robust record of leadership and service to the college, to her discipline, and to the community. One of her most notable contributions is her service as the Director of the High School Business Contest. During the 17 years that Dr. Grotrian shepherded this event, it grew exponentially in size, in value to the college, and in significance to the K-12 educational community. Countless numbers of students, many of whom attended the college and a few who are now teaching at the college, participated in this event and learned valuable skills for their future education and careers.

Dr. Grotrian's other notable leadership positions include serving for many years and also chairing the Rank, Promotion and Tenure Committee, Faculty Senate, and Judicial Appeals Board. She also served as the NAIA Faculty Athletic Representative for the college, and as Athletic Academic Advisor.

Finally, Dr. Grotrian's most cherished contribution has been her quiet, gentle leadership of faculty in the form of mentoring and coaching both new and veteran colleagues. With a positive can-do attitude, a dedication to teamwork and excellence, and genuine concern for others, Dr. Grotrian has been a valuable role model to all who work with her on a daily basis. Dr. Grotrian's sincerity in her relationships with faculty, students, and staff members has enhanced the lives of all who know her and contributed beyond measure to the success of the college as an institution.

For these reasons, I wholeheartedly and enthusiastically support Dr. Grotrian and her nomination as Faculty Emeritus.

Sincerely,

*Christy L. Hutchison*

Christy L. Hutchison, JD  
Professor of Business

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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***ACTION:*                      Approve Emeritus Status for Dr. Susan Ellis (AP)**

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Dr. Susan Ellis, a faculty member from Wayne State College, who will retire in May 2019, has been nominated for emeritus faculty status based upon the four required criteria for granting emeritus status, as outlined below:

1. Minimum of 15 years of full time employment is met through 19 years of teaching.
2. Earned full professor rank in 2008.
3. Evidence of exemplary performance in areas of teaching, scholarship/creative activities, and service includes serving as the Director of the Museum of Natural History at Wayne State for 5 years and serving as the semester abroad advisor for student trips to Asia and the Czech Republic and serving as Education director for group travels to Jordan.
4. Demonstrated leadership and collaboration through service and contribution beyond normal expectations includes continuing research on pottery human/animal bone and pollen analysis in Jordan and French villages since 1992; continuing excavations in Jordan; reading and speaking multiple languages; and developing and opening the WSC Museum of Anthropology.

Chancellor Turman and WSC President Raymes support Ms. Ellis' nomination and recommend that emeritus faculty status be granted.

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

**ATTACHMENTS:**

- WSC Susan Ellis Emeritus Application 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 Susan Ellis  
 Address P.O. Box 164 Wayne, NE 68787  
 Telephone 402-375-7146

#### 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 Robert Eric Colvard  
 Title Assoc. Professor of History  
 Address 246 Connell Hall  
 Telephone (402) 375-7019

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

Robert Eric Colvard  
 Signature of Nominator

11-14-18  
 Date

Dean Evetovich,

Please accept this letter of nomination for Dr. Susan Ellis as Emerita Professor of Anthropology at Wayne State College. Dr. Ellis has served Wayne State College for 18 years as a successful professor and outstanding colleague. During her tenure at WSC she proposed, designed, developed, and supported the Museum of Anthropology in order to highlight anthropological collections which have been donated to the college.

On her retirement I and my colleague Dr. Phillip Fox plan to act as co-directors for the museum. It is our hope that emerita status for Dr. Ellis would facilitate continued collaboration with her for the benefit of the museum going forward. Dr. Ellis has many decades of museum experience, having worked in museums at Brigham Young University and Washington State University. She also holds a certificate in Museum studies from Brigham Young University.

Thank you,



Robert E. Colvard

# Wayne State College

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

**PRESIDENT**  
(402) 375-7200

January 8, 2018

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. Susan Ellis' nomination for Emeritus Status. Her 18 years of service to Wayne State College as an active faculty member and her involvement on campus make her an excellent candidate.

Dr. Ellis is an accomplished faculty member. She taught numerous undergraduate courses, served on faculty committees, completed a number of research studies and published several articles, along with numerous presentations. She planned and set up the Museum of Anthropology, which includes donations of her collections. Dr. Ellis' scholarship is evident when reviewing her vita.

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

Cordially,



Marysz P. Rames  
President

# Wayne State College

1111 Main Street • Wayne, Nebraska 68787 • wsc.edu • Member of the Nebraska State College System • *Our Focus is Your Future*

VICE PRESIDENT FOR ACADEMIC AFFAIRS  
402-375-7208

January 3, 2019

Dear President Rames,

I am writing this letter on behalf of Dr. Susan Ellis, in support of her nomination for Emeritus Status.

Dr. Ellis has been an effective teacher, and scholar during her 18 years of service at WSC. As a faculty member in the Department of Psychology and Sociology, Dr. Ellis has served in numerous committee leadership roles, published scholarly works, participated in numerous service projects, and planned and set up the Museum of Anthropology on campus. Dr. Ellis's distinguished career, and potential for future contributions will be an asset to the institution.

I recommend Susan Ellis for Emeritus Status without any reservations.

Sincerely,



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

November 15, 2018

Dear Reviewers,

Based upon Dr. Susan Ellis' performance while a faculty member in the School of Natural and Social Sciences and her comprehensive emeritus faculty application, I recommend that that you award her emeritus status.

It is my belief that Dr. Ellis has met all of the criteria for emeritus status. She was a very challenging yet caring classroom teacher. Her course organization and delivery was very good. Her student evaluations were overall very positive and it was evident she cared for her students.

Dr. Ellis has a strong scholarship record. She had a variety of scholarly interests and willingly shared them with her students. She has completed numerous research studies in the area of ethnoarchaeological study of pottery, developed and published numerous research works, has many professional presentations, and was an active grant writer. I am very pleased with the quality and quantity of scholarship that Dr. Ellis has contributed.

Dr. Ellis' service to college and community was very good. Her major contribution to the college was planning and setting up the new Anthropological Museum on campus. Her application details the long list of committees and other faculty leadership positions that she has held. Dr. Ellis was a willing and cooperative member of the faculty. Her character and professionalism was supportive of the college. Dr. Ellis was a very engaged faculty member.

Dr. Ellis is deserving of emeritus status and I encourage you to approve her application.

Sincerely,



Dr. Tammy Evetovich  
Dean, School of Natural and Social Sciences



**SUSAN ELLIS, PH.D.**  
**Professor of Anthropology**

**ADDRESS**

P.O.Box 164  
 Wayne, NE 68787

Phone: (402)375-7146 (office)  
 email: [suellis1@wsc.edu](mailto:suellis1@wsc.edu)

**DEGREES AWARDED**

- 1997 Ph.D. University of Utah, Salt Lake City, UT  
 Dept. of Anthropology  
 Dissertation: Ethnoarchaeology in Egypt: Lifecycle of Modern Pottery Vessels
- 1983 M.S. Brigham Young University, Provo, UT  
 Major: Anthropology  
 Minor: Museology
- 1981 B.S. Brigham Young University, Provo, UT  
 Major: Archaeology  
 Minor: Ancient Studies

**EMPLOYMENT**

- 2000 – Present  
 Wayne State College  
 Division of Social Sciences  
 Wayne, NE 68787  
 Professor of Anthropology
- Promotion to full Professor granted in 2008  
 Tenure granted in 2006
- 2003-2008  
 Director, Museum of Natural History  
 Wayne State College
- ~1989-1999  
 Heritage College, Toppenish, WA  
 Department of Social Sciences
- 1996-2000  
 Walla Walla College, College Place, WA  
 Adjunct teaching: Cultural Anthropology
- 1998-1999  
 Walla Walla Community College, Walla Walla, WA  
 Adjunct teaching: Cultural Anthro. Telecourse
- 1984-1988  
 Washington State University, Pullman, WA  
 Teaching Assistant, Linguistics  
 Museum Assistant, Anthropology Museum  
 Assistant Curator, Museum of Art
- 1982-1984  
 Brigham Young University  
 Teaching Assistant, Museum of Anthropology

**RESEARCH INTERESTS**

Forensic Anthropology	Museology
Geographic Information Systems	Religious symbolism, myths, and ritual

**LANGUAGES STUDIED**

Reading and speaking: Spanish, Arabic  
 Reading: French, German, Biblical Hebrew, Egyptian Hieroglyphs, Latin, Czech, Greek, Old English, several others

**FIELDWORK****EXCAVATION**

June-Aug 1994, 1996	Tell Abila, Jordan, excavation: Area Director
1998, 2000	Islamic-Early Bronze Ages
2004, 2006, 2008,	Education director for group travel within Jordan
2010, 2012, 2014, 2016, 2018	

June- Aug 1997, 2004	Khirbet Iskander, Jordan, excavation: Area Director
2007, 2013	Bronze Age site
	Education Director for group travel within Jordan

June-Aug 1995	Tell Jawa, Jordan, excavation: Area Director
	Iron Age site

July-Aug 1985	Kalispell, Idaho, excavation: Calispel Indian site
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May-July 1983	Tell Qarqur, Syria, excavation, Chalcolithic-Islamic site
---------------	--

June-July 1981	Old Goshen, Utah, excavation, Fremont Indian site
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**RESEARCH**

1992-present	pottery, human/animal bone, and pollen analysis: Abila, Jordan
	Symbols, Myth and Ritual in Religion
	Demography in eastern French villages

1994	Egypt: 2 <sup>nd</sup> phase, Ph.D. research
	ethnoarchaeological study of modern pottery in Egyptian villages

1987	Egypt: 1 <sup>st</sup> phase, Ph.D. research
	ethnoarchaeological study of modern pottery in Egyptian villages

## PUBLICATIONS

In progress: *Interpretation of a Hellenistic Inscribed Stone Tablet from Abila of the Decapolis* (2012).

In progress: *Life and Death in a French Village: Demographic Patterns in Halles-Sous-les Cotes, 1650-1800.*

In progress: *Domestic Ottoman Architecture in Northern Jordan*, for publication by the Department of Antiquities of Jordan

In progress: *Roots of Religion: Symbolism, Myth, and Ritual.* Letter of Interest from Prentice Hall.

Submitted: "Interpretation of Ancient Pottery use at 'Ein Gedi, Israel", to Yizhar Hirschfeld for the final report of the 'Ein Gedi excavation.

2016 "The Ottoman Village," *Excavations at Tall Jawa, Vol. V : Survey, Zooarchaeology and Ethnoarchaeology*, James R. Battenfield, P.M. Michele Daviau, Susan Ellis and Peter R.W. Popkin..

2014 David Vila, Robert Smith, Susan Ellis, "2012 Season Report for Abila of the Decapolis", in the Annual of the Department of Antiquities of Jordan.

2013 Suzanne Richard, Jesse C. Long (Jr.), Rikke Wulff-Krabbenhoft and Susan Ellis, "Three Seasons of Excavations at Khirbat Iskandar: 2007, 2010 and 2013", in the Annual of the Department of Antiquities of Jordan.

2010 Ellis, Susan, "Ground Stone and Small Artifacts from the Cemeteries", in *Khirbet Iskander: Final Report on the Early Bronze IV Area C "Gateway" and Cemeteries*, edited by Suzanne Richard, Jesse C. Long Jr., Paul S. Holdorf, and Glen Peterman.

2010 David Chapman, Robert Smith, David Vila, Susan Ellis, "2008 Season Report for Abila of the Decapolis", in the Annual of the Department of Antiquities of Jordan, 2010.

2006 "The 2004 Season of Excavation at Abila of the Decapolis", David W. Chapman, Robert W. Smith, Susan Ellis, Chelius Carter, and Maria Deutschmann, *Annual of the Department of Antiquities of Jordan*, Volume 50, Amman, Jordan.

1998 "Genital Mutilation and Clitoridectomy," *Encyclopedia of Multiculturalism supplement*, Susan Auerback, editor, Marshall Cavendish Corp., New York.

1997: "Censorship in Anthropology," *Dictionary of Censorship*, Salem Press.

1997: "The 1996 Season at Abila of the Decapolis", *Near East Archaeological Society Bulletin*, Volume 42. W. Harold Mare, Susan Ellis-Lopez, Dar Brooks Hedstrom, Clarence Menninga, Bastiaan Van Elderen, David Vila).

1996: eight articles for *The Latino Encyclopedia*, Salem Press.

1996: "Analytical Techniques in Near Eastern Archaeology: Ethnography and Pottery Study," *Biblical Archaeologist*.

1994: "Adult Education," "Religious Miracles and Visions," "Language and Culture," "Primitive Communal Societies," *Survey of Social Science: Sociology*, Salem Press.

1993: "Preliminary Pollen Report for 1992 Excavation, Abila of the Decapolis, Jordan," *Near East Archaeological Society Bulletin*.

## PROFESSIONAL PRESENTATIONS

*Interpretation of a Hellenistic Inscribed Stone Tablet from Abila of the Decapolis*. Presented for me by Cheryl Eaton, second author, at the Great Plains/Rocky Mountain regional meeting of the American Schools of Oriental Research, St. Louis, MO, March 2014.

*Expedition 2013 to Khirbat Iskandar, Jordan*. Long, Jesse, Suzanne Richard, Rikke Wulff-Krabbenhoft, Susan Ellis. Annual Meeting of the American Schools of Oriental Research, 2013.

*Iron and Roman Period Figurines at Abila of the Decapolis, Jordan*. Annual Meeting of the American Schools of Oriental Research, Atlanta, Georgia, November 2010.

*Roman Period Figurines from Abila of the Decapolis, Jordan*. Great Plains/Rocky Mountain regional meeting of the American Schools of Oriental Research, Omaha, NE. April 2010.

*Early Bronze Pottery Construction Area at Abila of the Decapolis, Jordan*. Central States regional mtg. of the American Schools of Oriental Research, St. Louis, MO, March 2010.

*A Goddess from Abila*. Regional Meeting of the American Schools of Oriental Research. St. Louis, MO, March 2008.

November 2007 Annual Meeting of American Schools of Oriental Research. San Diego, CA. *Updated Analysis of Oil Lamps from Abila*.

*Preliminary Analysis of Oil Lamps from Abila*. Regional Meeting of the American Schools of Oriental Research. St. Louis, MO, March 2007.

*My Life in Ruins: Digging at Abila*. Covenant Theological Seminary, St. Louis, MO, Nov, 2005.

*Throw Me a Bone: Interpreting Artifacts*. Covenant Theological Seminary, St. Louis, MO, Nov 2005.

*Symbolism, Myth and Ritual*. WITT Community College, Sioux City, IA, May 3, 2004.

*Modernization in Traditional Villages*. Central States Region Society for Biblical Literature Meeting, March 28-29, 2004, St. Louis, MO.

*Settlement Patterns at Abila of the Decapolis*. The Fifth Annual Batchelder Biblical Archaeology Conference (Bethsaida excavation), University of Nebraska at Omaha, NE, October 2003.

*Patterns of Village Growth in an Ottoman Period Village, Jordan*. Central States Region Society for

Biblical Literature Meeting, April 6-7, 2003, St. Louis, MO.

*Household Water Procurement in Ancient and Modern Egypt.* American Schools of Oriental Research, Toronto, Ontario, Canada, November 2002.

"World of Biblical Archaeology: Other Sites", Presiding Chair. The Fourth Annual Batchelder Biblical Archaeology Conference, University of Nebraska at Omaha, NE, October 2002.

*Tradition and Modernization in Egyptian Villages.* Third World Studies Conference. University of Nebraska at Omaha, NE, October 2002.

*Pottery Vessel Repertoires in the Ancient and Modern Kitchen.* American Schools of Oriental Research, Denver, CO, November, 2001.

*Replication of Rammeside Pottery Styles by a Modern Egyptian Potter.* American Schools of Oriental Research, Philadelphia, PA, November, 1995.

*Household Styles and Pottery Use in Modern Egypt: Patterns for Archaeology.* American Schools of Oriental Research, Chicago, IL, November 1994.

*Functional Identification of Archaeological Pottery Through Ethnographic Analogy.* American Schools of Oriental Research, San Francisco, CA, November 1992.

*Pottery Reuse in Modern and Archaeological Contexts.* American Schools of Oriental Research, Kansas City, MO, November 1991.

*Modern Pottery Studies and their Application to the Archaeological Record.* American Schools of Oriental Research, New Orleans, LA, November 1990.

*Intercultural Communication in the College Environment.* International Social Science Symposium, Vancouver, Canada, February 1990.

## **SPECIAL PRESENTATIONS AND COMMUNITY INVOLVEMENT**

- |      |   |
|------|---|
| 2017 | <i>Living in Egypt.</i> Alpine School District, UT  |
| 2017 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject Argentina, Chile, Uruguay                     |
| 2016 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject China, Laos, Thailand                         |
| 2015 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject: Hungary, Romania, Moldova                    |
| 2014 | <i>Living in Egypt.</i> Alpine School District, UT  |
| 2014 | Presenter, Nebraska Leadership Education/Action Development Program;  |
| 2013 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject: Czech Republic, Slovak Republic, Poland      |
| 2012 | Escorted students to Israel, Egypt and England after the 2012 excavation.   |
| 2012 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject: Hong Kong, Taiwan, VietNam                   |
| 2011 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject: Ireland, Northern Ireland, Scotland, England |
| 2010 | Presenter, Nebraska Leadership Education/Action Development Program;<br>Subject: Nicaragua, Panama, Costa Rica                |

- 2009 Presenter, Nebraska Leadership Education/Action Development Program;  
Subject: Estonia, Latvia, Lithuania.
- 2009 *Living in Egypt*. North Salt Lake School District, UT
- 2007 Presenter, Nebraska Leadership Education/Action Development Program;  
Subject: Portugal, Spain, Morocco. Wayne, NE
- 2007 *Dry Bones and Dead Bodies*. Wayne Public Library, Wayne, NE
- 2007 *Ancient Egypt*. Nebraska School District
- 2006 *Life in Ancient Egypt*. North Salt Lake School District, UT
- 2006 Presenter, Nebraska Leadership Education/Action Development Program;  
Subject: Australia, New Guinea. Wayne, NE
- 2005 Presenter, Nebraska Leadership Education/Action Development Program;  
Subject: Russia, Ukraine, Poland. Wayne, NE
- 2005 *Czech It Out*. Pi Gamma Mu Honor Society Public Presentation.  
Wayne State College, Wayne, NE
- 2005 *My Life in Ruins*. John G. Neihart Center, Bancroft, NE
- 2005 *Mythunderstanding Myth*. Sioux City Unitarian Church, IA
- 2005 *Life on an Excavation*. Wayne Educational Office Professionals. Wayne, NE
- 2004 Presenter, Nebraska Leadership Education/Action Development Program;  
Subject: East Asia. Wayne, NE
- 2004 *My Life in Ruins: A Summer Dig in Jordan*. Pi Gamma Mu Honor Society Public  
Presentation. Wayne State College, Wayne, NE
- 2003 Presenter, Nebraska Leadership Education/Action Development Program;  
Subject: Central America. Wayne, NE
- 2003 *Religious Similarity, Cultural Diversity*. Sioux City Unitarian Church, IA
- 2002 *Identifying Women's Roles Through Archaeology*. American Association of  
University Women, Wayne, NE
- 2001 *Understanding Islam*. LDS Seminar, Norfolk, NE
- 2000-03 Omaha Tribal Advisory Board
- 1997 *Symbolism, Myth and Ritual*. Cincinnati Bible College, Cincinnati, OH
- 1995-98 *Archaeology*. Young Author's Day, Nob Hill High School, Yakima, WA
- 1995-96 *Women in Science: Archaeology*. Yakima Valley Community College Young  
Women's Day, Yakima, WA
- 1995 *The Dead Sea Scrolls and Nag Hamaddi Documents*. LDS seminar, Zillah, WA
- 1995 *Aging and Culture*. Seminar for Yakima Consortium of Churches, Yakima, WA

#### HONORS AND GRANTS RECEIVED

- 2018 Spring Semester sabbatical: Abila pottery research.
- 2009 Spring Semester sabbatical: Abila pottery research; faculty advisor for Nebraska  
semester in the Czech Republic
- 2008-09 Instructional Improvement Grant, Wayne State College, Forensic Investigative  
materials for Forensic Anthropology Class
- 2008-09 Faculty Improvement Grant, Wayne State College, housing for sabbatical
- 2007-08 Instructional Improvement Grant, Wayne State College, human skeleton for  
Forensic Anthropology class
- 2006-07 Instructional Improvement Grant, Wayne State College, forensic replicas for  
Forensic Anthropology class
- 2005-06 Instructional Improvement Grant, Wayne State College, human skeleton for  
Forensic Anthropology class
- 2004-05 Instructional Improvement Grant, Wayne State College, development of museum  
outreach program

- 2004 Instructional Improvement Grant, Wayne State College, released time for museum development
- 2003 Fellowship to University of Illinois Summer Research Laboratory on Russia and Eastern Europe, Urbana/Champaign, IL
- 2003-04 Instructional Improvement Grant, Wayne State College, development of museum outreach program
- 2002-03 New Initiative Foundation Grant, Wayne State College, museum collections development
- 2002-03 Instructional Improvement Grant, Wayne State College, released time for museum development
- 2002 Fellowship to University of Illinois Summer Research Laboratory on Russia and Eastern Europe, Urbana/Champaign, IL
- 2001 Fellowship to University of Illinois Summer Research Laboratory on Russia and Eastern Europe, Urbana/Champaign, IL
- 1998 Heritage College Opportunity for Personal Enrichment: studies in Washington history, Toppenish, WA
- 1997 Council for the Advancement of Higher Education grant for advanced studies in History, Heritage College, Toppenish, WA
- 1997 Templeton Foundation Fellowship: "Science and Religion"
- 1996 Outstanding Faculty Award, Heritage College, Toppenish, WA
- 1996 NEH Fellowship, Newberry Library: "Native American Women in Academia"
- 1990 Outstanding Faculty Award, Heritage College, Toppenish, WA

#### PROFESSIONAL GRANT WRITING

- 1999 Rotary 3-H Grant for Rotary Club of Yakima, WA
- 1998 Heritage Opportunities for Professional Education grant for studies in Washington history, Heritage College, Toppenish, WA
- 1997 Council for the Advancement of Higher Education grant, Yakima, WA
- 1997 American Red Cross grant for Providence Hospital, Yakima, WA

#### SEMESTER ABROAD ADVISOR

- 2016, 2015, 2014 March-May: Faculty advisor for the Wayne State College Semester in Asia, Providence University, Taichung, Taiwan
- 2011, 2009, 2005 March-May: Faculty advisor for the Nebraska Semester Abroad Program in the Czech Republic; professor of European History w/ focus on central Europe

#### SCHOOL INVOLVEMENT

- 2017 Developed and opened the WSC Museum of Anthropology
- 2017-2018 RPT Committee
- 2011- 2017 Scholarship Committee
- 2011 Scholarship Committee
- 2009 – October advised Drama Club re: Middle Eastern culture in preparation for the play "Two Rooms"
- 2008 – 2010 Technology in Teaching Committee
- 2010 – present Geography Bowl Judge
- 2005-6 Search committee for Dean of the School of Natural and Social Sciences, Wayne State College, Wayne, NE
- 2005-present Faculty advisor, Explorers' Club, Wayne State College, Wayne, NE
- 2003- present curation of Chapin, Kind and Kyle ethnographic collections
- 2003-08 Director, Wayne State College Museum of Natural History, Wayne State

	College, Wayne, NE
2002-04	Display preparation, Hahn Administration Building exhibit case, Wayne State College, Wayne, NE
2002-2017	International Advisory Committee, Wayne State College, Wayne, NE
2001-present	Display preparation, Connell Hall display case, Wayne State College, Wayne, NE
2001-2016	History Day, Wayne State College, Wayne, NE (judging)
2001-2003	Faculty Senator, representing the Department of Sociology, Psychology, and Criminal Justice, Wayne State College, Wayne, NE
1996-98	Faculty Senate Vice-President, Heritage College, Toppenish, WA

## ASSOCIATIONS

American Schools of Oriental Research (currently unregistered)

## Consultant to graduate theses for students outside Wayne State College:

Warood Samarah, Yarmouk University, Irbid, Jordan. "Conservation of Abila".

Jeff Rathman, Wesleyan University, Lincoln, NE. "Workmarks on Animal Bones at Abila".

Gerald Mandersheid, University of Arizona, Tuscon, Arizona. "Temper in Early Bronze Age Pottery at Khirbet Iskander and Abila, Jordan".

Rikke Wulf-Krabbenhoft, University of Upsalla, Sweden. Pottery studies.

Amir Obeidat, Yarmuk University, Irbid, Jordan, "Construction of the site of Mushattah, Jordan.

## ACADEMIC REFERENCES:

Paul Campbell, Ph.D. office: 402-375-7297 home: 402-375-1141  
 Professor of Criminal Justice  
 Wayne State College, Wayne, NE  
[Pacampb1@wsc.edu](mailto:Pacampb1@wsc.edu)

Jean Karlen, Ph.D. home: 402-385-2657 cellphone: 402-922-0159  
 Emeritus Professor of Sociology  
 Wayne State College, Wayne, NE  
[Jekarle1@wsc.edu](mailto:Jekarle1@wsc.edu)

Randy Bertolas, Ph. D. office: 402-375-7018 home: 402-375-5456  
 Professor of Geology  
 Wayne State College, Wayne, NE  
[Raberto1@wsc.edu](mailto:Raberto1@wsc.edu)



**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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**ACTION:** **Approve Revised Organizational Chart for Wayne State College (AP)**

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Wayne State requests approval for a revision to its organizational chart per Board Policy 2500. Currently, the Career Services Office and the Academic Success Center report to the Vice President for Student Affairs and the remaining academic service areas (continuing education, library, registration and records, and service learning) report directly to the Vice President for Academic Affairs. To develop a more effective and efficient academic support services unit, it is being proposed that the Career Services Office and Academic Success Center be moved from Student Affairs to Academic Affairs. Additionally, an Associate Vice President for Academic Affairs position will be created to provide oversight and direction to the following academic service areas: academic success, career services, continuing education, library, registration and records, and service learning. Aligning these services will provide an opportunity for the leaders of these areas to work collaboratively to advance student success initiatives. The units remaining in Student Affairs will be able to focus on student engagement, along with health and wellness. Making this adjustment will enhance Wayne State's ability to further develop a robust student success model focused on improving student retention and graduation rates.

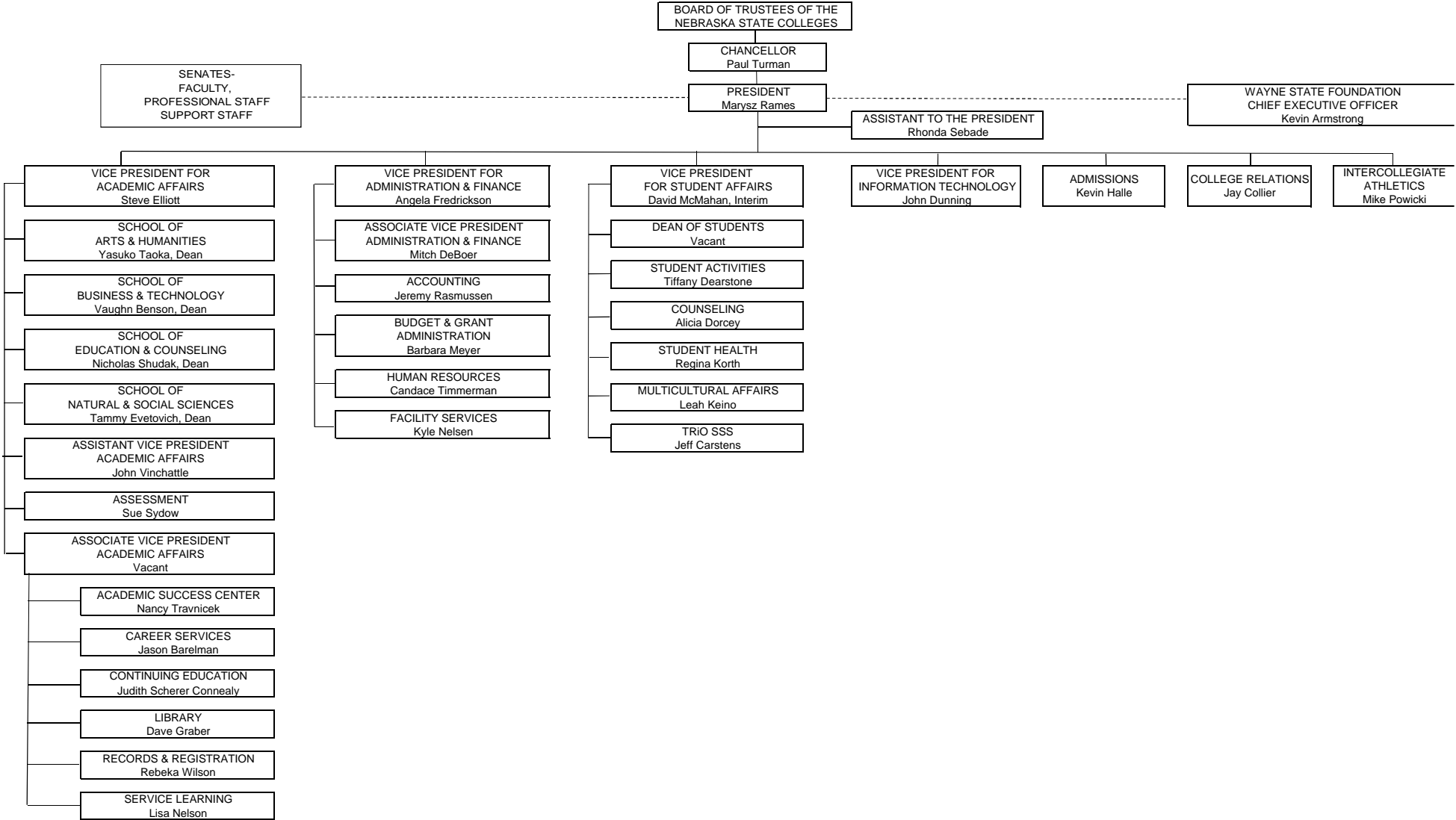
It is also being proposed that the Athletic Director reporting line be changed from the Vice President for Student Affairs to the President. This organizational shift aligns with the other schools in Wayne State's athletic conference (Northern Sun Intercollegiate Conference - NSIC). Furthermore, the President currently works closely with the Athletic Director on key issues such as athlete well-being, compliance, fund raising, and facility needs. Making this change will improve communication and allow the Vice President for Student Affairs to focus on programs and initiatives that support student life.

The System Office and Wayne State College recommend approval of the Revised Organizational Chart for Wayne State College (AP).

**ATTACHMENTS:**

- WSC Revised Organizational Chart(PDF)

# WAYNE STATE COLLEGE Organizational Chart Spring 2019



Attachment: WSC Revised Organizational Chart (2436 : Revised Organizational Chart for Wayne State

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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***ACTION:*                                    Approve Authorization for Chancellor to Bind Insurance Coverages (FFA)**

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In accordance with Board Policy 7008, authorization is requested for the Chancellor to secure insurance for the fiscal year 2019-2020. 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.

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

## ITEMS FOR CONSENT AGENDA

March 21, 2019

**ACTION: Approve LB 309 Allocations and Retrievals (FFA)****Peru State**

1. Allocation of \$90,000 for ADA improvements across campus
 

Allocation Date/Amount	1/10/19	\$90,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$90,000.00
  
2. Retrieval of \$8,620 for Al Wheeler Activity Center transformer replacement
 

Allocation Date/Amount	6/1/18	\$50,000.00
Retrieval Date/Amount	9/28/18	<u>8,620.00</u>
Estimated Project Cost		\$41,380.00
  
3. Retrieval of \$9,100 for Campus tunnel and geothermal project
 

Allocation Date/Amount	10/13/16	\$75,000.00
Retrieval Date/Amount	9/28/18	<u>\$9,100.00</u>
Estimated Project Cost		\$65,900.00
  
4. Retrieval of \$30,077 for Al Wheeler Activity Center water heater and condensate tank replacement
 

Allocation Date/Amount	6/11/18	\$60,000.00
Retrieval Date/Amount	10/23/18	<u>30,077.00</u>
Estimated Project Cost		\$29,923.00
  
5. Retrieval of \$367 for Theatre HVAC, electrical and ADA improvements
 

Allocation Date/Amount	5/30/17	\$560,000.00
Retrieval Date/Amount	11/16/18	<u>367.00</u>
Estimated Project Cost		\$559,633.00
  
6. Retrieval of \$31,439.50 for HVAC fluid cooler replacement in Administration Building
 

Allocation Date/Amount	1/25/18	\$235,000.00
Retrieval Date/Amount	2/26/19	<u>31,439.50</u>
Estimated Project Cost		\$203,560.50

**Wayne State**

1. Retrieval of \$9,090 for Carhart Science Building exterior repairs
 

Allocation Date/Amount	7/31/18	\$20,000.00
Retrieval Date/Amount	1/16/19	<u>9,090.00</u>
Estimated Project Cost		\$10,910.00

Action Item (ID # 2410)

Meeting of March 21, 2019

2. Allocation of an additional \$675,000 for Energy Plant efficiency improvements		
Allocation Date/Amount	12/20/18	\$675,000.00
Previous Allocation(s)	8/14/17	60,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$735,000.00
3. Retrieval of \$28,443.36 for Gardner Business Building roof replacement		
Allocation Date/Amount	8/14/17	\$170,000.00
Retrieval Date/Amount	1/24/19	<u>28,443.36</u>
Estimated Project Cost		\$141,556.64

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

## ITEMS FOR CONSENT AGENDA

March 21, 2019

**ACTION:** **Approve Contracts for Audits for Fiscal Year Ending June 30, 2019 (FFA)**

Proposed rates for audit work performed by BKD for FY 2018-19 are as follows:

Revenue Bond	\$47,825
Facilities Corporation	\$10,250
Federal Awards	\$21,250
TRIO Cluster	\$ 7,800
Perkins Loan Liquidation (if needed)	\$ 1,850

These audit contracts represent the seventh year with BKD. A Request for Proposal (RFP) process was completed in advance of the FY 2012-13 audit. The proposed costs are in line with the annual increases agreed upon through the RFP process for the audits.

Board Policy 9007 provides for the appointment of the Revenue Bond auditor. The revenue bond Master Resolution Section 5.6 requires that the appointed individual Certified Public Accountant or firm of independent Certified Public Accountants must be of national reputation, registered or entitled to practice and practicing as such under the laws of the State of Nebraska.

For the Facilities Corporation, bond documents require that the bond insurer is provided audited financials within 180 days after the end of the fiscal year. The bond continuing disclosure agreements require that the audit be filed with the Municipal Securities Rulemaking Board (MSRB), through Electronic Municipal Market Access (EMMA) no later than 9 months following the end of the fiscal year.

The TRIO Cluster is audited every three years as a major federal program. The amount shown for the TRIO Cluster is in addition to the cost of the Single Audit on Federal Awards. Wayne State College is working on the liquidation of its Perkins Program. The fee for the Perkins Loan Liquidation will only be necessary if Wayne State completes its liquidation during the current fiscal year.

The System Office recommends approval of the Contracts for Audits for Fiscal Year Ending June 30, 2019 (FFA).

## ITEMS FOR CONSENT AGENDA

March 21, 2019

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*ACTION:*                                **Approve Authorization for Chancellor to Sign Contract for Chadron State College (FFA)**

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Chadron State is in the process of contracting to complete the High Rise Plumbing Upgrades. The estimated cost of this project will be \$280,000. This project will be funded through a Contingency Maintenance allocation. Authorization for the Chancellor to sign this contract in an amount not to exceed available funding will assure that the project moves forward in a timely manner.

Chadron State respectfully requests approval of authorization for the Chancellor to sign this contract after bidding is complete.

The System Office and Chadron State College recommend approval of the Authorization for Chancellor to Sign Contract for Chadron State College (FFA).

**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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

---

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

Nicholas/Pate electrical upgrade - approximately \$200,000

Clayburn/Mathews electrical upgrade - approximately \$225,000

Davidson/Palmer electrical upgrade - approximately \$225,000

These projects are being funded through Contingency Maintenance.

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

The System Office and Peru State College recommend approval of the Authorization for Chancellor to Sign Contracts for Peru State College (FFA).



**ITEMS FOR CONSENT AGENDA**

March 21, 2019

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

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

Anderson Hall Restroom Upgrades (Approximately \$118,000)  
Berry Hall Hot Water Heater Replacement (Approximately \$105,000)  
Terrace Hall Air Conditioning and Associated Electrical Upgrades (Approximately \$430,000)  
Student Center HVAC Upgrade - West Penthouse (Approximately \$470,000)

These projects are being funded through Contingency Maintenance.

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

The System Office and Wayne State College recommend approval of the Authorization for Chancellor to Sign Contracts for Wayne State College (FFA).

## ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

March 21, 2019

***ACTION:***                                    **Approve the Recommendation of the Academic and Personnel Committee for the 2019 Teaching Excellence Award Recipient**

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

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

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

### Teaching Excellence Award Nominees for 2019

Chadron State College	Dr. Tracy Nobiling, Professor of Justice Studies
Peru State College	Mr. Matt Hill, Assistant Professor of Music
Wayne State College	Mr. Donald Buryanek, Assistant Professor of Technology and Applied Science

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

## ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

March 21, 2019

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

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

Below are the academic programs that have been successfully reviewed for the 2018-2019 academic year and the subsequent recommendations for continued offering of each.

### **Chadron State**

- Family and Consumer Science - **continue the program**
  - Child & Family Studies
  - Design and Merchandising
  - Public Health and Human Services
  - Nutrition and Wellness
  - Family and Consumer Science Field Endorsement
  - Early Childhood Inclusive Field Endorsement (Birth through Grade 3)
- Interdisciplinary Studies- **continue the program**
- Psychological Sciences - **continue the program**

### **Peru State**

- Psychology - **continue the program**

### **Wayne State**

- Family and Consumer Sciences- **continue the program**
  - Family and Consumer Sciences (non teaching)
  - Fashion Merchandising
  - Foods and Nutrition
  - Interior Design
  - Family and Consumer Sciences Occupational Field Endorsement (6-12)
- Interdisciplinary Studies - **continue the program**
- Psychology - **continue the program**
  - Psychology
  - Psychology Subject Endorsement (7-12)

The System Office recommends approval of the Program Review Recommendations.

### **ATTACHMENTS:**

- CSC Family and Consumer Sciences Program Review Report (PDF)
- CSC Interdisciplinary Program Review Report (PDF)

Action Item (ID # 2403)

Meeting of March 21, 2019

- CSC Psychology Program Review Report (PDF)
- PSC Psychology Program Review Report (PDF)
- WSC Family and Consumer Sciences Program Review Report (PDF)
- WSC Interdisciplinary Studies Program Review Report (PDF)
- WSC Psychology Program Review Report (PDF)

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

**Institution:** Chadron State College

**Program:** Family & Consumer Science - 2019

I certify the following:

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

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

**Evidence of Demand and Efficiency**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		2,616	3,335	3,240	3,027	3,186	3,080.8
<b>Faculty Full-time Equivalency (FTE)</b>		5.08	5.25	5.38	5.54	6.17	5.48
<b>SCH/Faculty FTE</b>		514.96	635.24	602.23	546.39	516.37	563.04
<b>Number of Degrees and Awards</b> <i>(list degrees/awards separately)</i>	Total	9	12	9	10	16	11.2
	BA	7	8	8	7	13	8.6
	BSE	2	4	1	3	3	2.6

**Evidence of Need** (provide a statement below or attach document)

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

*For CCPE staff use only*

Reviewers & Date:

**NSCS Existing Program Review Report: Chadron State College,  
Family and Consumer Science - 2019**

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

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

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

<b>Major</b>	<b>Option, Concentration, Focus Area or Endorsement</b>	<b>Minor</b>	<b>Undergraduate</b>	<b>Number of Hours</b>
FCS	Comprehensive Major		X	57
FCS	Child & Family Studies Option		X	21
FCS	Child Studies Focus		X	21
FCS	Family Studies Focus		X	21
FCS	Design and Merchandising Option		X	20
FCS	Public Health and Human Services Option		X	20
FCS	Nutrition and Wellness Option		X	20
FCS	Education - Field Endorsement		X	52
FCS	Education – Middle Grades Content Area (4-9)		X	52
FCS	Early Childhood Inclusive Field Endorsement (Birth through Grade 3)		X	55
FCS	Early Childhood Supplemental Endorsement (Birth through Grade 3)		X	24
FCS		Child and Family Studies	X	18
FCS		Nutrition and Wellness	X	18
FCS		Textiles and Fashion	X	19

FCS		Gerontology	X	20
FCS		Hospitality	X	21

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

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

- Faculty and faculty-related resources:
  - They are sufficient.
- Informational resources (library, technology, data services, etc.):
  - The LMS, Sakai, CSC Online is adequate. The LLC staff are helpful in procuring and keeping current books and journals related to the content area.
- Physical facilities and instructional equipment, if applicable:
  - They are sufficient.
- Fiscal resources:
  - They are sufficient.

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

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

Chadron State College is the only four-year Family and Consumer Science degree offered in Western Nebraska.

Since the last CCPE report submitted in 2012 the SCH has increased from an average of 2,336 to 3,080.8 or by about 31%. Since the 2012 report the SCH/Faculty FTE has decreased from 839.45 to 563.04, or about 32%. While still well above the CCPE threshold, this

drop is a reflection of increasing the FTE in the program by 2.43 since 2012. The additional FTE are reflected in the increased SCH's for the program, and have helped stimulate the increased and continuing growth in FCS programs.

The program serves a number of other majors and minors, such as education, Health Sciences, Exercise Science, and Physical Education. It also has courses which support the Essential Studies program (general education).

Graduates with a FCS major or minor are employed in a number of fields such as business, hospitality industry, child care, education, gerontology, and nutrition.

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

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



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

**Institution:** Chadron State College

**Program:** Interdisciplinary Studies - 2019

I certify the following:

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

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

**Evidence of Demand and Efficiency**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		NA	NA	NA	NA	NA	NA
<b>Faculty Full-time Equivalency (FTE)</b>		NA	NA	NA	NA	NA	NA
<b>SCH/Faculty FTE</b>		NA	NA	NA	NA	NA	NA
<b>Number of Degrees and Awards</b> <i>(list degrees/awards separately)</i>	Total	35	27	33	42	40	35.4
	BA	35	27	33	42	40	35.4

**Evidence of Need** (provide a statement below or attach document)

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

*For CCPE staff use only*

Reviewers & Date:

Attachment: CSC Interdisciplinary Program Review Report (2403 : Program Review Recommendations)

**NSCS Existing Program Review Report: Chadron State College,  
Interdisciplinary Studies - 2019**

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

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

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

Major	Option, Concentration, Focus Area or Endorsement	Minor	Undergraduate	Number of Hours
Interdisciplinary Studies	Comprehensive Major		X	57

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

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

- Faculty and faculty-related resources:
  - They are sufficient.
- Informational resources (library, technology, data services, etc.):
  - The LMS, Sakai, CSC Online is adequate. The LLC staff are helpful in procuring and keeping current books and journals related to the content area.
- Physical facilities and instructional equipment, if applicable:
  - They are sufficient.
- Fiscal resources:
  - They are sufficient.

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

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

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

- Program meets the thresholds.

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

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

**Institution:** Chadron State College

**Program:** Psychological Sciences - 2019

I certify the following:

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

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

\_\_\_\_\_  
(Date)

**Evidence of Demand and Efficiency**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		3,014	3,181	2,967	2,696	2,395	2,850.6
<b>Faculty Full-time Equivalency (FTE)</b>		5.75	5.13	5.38	4.84	4.83	5.19
<b>SCH/Faculty FTE</b>		524.17	620.08	551.49	557.02	495.86	549.72
<b>Number of Degrees and Awards</b> <i>(list degrees/awards separately)</i>	Total	19	20	28	21	27	23
	BA	19	20	28	21	27	23

**Evidence of Need** (provide a statement below or attach document)

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

For CCPE staff use only

Reviewers & Date:

**NSCS Existing Program Review Report: Chadron State College,  
Psychological Sciences - 2019**

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

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

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

Major	Option, Concentration, Focus Area or Endorsement	Minor	Undergraduate	Number of Hours
PSYC	Psychological Sciences		X	36
		Psychology	X	21
		Social and Personality	X	21

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

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

- Faculty and faculty-related resources:
  - They are sufficient.
- Informational resources (library, technology, data services, etc.):
  - The LMS, Sakai, CSC Online is adequate. The LLC staff are helpful in procuring and keeping current books and journals related to the content area.
- Physical facilities and instructional equipment, if applicable:
  - They are sufficient.
- Fiscal resources:
  - They are sufficient.

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

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

Chadron State College is the only four-year Psychological Science degree offered in Western Nebraska. The program serves a number of other majors and minors, such as education, business, and justice studies, and has courses which support the Essential Studies program (general education).

Graduates with a psychological science major or minor are employed in a number of fields and also go on to pursue advanced degrees in the field.

Since the last CCPE report submitted in 2012 the SCH has fallen slightly from an average of 3,103 to 2,850.6 or by about 8%. Since the 2012 report the SCH/Faculty FTE has declined from 684.99 to 549.72, or about 20%. While still well above the CCPE threshold, the Psychology program has recognized the need to re-evaluate the program. In 2017 a consultant recommended by the American Psychological Association was engaged to assess the program. Many of the recommendations made by the consultant are currently being implemented (see below).

The consultant made six specific recommendations. Incorporated in this document is reporting on progress included in the 2016-2017 Assessment Report.

RECOMMENDATION 1: Program faculty should meet to agree on a program mission that highlights its role in training students in both the discipline and general liberal arts and then define a manageable set of program-level outcomes (based on APA Guidelines 2.0) which can serve as a basis for class-level outcomes.

*This recommendation was completed in Spring 2017.*

RECOMMENDATION 2: Program faculty should engage in a strategic planning process to explore ways to grow the program by collaborating with others in department, school, and college.

*The faculty have participated in the strategic planning process for the 2019-2023 MAP and the Strategic Enrollment Management Planning. In addition, possible areas of collaboration with HPER and Applied Sciences are being explored with a report on potential actions given in April of 2019.*

RECOMMENDATION 3: Faculty should reorganize the numbering and sequencing of each course in the program based on the level (foundational or baccalaureate) of student learning outcomes to create a coherent, hierarchically organized curriculum that scaffolds student learning.

*During the assessment meeting last May 2017, we began the discussion of course sequencing and numbering. We have begun to examine this in detail as part of catalog planning in this academic year. We have also explored resources from academic journals and from APA about commonly offered courses and program requirements in psychological sciences programs. We also explored offerings at community colleges in Wyoming and Nebraska, two university systems in Nebraska, and several other college settings. In response to that review, we have renumbered the following courses to better meet the needs of transfer students.*

*PSYC 331 now PSYC 251                      PSYC 350 now PSYC 238  
PSYC 334 now PSYC 254                      PSYC 433 now PSYC 243*

RECOMMENDATION 4: Faculty and regular adjuncts should align the program-level outcomes to student learning outcomes in each course syllabi and make more explicit how class assessments will measure those outcomes.

*We have revised the learning goals and outcomes, as well as specific indicators and have implemented them into the syllabi for each course. We are analyzing specific class assessments related to the outcomes and indicators and will use the results to refine the goals and outcomes.*

RECOMMENDATION 5: Faculty and regular adjuncts should hold annual assessment meetings to review and analyze assessment data to strengthen shared understanding of the program- and class-level outcomes and identify effective teaching methods for achieving particular outcomes in courses.

*We hold assessment meetings at least twice in an academic year, but need to have a better oversight of how courses are taught and assessment addressed in classes taught by adjuncts. The process of incorporating specific outcomes has been helpful but are still working to ensure that adjunct faculty teaching the courses are relating those assignments to outcomes, and reporting the results back to program.*

RECOMMENDATION 6: Existing space should be allocated to a dedicated Psychological Science Laboratory that can serve the needs of research courses and for a Psychology Club and eventually a Psi Chi chapter.

*We appreciate the recommendation, but since this degree program is offered fully online it doesn't fit with the direction that we are going. The Psychology Club has been meeting for at least one year and we are preparing our application to start a Psi Chi chapter on campus. Psi Chi is an international honor society in psychology associated with the American Psychological Association.*

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

This program meets the thresholds.

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



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

**Institution:** Peru State College                      **Program:** Psychology

I certify the following:

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

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

**Evidence of Demand and Efficiency**

	13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>	4110	3990	3779	4148	3916	3989
<b>Faculty Full-time Equivalency (FTE)</b>	7	7	7	7	7	7
<b>SCH/Faculty FTE</b>	575	598	578	556	543	570
<b>Number of Degrees and Awards</b>  <i>(list degrees/ awards separately)</i>	30	36	38	39	38	36

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

A strong Psychology Program supports the NSCS’s “Educational Excellence” priority in terms of facilitating fulfillment of goal #1 “Promote educational excellence through academic achievement” and #2 “Create a college experience that enriches the lives of our students and prepares them for their chosen careers.” (<http://www.nscs.edu/strategic-plan.htm>) It also supports the “Meeting the Needs of Students” goal defined in the CCPE’s Comprehensive Statewide Plan for Postsecondary Education and can be considered part of the provision of “skills and knowledge needed to succeed as capable employees and responsible citizen” strategy.

The Psychology Program is a critical supporting element necessary to achieve the College’s mission and goals, particularly those associated with developing student capacity for independent inquiry and critical thought. The College offers a Psychology Major and Minor. The program provides students from all three academic schools courses for completing their General Studies

Attachment: PSC Psychology Program Review Report (2403 : Program Review Recommendations)

program. The program also provides required courses for majors in the School of Education, the School of Professional Studies and for the Liberal Arts Degree program. The Psychology program also utilizes faculty to instruct counseling courses for our State of Nebraska Approved Provisional Licensed Alcohol and Drug Counseling program

Student course evaluation feedback in regards to the program reflects a high level of satisfaction with the degree program and psychology faculty performance.

The Psychology faculty have been reviewing, evaluating and updating program goals and outcomes over the past two years. This assessment process will continue in coming years. The College recently received approval for five years (2017-2021) from the Nebraska Department of Health and Human Services for courses to count in the Provisional Licensed Drug and Alcohol Counseling elective area.

All tenure-track or tenured psychology faculty members have terminal degrees. The broad background of faculty members in the department allows students with a wide variety of career and graduate school interests to receive assistance and mentoring from any faculty member within the program. Majors in the program have the benefit of small class sizes and the opportunity to work with faculty on research. The nurturing associated with a low student/faculty ratio gives students the attention they value. The program is also offered online through full time faculty and highly qualified adjuncts.

Psychology faculty members pursue scholarly activities in the field and frequently work with students on research projects. Faculty and students present joint research at regional and national conferences together. Many program graduates pursue master's degrees in psychology or counseling and report success in their programs.

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

This program exceeds the CCPE undergraduate program threshold for average number of credit hours generated per FTE faculty member (570 vs. 300). The psychology program averaged 36 graduates per year over the past 5 years. This substantially exceeds the CCPE threshold of seven. The program now averages over 160 psychology majors at any time. These are almost equally split between on campus and online majors.

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*For CCPE staff use only*

Date: Reviewers &

Attachment: PSC Psychology Program Review Report (2403 : Program Review Recommendations)

### NSCS Existing Program Review Report: Peru State College: Psychology

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

1. Program Description – Provide narrative and suggested table that includes the following information:
  - Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program
  - Definition and number of hours required for program completion (see table below)

Major	Option, Concentration, Focus Area or Endorsement	Minor	Undergraduate	Number of Hours
Psychology	Psychology		BS/BA	57
		Alcohol and Drug Counseling		21
		Psychology		21

- Description of programmatic accreditation, if any: None
- Description of any programmatic concerns based on assessment of program: None. The Psychology faculty have been reviewing, evaluating and updating program goals and outcomes over the past two years. This assessment process will continue in coming years. The College recently received approval for five years (2017-2021) from the Nebraska Department of Health and Human Services for courses to count in the Provisional Licensed Drug and Alcohol Counseling elective area.

2. Adequacy of Resources and related concerns, if any- provide narrative and/or data to confirm that resources in the following areas are sufficient for existing program or to describe concerns related to existing resources:
  - Faculty and faculty-related resources:
    - Currently, the College has four full time faculty positions in the School of Professional Studies. Depending upon the semester, six to seven adjunct psychology faculty are used to instruct online coursework. The adjunct faculty are available and effective. All tenure-track or tenured psychology faculty members have terminal degrees. The broad background of faculty members in the department allows students with a wide variety of career and graduate school interests to receive assistance and mentoring from any faculty member within the program.
  - Informational resources (library, technology, data services, etc.):
    - Library resources are sufficient. A computer equipped with SPSS has recently been added to the library for student research.
  - Physical facilities and instructional equipment, if applicable:
    - Purchases of biofeedback equipment and various Psychology-related software along with the dedication of classroom laboratory space specifically for Psychology students have improved the overall quality of the program and student experience.
  - Fiscal resources:
    - The budget is sufficient to support the program.
3. Evidence of Demand and Efficiency (per established CCPE standards) – submit copy of CCPE Existing Program Review report that includes table with the following information:
  - Student Credit Hours (SCH)
  - Faculty full-time Equivalency (FTE)
  - SCH/FTE percentages
  - Number of degrees and awards

4. Justification and Evidence of Need (if program is below CCPE thresholds) – submit copy of the CCPE Existing Program Review report that provides this information if needed.
  - Not applicable.

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

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

**Institution:** Wayne State College      **Program:** Family and Consumer Science (BA, BS)

I certify the following:

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

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

**Evidence of Demand and Efficiency**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		2,386	2,246	2,221	2,178	2,351	2,276
<b>Faculty Full-time Equivalency (FTE)</b>		4.37	4.36	4.36	4.63	4.49	4.44
<b>SCH/Faculty FTE</b>		546	515	509	470	524	512
<b>Number of Degrees and Awards</b>  <i>(list degrees/ awards separately)</i>	<b>BA</b>	0	1	0	0	0	.2
	<b>BS</b>	15	17	14	11	15	14.4

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

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

For CCPE staff use only

Reviewers & Date:

Attachment: WSC Family and Consumer Sciences Program Review Report (2403 : Program Review Recommendations)

**NSCS Existing Program Review Report 2019  
Wayne State College  
Family and Consumer Sciences**

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

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

- Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program, along with the number of credits required for each (copy/paste out of annual program review spreadsheet sent from System Office or include Excel doc)

<b>Major</b>	<b>Option, Concentration, Focus Area or Endorsement</b>	<b>Minor</b>	<b>Undergraduate</b>	<b>Credits</b>
Family and Consumer Sciences	Family and Consumer Sciences (non-teaching)		BA, BS	57
Family and Consumer Sciences	Fashion Merchandising		BA, BS	56
Family and Consumer Sciences	Foods & Nutrition		BA, BS	51-54
Family and Consumer Sciences	Interior Design		BA, BS	57
Family and Consumer Sciences	6-12 Field Endorsement in Family and Consumer Sciences Occupational Concentration		BA, BS	51
Family and Consumer Sciences		Merchandising & Design		18
Family and Consumer Sciences		Foods & Nutrition		21
Family and Consumer Sciences		Family Life Studies		21
Family and Consumer Sciences		Supplemental Endorsement in Health Sciences		15-16

- Description of programmatic accreditation, if any
  - No external accreditation.
- Description of any programmatic concerns based on assessment of program

Assessment of program includes periodic review of majors/minors, curriculum, and course offerings. A direct measure of student outcomes was implemented in 2014 with the addition of the PrePAC (Pre-Professional Assessment and Certification) Exam from AAFCS (American Association of Family and Consumer Sciences) being administered to graduating seniors each fall in the FCS 410 Professional Development class. Based on the results of this exam, curriculum has been reviewed and some specific changes have been made: in Fashion Merchandising the lowest domain was Operational Procedures, so more focus on those were integrated into existing coursework; in Interior Design all areas scored above the national average, and a professional practice course was added; in Foods & Nutrition the lowest domain was in Food Handling, and the ServSafe Food Handler's Certification was added to the Principles classes; and Family and Consumer Sciences Education scored above the national average. A course on organization and administration for Family and Consumer Sciences Education was added to address content added in Nebraska's Rule 24 Guidelines for Endorsements.

Indirect measures include senior exit surveys and 5-year graduate surveys. Students indicated a need for more in-depth courses in their concentration areas, as many FCS professions are becoming more specialized. Based on this feedback, a few new courses have been implemented to greater meet the needs of students. Online sections of some classes were added during the summer and school year to give students more flexibility in their schedules and to be able to complete their programs in a timely manner.

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

- Faculty and faculty-related resources
 

The five-year average for Faculty Full-time Equivalency is 4.44. This has been accomplished with 3 full-time faculty members, which include 1 tenured and 2 tenure-track faculty, all with terminal degrees. Each concentration and the field endorsement, with the exception of Interior Design, have a dedicated full-time faculty member responsible for the curriculum, courses, and program of study reviews. Adjunct faculty are available to teach courses not taught by full-time faculty. Classes are offered on a rotational basis, with some offered every year, and some offered every other year based on the availability of the faculty.
- Informational resources (library, technology, data services, etc.)
 

The faculty and students of these programs utilize Conn Library for resource materials, sessions with students on database usage, and professional formatting of materials. The Instructional Resource Center in Conn Library is also utilized by both students and faculty. The computer lab is utilized by faculty and students for all courses. Software such as the Adobe Creative Suite is used in the Fashion Merchandising classes, Autodesk Revit in the Interior Design classes, and Food Processor Software in the Foods & Nutrition classes, along with many online resources. Presentation technology including large TV screens, remote cameras, and the VALT



system is used in the Foods & Nutrition and Professional Presentation classes in Benthack 203. A Smartboard is available in Benthack 214, and each classroom has a computer and projector available. Benthack 220 and 205 each have an overhead camera and monitor attached to the projection equipment.

➤ Physical facilities and instructional equipment, if applicable

The Family and Consumer Sciences Program is housed in Benthack Hall. The building is brick and cinderblock construction with suspended ceilings in the rooms. It includes classrooms, faculty offices, and lab space. Classroom space, lab facilities, and equipment in the building would benefit from a renovation (labs original). Lab equipment is purchased on a rotational basis, and as allowed by the department budget. The program would benefit from more extensive upgrades to equipment and technology in order to better align with schools and industry. Classroom updates would include teacher stations at the front of each classroom with better demonstration/presentation capabilities, such as an ELMO document camera or lecture capture software and technology, a new SMART board or similar technology, and enhanced camera and microphone capabilities for Zoom conferencing with speakers. The HVAC system is also in need of updates in order to enhance the learning environment.

Labs include:

- 1) The child development lab (Kiddie College) with observation room, age appropriate toys and centers, combination refrigerator/freezer, storage, and children’s restroom. Updates needed include relocation to the first floor of the building for better accessibility for children and families. All parts of the lab need to be handicapped accessible, and an enlarged space would accommodate the addition of an art and writing center to promote literacy development.
- 2) The fashion/textiles lab is used for 6 courses with project-based/lab experiences in 4 of these courses. The lab houses 18 residential sewing machines, 4 sergers, 1 residential embroidery machine, 2 industrial sewing machines, 4 industry standard dress forms, other clothing/textiles related equipment, a storage room, and storage cabinets and countertops along the walls. To be competitive with like programs from comparable institutions within driving range and offer higher-levels of learning, needed updates include: a high quality document camera and video recording technology that is linked to the projector display for construction and design demonstrations and digital microscopes with LCD screens with syncing capability to project displays for use with textile identification and analysis. To meet program offerings in areas with increased student enrollment, additional residential sewing machines will need to be purchased.
- 3) The interior design lab with design equipment and supplies, sample materials, and storage room. An update to this lab would include design tables, enhanced lighting, a sample showcase area, and updated interior design and art tools and supplies.
- 4) The food preparation/production lab with 5 residential kitchen labs, 4 electric and 1 gas stove, 1 combination refrigerator/freezer, 1 upright freezer, various small appliances, and storage room including laundry facility. Updates to the kitchen lab should support the integration of commercial kitchen equipment (large and small appliances and tools) and spaces, along with updated residential kitchen labs. A handicapped accessible kitchen lab and equipment also needs to be included in the facility. Demonstration cameras and screens should be permanently affixed to the walls in a location where students can easily view. Recording and editing of food demonstrations should be available to students and instructor.

- 5) The computer lab has 10 computers and a printer available for student use. An update to the computer lab would include a teacher work station, projector, and screen/s so it can be used for instruction for classes that use software available on those computers.

The institution does not have a lifecycle replacement plan in place for facilities upgrades, equipment, or technology.

➤ Fiscal resources

Classroom supplies (consumables) are purchased through the use of student fee funds. Equipment and supplies are purchased using funds from the Department of Technology and Applied Sciences (supervised by the department chair) and the School of Business and Technology (supervised by the dean). Funds are available through these sources for faculty travel and professional development, as well.

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

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

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

- Program is above thresholds.

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

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

**Institution:** Wayne State College      **Program:** Interdisciplinary Studies (BA, BS)

I certify the following:

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

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

**Evidence of Demand and Efficiency**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		NA	NA	NA	NA	NA	NA
<b>Faculty Full-time Equivalency (FTE)</b>		NA	NA	NA	NA	NA	NA
<b>SCH/Faculty FTE</b>		NA	NA	NA	NA	NA	NA
<b>Number of Degrees and Awards</b> <i>(list degrees/ awards separately)</i>	<b>BA</b>	0	0	0	0	0	0
	<b>BS</b>	1	2	6	3	2	3

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

Interdisciplinary Studies is a fully customizable independent major program. The program responds to student and employer/market demand in emerging areas that do not have a major program. Students, in consultation with a faculty advisor, design a program of study that combines at least two areas of study. Coursework is selected with the student’s ultimate professional goals in mind. Recent Interdisciplinary majors include “Child Life Studies” (Human Service Counseling and Early Childhood), “Event Management” (Marketing, Management, and Family & Consumer Science), “Photography Design in Sport” (Art, Journalism, and Physical Education). The program is needed as an option for WSC/NSCS to accommodate emerging market demands in a rapidly shifting job market.

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

For CCPE staff use only

Reviewers & Date: \_\_\_\_\_

Attachment: WSC Interdisciplinary Studies Program Review Report (2403 : Program Review Recommendations)

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

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

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

All courses in an Interdisciplinary Studies major program of study are pre-existing courses in current academic departments, and support major programs in those departments. That is, there are no courses devoted specifically for Interdisciplinary Studies major: it is budget neutral.

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

The major program is named “Interdisciplinary Studies” and is supported by currently existing academic units, their faculty, and course offerings.

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

The Interdisciplinary Studies program is designed to respond to student and employer demand in emerging markets, in which NSCS/WSC does not yet have an established major program. Many of these emerging markets are at the intersections of traditional academic disciplines.

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

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

Interdisciplinary Studies majors are, by their nature, customized to meet the unique needs of employers and students. The program is tailored to student demand, which is frequently influenced by employer desiderata or regional interests.

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

Other (detailed explanation).

**NSCS Existing Program Review Report 2019  
Wayne State College  
Interdisciplinary Studies**

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

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

- Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program, along with the number of credits required for each (copy/paste out of annual program review spreadsheet sent from System Office or include Excel doc)

<b>Major</b>	<b>Option, Concentration, Focus Area or Endorsement</b>	<b>Minor</b>	<b>Undergraduate</b>	<b>Credits</b>
Interdisciplinary Studies	Interdisciplinary Studies		BA, BS	50

- Description of programmatic accreditation, if any
  - No external accreditation
- Description of any programmatic concerns based on assessment of program
  - No concerns

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

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

*Interdisciplinary Studies has no resources of its own—it is entirely dependent upon existing faculty, facilities, and fiscal resources for its academic units. Since the number of students seeking the Interdisciplinary Studies major is by nature quite small, any additional burden on the units is negligible. Please see **Appendix A** for program of study that outlines the content of the major.*

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

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

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

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

**APPENDIX A: INTERDISCIPLINARY STUDIES MAJOR APPLICATION**  
**Wayne State College**

**Return to WSC Records and Registration with a completed Change of Major form.**

A student may select an individual program of study cutting across departmental lines. Such programs consist of a minimum of 50 semester hours. The program must be an organized sequence of courses with a major emphasis in one department and supporting work in at least one other department. At least 50% of the hours must be upper level.

An Interdisciplinary Major satisfies the requirement for the field of study in the bachelor of arts or bachelor of science degree.

(Minimum 50 Total Hours – 50% Upper Division Hours)

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

CWID \_\_\_\_\_

Date of Application: \_\_\_\_\_

Number of Hours Completed: \_\_\_\_\_ (must be less than 80 hrs)

Rationale for Proposing the Interdisciplinary Studies Major (including an explanation as to the reasons for the specific design of the major, the educational purposes for integrating the primary and secondary areas of emphases recommended below, and any anticipated career directions you will take with this integrated program).

**Title of Major (to appear on transcript):** \_\_\_\_\_

**Primary Emphasis:** \_\_\_\_\_

(Minimum of 25 hours from one department)

Course Prefix	Number	Title	Credits	Completed (Grade)	Lack (X)

**Total Primary Emphasis Hrs:** \_\_\_\_\_ **Upper Division Hrs:** \_\_\_\_\_

**Secondary Emphasis:** \_\_\_\_\_

(May be more than one department – to total at least 50 hours with above)

Course Prefix	Number	Title	Credits	Completed (Grade)	Lack (X)

**Total Secondary Emphasis Hrs:** \_\_\_\_\_ **Upper Division Hrs:** \_\_\_\_\_

**Total IDS Major Hrs:** \_\_\_\_\_ **Total Upper Division Hrs:** \_\_\_\_\_

(Must include at least 50 total hours with 50% at the Upper Division level)

Academic Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

VPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Policies Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: WSC Interdisciplinary Studies Program Review Report (2403 : Program Review Recommendations)

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

**Institution:** Wayne State College      **Program:** Psychology (BA, BS)

I certify the following:

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

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

**Evidence of Demand and Efficiency**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		2,799	3,219	2,803	2,664	2,523	2,802
<b>Faculty Full-time Equivalency (FTE)</b>		4.00	4.75	4.13	3.25	2.88	3.80
<b>SCH/Faculty FTE</b>		700	678	679	820	876	737
<b>Number of Degrees and Awards</b>  <i>(list degrees/ awards separately)</i>	<b>BA</b>	1	2	2	0	0	1
	<b>BS</b>	17	18	22	13	21	18.2

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

**Justification if the program is below CCPE thresholds** (provide a statement below or attach documentation)

*For CCPE staff use only*

Reviewers & Date:



NSCS Existing Program Review Report 2019  
Wayne State College  
Psychology

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

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

- Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program, along with the number of credits required for each (copy/paste out of annual program review spreadsheet sent from System Office or include Excel doc)

College	Major/Area	Option/Concentration or Endorsement	Minor	Ugrad	Credits
WSC	Psychology	Psychology		BA, BS	36
WSC	Psychology	Psychology Subject Endorsement (7-12)		BA, BS	36
WSC	Psychology		Psychology		21

- Description of programmatic accreditation, if any
  - No external accreditation
- Description of any programmatic concerns based on assessment of program
  - No concerns

**Psychology program description/mission.**

Psychology is the scientific study of behavior and mental processes. The Psychology Program at Wayne State College is designed to provide students a broad foundation of knowledge (e.g., concepts and theories) and skills (e.g., research methods, statistics, communication/interpersonal) in the psychological sciences to meet the needs of students entering graduate school in psychology, other professional schools, and numerous and diverse professions both within and outside of psychology (e.g., counseling, social work, medicine, law, business). In addition to a solid core of psychology courses, the Psychology Program values and provides practical, applied learning experiences for psychology majors, including empirical research and service opportunities. The psychology faculty value the role the study of psychology plays in preparing individuals to better understand and make positive contributions to the complex and diverse world in which we live.

**Assessment**

Psychology program faculty continue to conduct assessment to ensure that students receive a quality education in the *scientific* study of behavior, thought, and emotion to prepare them for opportunities after leaving Wayne State College (WSC), be that further study in graduate or professional school or working in psychology, a psychology-related field, or other field. The psychology program faculty uses direct and indirect measures. Direct measures include a Comprehensive Psychology Exam and faculty evaluation of student research reports representing the culmination of their PSY 405 Experimental Psychology course empirical research projects (see Capstone Experience). The indirect measure is student completion of an anonymous Psychology Major Evaluation questionnaire. All assessment is conducted with majors enrolled in the Psy 490 Assessment Seminar course (ungraded, zero-credit hour, graduation requirement) during their final semester. Results are analyzed and acted upon accordingly.

**Capstone Experience.** PSY 405 Experimental Psychology is considered the psychology major capstone experience. As part of the course requirements, students complete an original research project either individually or as part of a research team (student's choice). The project covers all phases of the research process. Students learn to (a) *generate* a research question, (b) *develop* one or more testable hypothesis using analytical thinking skills, (c) *design* an experiment, (d) *prepare* an application to be reviewed and approved by the WSC Institutional Review Board, (e) *recruit* participants (WSC undergraduate students), (f) *collect* data, (g) *analyze* results using SPSS statistical software, (h) *reach* conclusions using critical and logical thinking skills, and (i) *communicate* results both orally and in writing. The *skills* required of and evidenced by the students are many and varied. With the research team approach, students experience research as a social activity, including both the benefits and challenges associated with working in groups. This, in itself, is a valuable learning experience, both personally and professionally, for what lies ahead after leaving WSC. Students actively experience the scientific process, enduring the highs and lows associated with the rewarding, but often tedious and frustrating, enterprise of "doing research." Although most students will not become producers of scientific knowledge, all will become consumers of scientific (and other) knowledge. In today's environment, perhaps now more than ever, the ability and willingness to think critically and demand evidence for and evaluate claims, scientific and other, is critically important. We psychology faculty are proud of the role our capstone and other psychology program courses play in preparing students for the future.

**Co-Curricular activities.** Two co-curricular student organizations associated with the psychology program area are the Psychology and Sociology Club (open to all interested students) and Psi Chi, The International Honor Society in Psychology (by invitation only based on academic qualifications). Participation in one or both of the co-curricular clubs provides students opportunities to gain valuable leadership experience. Students experience and apply, firsthand, many of the psychological concepts, facts, and theories covered in psychology coursework, for example, leadership styles/functions, small group processes, individual differences, decision-making, conflict resolution, social cognition and behavior, and more. Additionally, both co-curricular groups sponsor speakers, from within and outside of the WSC community, who educate our students on important issues within psychology. Hearing from professionals benefits our students in a variety of ways: it contributes to the students' foundational knowledge of psychology and psychology-related fields, provides opportunities to think critically about psychological issues, and gives them additional insight into possible directions in which to pursue their educational and professional goals beyond their undergraduate degree. Finally, our two co-curricular groups provide students with service—including Service-Learning—opportunities that contribute to their sense of civic engagement and responsibility. Such service allows students to experience the what, how, and why of human

psychology in various real-world contexts outside of the college classroom. In sum, the psychology program area's curricular and co-curricular missions and goals are complimentary, supporting and enhancing each other. They contribute to the students' professional and personal development and success.

**Rural Behavioral Health.** Currently, behavioral care needs are great in rural Nebraska, including Northeast Nebraska. There exists a shortage of mental health and substance use providers. Earlier this November, in collaboration with the Behavioral Health Education Center of Nebraska, WSC hosted a Behavioral Health Mini-Conference and developed the WSC Task Force for Career Development in Behavioral Health to raise awareness of needs and develop initiatives to promote student study in behavioral health care fields. Going forward in today's environment in which evidence-based treatments are highly valued, psychology's reliance on the scientific approach will continue to play an instrumental role in providing the foundation for student preparation in career fields addressing the behavioral health workforce shortage. Psychology coursework is present in the Counseling Major, Criminal Justice's Emergency Management Minor, and Physical Education's Public and Global Health Minor (and Minor or Endorsement to Coach).

**Teacher education.** In secondary education in Nebraska, school administrators are seeking and hiring students with the Field Endorsement in Social Science rather than the Psychology and other Social Science Subject Endorsements (e.g., see [nebraskaeducationjobs.ne.gov](http://nebraskaeducationjobs.ne.gov)). The Field Endorsement enables students to teach a wide variety of social sciences courses. This versatility is especially valued within rural schools. Consequently, the number of Psychology Subject Endorsement students has declined over the years. However, 6 hours of psychology are required within the Field Endorsement in Social Science. It is imperative that these students continue to have access to psychology courses.

**General Studies.** The two full-time faculty with the Ph.D. in Psychology teach General Psychology (PSY 101). Enrollment ranges from 45-55 students in each section, with two to four sections offered each semester. The first online course delivery of General Psychology is scheduled for the spring 2019 semester, with the cap of 30 students enrolled. This will help support students completing online programs of study (e.g., Criminal Justice). General Psychology is a valued option among the courses offered in Core Academic Tenet 5 of General Studies. Students are provided an overview of human behavior, thought, and emotion, valuable to *all* students, especially those going into career fields involving interpersonal relationships (e.g., psychology, counseling, and social work).

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

➤ Faculty and faculty-related resources

Currently, two full-time, tenured faculty with the Ph.D. in Psychology and one to two part-time, adjunct instructors teach WSC Psychology program courses each semester. Adjunct instructors have held the M.S., M.A., or Ed.S. degree. All faculty have access to on-campus offices, informational technology (WSC Network & Technology Services), and other support.

- Informational resources (library, technology, data services, etc.)  
The Conn Library is home to many resources and services for students and faculty, including interlibrary loan, distance library, library classes for credit, and specialized faculty services such as faculty-library instruction, faculty-class instruction, faculty-course reserves, and the faculty-embedded librarian program. Of particular importance and usefulness to students and faculty are the over 25 journal article databases providing access to thousands of journal titles and hundreds of thousands of full-text articles. Included among the databases is PsycARTICLES, which provides access to nearly 200,000 full-text articles from more than 110 journals covering the behavioral and social sciences from as early as 1894.
- Physical facilities and instructional equipment, if applicable  
As a member of the Psychology and Sociology Department within the School of Natural and Social Sciences, psychology is housed in Connell Hall. In addition to its 15 classrooms, there are two computer labs with a combined 42 desktop computers. Courses such as Statistics for Social Sciences and Experimental Psychology are held in one of the labs, providing access to specialized software such as IBM SSPS Statistics 24 for analysis of behavioral research data. Additionally, there is an Observational Research Lab consisting of a one-way mirror and a control room with audio and video equipment for unobtrusive observation and recording of behavior of subjects in the adjacent room.
- Fiscal resources  
Departmental budgets allow for faculty travel for professional development and resource acquisitions.

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

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

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

**Our student credit hour production (SCHP)/FTE is good, with the recent 5-year average for psychology of 737 SCHP/FTE. During this 5-year time period, there was an average of 18.2 BS degrees and 1 BA degree awarded. See p. 6 of this report.**

**Summary:** The WSC Psychology program is a thriving member of the social sciences. Additionally, the program is an integral component of the Counseling program, with psychology coursework providing counseling students the scientific foundation that complements their applied program coursework. Psychology will continue to contribute to the wellbeing of people in the region through preparing students for entry-level jobs in psychology and psychology-related fields, as well as graduate and professional schools (e.g., psychology, counseling, law, medicine, physical and occupational therapy). The need for the scientific understanding of human behavior and mind provided via the study of psychology will always exist. And with the current level of behavioral health care needs in rural Northeast Nebraska and elsewhere (e.g., underserved urban communities), combined with the shortage of behavioral health professionals, the need could not be greater. Couple this with the need to address divisiveness and conflict present in our society, and it is evident the study of psychology will continue to be important and valued.

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

## ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

March 21, 2019

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**ACTION:** **Approve Salary Policy 2019-2020**

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**Non-Unionized Professional Staff.** On July 1, 2019, each College and the System Office is authorized to provide a two and one-half percent (2.5%) salary increase to non-union professional staff employees.

**Non-Unionized Support Staff.** On July 1, 2019, each College and the System Office is authorized to provide a two and one-half percent (2.5%) salary increase to non-union support staff employees.

Background Information:

NAPE/AFSCME Support Staff Employees. The 2019-21 NSCS-NAPE/AFSCME Bargaining Agreement was approved by the Board on January 16, 2019. The Agreement provides a two and one half percent (2.5%) salary annual increase on July 1, 2019 and for incremental salary adjustments based on five, ten, fifteen and twenty years of service.

NSCPA Professional Staff Employees. The 2019-21 NSCS-NSCPA Bargaining Agreement was approved by the Board on January 16, 2019. The Agreement provides for a two and one-half percent (2.5%) annual increase on July 1, 2019.

SCEA Faculty Employees. The 2019-21 NSCS-SCEA Bargaining Agreement was approved by the Board on January 16, 2019. The Agreement provides for a two and one-half percent (2.5%) salary increase on July 1, 2019.

The System Office recommends approval of the Salary Policy 2019-2020.

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

March 21, 2019

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***ACTION:***                                **Approve S.T.E.P. Partnership Agreement Between Norfolk Public Schools and Wayne State College**

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Wayne State requests approval of the Students to Teachers through Educator Pathways (S.T.E.P.) Partnership Agreement with Norfolk Public Schools (NPS). This unique pathways initiative is designed to support high school students interested in becoming teachers, allowing greater accessibility to a variety of teaching endorsement options and opportunities while at Wayne State College, thus increasing their marketability by adding valuable skill sets to their pedagogical repertoire to better serve future students and schools.

The System Office and Wayne State College recommend approval of the S.T.E.P. Partnership Agreement Between Norfolk Public Schools and Wayne State College.

**ATTACHMENTS:**

- WSC S.T.E.P. Agreement (PDF)

**S.T.E.P. PARTNERSHIP AGREEMENT**  
 Between the  
**BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES**  
 doing business as  
**WAYNE STATE COLLEGE**  
 and  
**NORFOLK PUBLIC SCHOOLS**

Overview: This Partnership Agreement (herein after "Agreement") is between the Board of Trustees of the Nebraska State College System (NSCS) dba Wayne State College (WSC) and Norfolk Public Schools (NPS). 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 Norfolk Public Schools, 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 Norfolk Senior High (see below: EDU 150, 250 and 275), students will have greater accessibility to a variety of teaching endorsement options and opportunities while at Wayne State College, thus increasing their marketability by adding valuable skillsets to their pedagogical repertoire to better serve future students and schools.

Under the provisions of this Partnership Agreement made this 11<sup>th</sup> day of February, 2019, WSC and NPS 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, 2019 to be run on the fiscal calendar, ending on June 30, 2020 unless renewed in writing and signed by both Parties.
- 2) In order to maintain compliance with the Nebraska Department of Education's (NDE) Rule 47, WSC and NPS share in the creation and delivery of the career education program of study that is a part of the NPS Career Academy.
- 3) NPS acknowledges that they are solely responsible for the NDE Career Academy components and application, and, that the work with WSC pertains to the career education program of study.
- 4) NPS will work collaboratively with WSC to help build academic calendars and course offerings for the purposes of staffing the STEP courses.
- 5) The program of study is a five-course sequence agreed upon by WSC and NPS after consultation with Kristin Vest (Career Field Specialist – Human Sciences and Education, NDE) and Dr. Jodi Kupper (Vice Chancellor, Academic Planning and Partnerships, Nebraska State College System) on October 30, 2018.



- a. Course #1 (titles tentative): Exploration of Education and Training
    - i. Created by NPS
    - ii. Instruction delivered by NPS
    - iii. No fee
    - iv. Not dual-credit
    - v. Available to Educator Rising or other interested students
    - vi. Course will be offered during the sophomore year
  - b. Course #2: EDU 150 (NDE350001) – Introduction to Education
    - i. Created by WSC
    - ii. Instruction delivered by NPS or WSC
    - iii. Fee-based
    - iv. Dual-credit
    - v. Available to Educator Rising or other interested students
    - vi. Course will be offered during the junior or senior year
  - c. Course #3: EDU 250 (NDE090123) Human Growth and Cognitive Development
    - i. Created by WSC
    - ii. Instruction delivered by WSC unless NPS is able
    - iii. Fee-based
    - iv. Dual-credit
    - v. Available to Educator Rising or other interested students
    - vi. Course will be available during the junior or senior year
  - d. Course #4: EDU 275 (NDE350002) Pk-12 Instructional Design
    - i. Created by WSC
    - ii. Instruction delivered by WSC unless NPS is able
    - iii. Fee-based
    - iv. Dual-credit
    - v. Available to Educator Rising or other interested students
    - vi. Course will be offered during the senior year
  - e. Course #5: NDE Rule 47 Field Experience (NDE350010)
    - i. Created by NPS (in consultation with WSC and to align with Rule 47)
    - ii. Instruction delivered by NPS (in consultation with WSC)
    - iii. No fee
    - iv. Not dual-credit
    - v. Available to Educator Rising or other interested students if possible
    - vi. Course will be offered during the senior year
    - vii. Recommended to be taken in conjunction with EDU 275 to help students reflect on instructional design elements of classrooms when out in the field.
- 6) Should a student be capable and interested in entering WSC at the Level II professional course level, the Benchmarks Chart (Appendix I) indicates the necessary criteria a student would have to satisfy. Consultation with the dean of the School of Education and Counseling is strongly encouraged early in a student's progression through STEP.
- 7) 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, ACT scores, ETS scores, GPA, field experience evaluations, course grades, and course and instructor evaluations. The data gathered will be shared confidentially between necessary parties at either or both institutions. WSC and NPS recognize the need to be compliant with the Family Educational Rights and Privacy Act (FERPA).

- 8) WSC instructors who deliver courses on the Norfolk Senior High School campus will complete NPS specific training, such as, but not limited to: district and building safety protocols, professional boundaries and acceptable use of technology policies, student discipline and child abuse reporting procedures, and Infinite Campus tutorials.
- 9) This Agreement allows for WSC to work with NPS jointly regarding presentations to Educator Rising members, or other interested students or student groups, about STEP.
- 10) Should the district receive the Cooperative Schools Scholarships for every 3 student teachers it receives (as per NSCS Policy 3400), WSC expects NPS to give first consideration of the scholarship awards to a STEP student, or, to other NPS students interested in educator preparation who meet qualifications as per Policy 3400.
- 11) 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 Counseling  
 (402) 375-7164 | [nishuda1@wsc.edu](mailto:nishuda1@wsc.edu)
- AND
- Steven Elliott (or)  
 Vice President for Academic Affairs  
 (402) 375-7208 | [stellio1@wsc.edu](mailto:stellio1@wsc.edu)
- 12) The designated NPS representative(s) for the purposes of monitoring and oversight of this Agreement is:  
 Erik Wilson (or)  
 Assistant Principal  
 Norfolk Senior High School, Norfolk, NE  
 402-644-2529 | [ErikWilson@npsne.org](mailto:ErikWilson@npsne.org)
- AND
- Dr. Jami Jo Thompson (or)  
 Superintendent  
 Norfolk Public Schools  
 402-644-2500 | [JamiJoThompson@npsne.org](mailto:JamiJoThompson@npsne.org)

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

\_\_\_\_\_  
Dr. Paul Turman, Chancellor, Nebraska State College System

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

For the Norfolk Public Schools:

\_\_\_\_\_  
Dr. Jami Jo Thompson, Superintendent

\_\_\_\_\_  
Date

## Benchmarks for Successful Advancement in Educator Preparation

School of Education and Counseling • Effective 8-1-2018

Welcome to the School of Education and Counseling 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 teacher certification. 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 by 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 WSC Field Experience Office (Brandenburg Education building, 2<sup>nd</sup> 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.
- Introductory Video: 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. After viewing, students must digitally sign a Signature Sheet (located in myEportfolio) indicating they understand the requirements.
- 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.efs.org](http://www.efs.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 to advance. Each student's EGP will be reviewed by a faculty committee for evidence of satisfactory progress in knowledge, skills, and dispositions.

→ 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
- CNA 451 Speech Pathology

Early Childhood Inclusive

- 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 Clinical Experience II (includes field experience component)

Middle Level Education

- SPD 302 Inclusive Practices for General and Special Educators
- 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 Clinical Experience

Elementary Education

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

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

- SPD 302 Inclusive Practices for General and Special Educators
  - 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 Clinical 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).

Secondary Education

- SPD 302 Inclusive Practices for General and Special Educators
  - SPD 435 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 Clinical 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 clinical 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: The Application for Clinical Practice is submitted to the Field Experience office one semester prior to clinical practice (form and instructions are available in Chalk & Wire)

**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

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

## Recommendation Process for Advancement in Educator Preparation

To be approved for advancement from one level to the next in educator preparation, students must successfully complete all benchmarks, be recommended for advancement by faculty, and be approved by the Professional Progress Committee. Here is the process for advancement:

### From Level One to Level Two:

For each student enrolled in EDU 275 (considered the capstone class at Level One), faculty in coordination with the Field Experience Office will review evidence and artifacts related to the required benchmarks for Level One. Based on that evidence, one of the following numerical ratings will be forwarded to the Professional Progress Committee (PPC) for consideration:

1. This student exhibits satisfactory progress on all Level One benchmarks and is ready to advance to Level Two.
- OR
2. This student should advance conditionally\* to Level Two for one semester, based on the following concerns: (concerns will be listed)
- OR
3. This student does not exhibit qualities necessary to remain in educator preparation based on the following evidence: (evidence will be provided) The committee is recommending removal from educator preparation.

\*During the semester of conditional approval, the student is required to meet with a designated faculty member a minimum of three times to develop and implement a Plan for Improvement. At the conclusion of the semester, progress on the Plan for Improvement will be reviewed, and a report and recommendation will be made to the PPC regarding readiness to remain in educator preparation. Based on the review, some students will be required to complete a second conditional semester at Level Two; others will continue at Level Two without conditions due to satisfactory progress; and still others will be recommended for removal from educator preparation. Students will not be allowed more than two conditional semesters. Students who are not admitted to educator preparation will be referred to the Counseling Center for advisement on other career options.

### From Level Two to Level Three:

Faculty in coordination with the Field Experience Office will review evidence and artifacts related to the required benchmarks for Level Two, and based on that evidence will send one of the following recommendations to the PPC for consideration:

1. This candidate exhibits appropriate knowledge, skills, and dispositions to be placed for clinical practice.
2. This candidate has NOT exhibited adequate progress on the knowledge, skills, and dispositions required of a professional educator and should NOT be advanced to clinical practice at this time based on the following evidence: (evidence provided) The committee recommends the following remediation steps: (steps provided)
3. This candidate has NOT exhibited adequate progress on the knowledge, skills, and dispositions required of a professional educator, based on the following evidence: (evidence provided) The committee recommends removal from educator preparation.

### From Level Three to Teacher Licensure:

Wayne State's certification officer will review evidence and artifacts related to each of the required benchmarks for Level Three and make a recommendation to the Nebraska Department of Education (or any other state) for teacher licensure/certification. Most states (including Nebraska) require a passing score on a content exam prior to being issued a teaching license. For information about the content exams required in Nebraska or other states, please visit [www.ets.org/praxis](http://www.ets.org/praxis).

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

March 21, 2019

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**ACTION:** **Approve Agreement for Northeast Community College  
Transfer Initiative with Wayne State College**

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Wayne State (WSC) requests approval of the Memorandum of Agreement with Northeast Community College (Northeast). This Agreement is designed to foster a collaborative advising and professional development relationship with Northeast to allow their graduates to seamlessly transfer to WSC and continue their education at WSC.

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

**ATTACHMENTS:**

- WSC and Northeast Community College Partnership Agreement (PDF)

MEMORANDUM OF AGREEMENT  
 Between the  
 BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES  
 Doing Business as  
 WAYNE STATE COLLEGE  
 and  
 NORTHEAST COMMUNITY COLLEGE

This Memorandum of Agreement is designed to foster a collaborative advising and professional development relationship through the creation of undergraduate transfer initiatives between the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College (WSC) and Northeast Community College (Northeast).

Under the provisions of this Memorandum of Agreement made on March 22, 2019, WSC and Northeast agree to the following conditions:

- 1) Northeast and WSC agree to collaborate on the development of program articulations, and provide the information necessary to successfully promote, develop, and maintain the partnership. WSC will host on-campus visit days at the South Sioux City extended campus location and the Lifelong Learning Center in Norfolk for all interested Northeast students and program faculty once per year, as well as visit Northeast at least once each fall and spring semester.
- 2) Northeast and WSC will collaborate on recruitment, advising, and retention efforts mutually beneficial to both institutions. Northeast students are strongly encouraged to work with an academic advisor at WSC and an academic advisor at Northeast. WSC advisors will be available to assist Northeast students with appropriate academic advising related to the student's intended plan of study to complete a Northeast associate degree prior to transferring to WSC. The names and directory information of Northeast students interested in pursuing a 2+2 program with WSC will be provided to WSC to facilitate the advising and registration process. Additionally, 2+2 program articulation materials will be distributed to students and utilized as an advising tool to assist with identifying course to course and program transfer equivalencies.
- 3) WSC will meet annually with Northeast officials to evaluate this Memorandum of Agreement.
- 4) Nebraska Access Program. Students transferring from Northeast to WSC are eligible for the Nebraska Access Program. (Nebraska State College System Policy 3401)
- 5) Tuition Discount. Non-Resident eligible transfer students shall be charged a reduced tuition rate equal to the Nebraska resident tuition rate. The Nebraska resident tuition rate is currently a fifty percent (50%) reduction of the non-resident tuition rate. WSC shall charge Northeast non-resident transfer students the same rate as charged to other WSC students for tuition fees, on-campus housing, and food services. To be eligible for the Nebraska resident tuition rate, Northeast applicants must meet all WSC admissions requirements, and maintain eligibility for enrollment.
- 6) Students who transfer from Northeast will present credits for transfer evaluation in fulfillment with WSC requirements. The use of courses taken at other institutions toward fulfillment of WSC requirements will be assessed by WSC for equivalency.
- 7) Transfer students from Northeast will have the opportunity to apply for WSC transfer student scholarships.
- 8) Transfer students from Northeast are eligible to be 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.



- 9) Amendments to this Memorandum of Agreement will be documented in writing and signed by both parties.
- 10) This Memorandum of Agreement shall expire July 31, 2023 unless terminated earlier by either party upon 90 days written notice to the other party. The Memorandum of Agreement can be extended by an amendment signed by both parties.
- 11) The designated representatives of the parties for the purposes of monitoring and oversight of this Memorandum of Agreement are:

Vice President of Educational Services, Northeast Community College

Vice President for Academic Affairs, Wayne State College

- 12) 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 of the Nebraska State Colleges	Date

For Northeast Community College:

Dr. Michael Chipps, President, Northeast Community College	Date

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

March 21, 2019

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***ACTION:***                                    **Approve Addition of a Criminal Justice Graduate Focus Area for Wayne State College**

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Wayne State would like to seek approval to add the following graduate focus area in the Master of Science in Organizational Management program, beginning Fall 2019:

Criminal Justice Administration (Organizational Management)

The System Office and Wayne State College recommend approval of the Addition of a Criminal Justice Graduate Focus Area for Wayne State College.

**ATTACHMENTS:**

- WSC MSOM CJ Focus Area            (PDF)

**Wayne State College**  
**Proposal to Add a New Focus Area in Criminal Justice Administration and Management to the**  
**Master's of Science in Organizational Management**

**1. Descriptive information**

- A. Name of institution  
Wayne State College (WSC)
- B. Name of program  
Masters of Science in Organizational Management
- C. Degrees/credentials to be awarded graduates of the program  
Focus Area: Criminal Justice Administration and Management
- D. Other programs offered in this field by the institution  
None
- E. CIP code  
30.9999
- F. Administrative units for the program  
School of Natural and Social Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable  
On-Line
- H. Proposed date (term/year) the program will be initiated  
Fall, 2019
- I. Description, including credit hours and other requirements (program of study) and purpose of the proposed program.

**Program Objectives for Criminal Justice Administration and Management:**

The specialization is structured to prepare students for leadership and professional positions in the criminal justice field. For those who want to move into command positions, where leadership and management skills are in high demand, criminal justice professionals with a master's in criminal justice administration and management will be needed in many sectors of society. Job requirements for supervisory positions regularly state (x) years of experience and/or a Master's degree, with the advanced degree counted toward a specific number of years of experience. Therefore, students with such a degree may begin at an agency with 2-3 years of service under their belts.

**Criminal Justice Administration and Management Focus Area: 12 hours**Required

CJA 553	Administration and Management in Criminal Justice	3
CJA 530	Criminology	3

Choose two:

CJA 504	Drugs Alcohol and Crime	3
CJA 505	Family Violence	3
CJA 544	Topics in Criminal Justice (can only be taken once)	3
CJA 551	Violent Crime and Victimology	3
CJA 560	Emergency Management	3
CIS 530	Management Information Systems <b>or</b>	
CIS 577	Project Management	3
POS 510	Public Policy Analysis and Program Evaluation <b>or</b>	
POS 530	Public Policy	3

**2. Centrality to Role and Mission**

Wayne State College's Mission Statement reads: "dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." As part of this mission, the vision is to improve educational opportunities for all students and provide service to individuals, schools, communities, and local government. In our interactions with communities, we have gained an understanding of their needs and we are hoping our students can gather skill sets to apply their knowledge and help in many sectors of the criminal justice field.

**3. Evidence of Need and Demand**

**Need for the program** – provide information, such as data, surveys, or studies, regarding:

i. Workforce needs of business, industry, and employers;

A recent majors scan that was conducted for WSC by Ruffalo Noel Levitz (RNL) noted there is a high demand for the Criminal Justice professionals.

The BLS (Bureau of Labor Statistics) reports show that criminal justice majors will see an increased demand as time goes forward, with an estimated overall growth in this occupation from 2016-2026 of 7%. Corrections officers, for instance, are expected to see an 18% increase in need over the next ten years. Police and detective jobs will see a 7% increase. While many of these positions are entry level (police officer, correctional officer, probation officer trainee), as the demand grows for these positions, the expectation is that the need for supervisory positions will also grow. For those who want to move into command positions, where leadership and management skills are in high demand, law enforcement professionals with a master's in criminal justice administration and management will be needed in many sectors of society.

In 2017, Nebraska employed approximately 7,700 policy officers. The Nebraska Law Enforcement Training Center ( found at <http://nletc.nebraska.gov/index.html>) provides a list of employment

opportunity to undergraduate students (once management level positions are filled internally if possible), and the listings regularly confirm that there are 10+ vacancies available for command positions across the state.

This program also responds to the requirement of Nebraska state law LB 817 (which was rolled into LB 1046) for all certified and reserve officers to obtain a minimum of 20 hours of continuing education each year in the areas of criminal justice or law enforcement. The Nebraska Police Standards Advisory Council adopted this requirement in Chapter 17-Law Enforcement Continuing Education Requirements. Post-secondary courses count toward the annual requirement, which allows coursework for this program to assist officers in completing their continuing education.

The criminal justice program at WSC is a strong program with over 200 majors. With the addition of our online undergraduate program, the newly built crime scene investigation facility, and well-respected faculty we only expect the program to grow. Many of our undergraduate students will be seeking graduate degrees and wanting to work while they pursue their degree online.

ii. Job and educational advancement opportunities for graduates; and

In many cases, a bachelor's degree in criminal justice is enough to employ anyone committed to the field but, it is not sufficient for job advancement. According to a 2017 report from the Fullerton Center for Public Policy (<http://cpp.fullerton.edu/projects/index.aspx>), while most law enforcement organizations do not require a college degree to be hired as policy officer, the value of advanced education increases dramatically for being promoted, especially at the rank of Lieutenant. Additionally, criminal justice management programs prepare students for leaderships roles in numerous settings and can provide a career boost, whether that be in a management position within the organization or leadership roles in other settings, such as corrections, federal government, or within non-profit organizations.

The field of criminal justice is growing, not just in number of jobs and salaries, but in the variety of positions from which to choose. At the same time, competition for jobs can be fierce. Highly qualified military veterans and highly educated graduates with criminal justice job experience are first in line for the jobs that have better pay and more responsibility. Earning a master's degree in criminal justice is a great opportunity for our graduates to stand out against the competition and advance in their criminal justice careers by remaining current with changes in technology and regional and state policy and strengthening critical thinking and problem-solving skills. Completing a graduate degree can provide short-term opportunities for promotion as well as long term opportunities such as becoming a police chief, working for a non-profit organization, or being considered for positions at the federal level.

iii. Potential for the program to contribute to society and economic development, where appropriate.

Most jobs in management typically find jobs in emergency management, university campuses, environmental protection, or in federal agencies such as the Department of Homeland Security. Because this degree is so broad it can be applied to a number of positions within these sectors, from an air marshal or policy analyst to a corporate security officer or an emergency management director. Other jobs may be correctional officer supervisor, police and detective supervisor, criminologist, and security management.

**Demand for the program** – provide studies, surveys, or other evidence about student demand:

Based on feedback from current undergraduate students, who have expressed interest in the program, we believe we will have a steady stream of students apply for the program with 6 new students applying the first year and eventually building to 25 students in the program within the first 5 years. Six students moving through the program as a cohort would be the minimum number to sustain the program. The online availability of the program provides flexibility and access for potential students across the region. Beyond word of mouth from WSC students, initial marketing of the program will be focused on local and regional police departments, jails, correctional facilities, probation/parole offices, and military recruitment offices, as they are promising organizations from which to recruit students.

#### **4. Adequacy of Resources –**

Faculty and Staff: No additional resources are anticipated. We will be adding one new course (CJA 553 Administration and Management in Criminal Justice, which will be cross listed as CJA 453 as well) and creating cross-listed versions of existing 400-level courses, which include CJA 404/504, CJA 451/551. And CJA 460/560. Therefore, there will be minimal impact on FTE and facility resources, as current offerings should be able to absorb additional students for the graduate focus area. The initial plan is to reserve six seats in each cross-listed course for these graduate students; however, as the program continues to grow, there may be a need for additional sections. At that point, the collaborative relationships that WSC has developed with individuals in the field provide us with access to adjunct faculty who would be eligible to teach these courses.

Physical Facilities: No anticipated needs.

Instructional Equipment and Informational Resources: No immediate needs anticipated.

Budget Projections: No significant changes are expected for the short term. The new course is scheduled to be offered during the summer, so this could bring an added instructional cost to the program's summer budget. However, faculty load is based upon demand and need, so it may be that the new course will be offered in place of an existing course.

#### **5. Avoidance of Unnecessary Duplication**

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

UNL - The MS is a terminal degree for criminal justice professionals that includes coursework in criminology and criminal justice plus a cognate area. It culminates in an applied capstone project. The MS is a 36-hour program that can be completed on campus or online.

UNO - The Master of Science degree in Criminology and Criminal Justice is a 36-hour program (11 classes and a capstone course) offered in an online format or alternatively through on-campus evening classes. Full-time students can complete the degree in 18 months; part-time students may choose to pursue the degree at a slower pace.

Bellevue University - Masters Degree - Criminal Justice (online)

**Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact: \*Not online unless noted**

Illinois State University - Criminal Justice  
 University of Illinois at Chicago - Criminology, Law, and Justice  
 University of Wisconsin – Milwaukee and Plateville - Criminal Justice  
 Indiana University – Purdue - Master of Public Administration - Criminal Justice, Master of Public Management - Criminal Justice  
 Indiana University Bloomington - Criminal Justice, Security Informatics  
 Rasmussen College - Behavioral Analysis (online), Criminal Justice (online), Criminal Justice Administrations (online), Disaster Management (online), Executive Crime Management (online), Homeland Security (online), Public Safety Administration (online)  
 Fort Hayes State - Master of Liberal Studies - Liberal Studies (Criminal Justice Concentration)  
 Washburn University - Criminal Justice  
 Wichita State University - Criminal Justice, Public Administration/Policy  
 Colorado Technical University - Criminal Justice (online), Homeland Security (online)  
 Lindenwood University - Criminal Justice Administrations, Public Management  
 Missouri Southern State University - Criminal Justice (online)  
 University of Missouri St. Louis - Criminology and Criminal Justice

**For graduate and professional programs, identify similar programs offered in contiguous states that would be reasonably accessible to Nebraska residents. \*Not online unless noted**

Colorado Technical Institute - Sioux Falls Master of Science in Management - Criminal Justice (online)  
 Minot State - Criminal Justice  
 Upper Iowa - Criminal Justice (online), Homeland Security (online)  
 Concordia University St. Paul - Criminal Justice  
 North Central University, Minneapolis - Criminal Justice (online), Homeland Security (online)  
 St. Mary's University, Winona - Public Safety Administration  
 St. Cloud State University - Criminal Justice, Public Safety

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

Consistency with the Comprehensive Statewide Plan for Postsecondary Education:

In reviewing the document published by the Nebraska Coordinating Commission for Post-Secondary Education, we are convinced that the focus area in Criminal Justice Administration and Management would address especially the goal of “Meeting the Needs of the State” for trained and “Meeting Educational Needs Through Partnerships and Collaborations”.

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

March 21, 2019

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***ACTION:***                                    **Approve Addition of Integrated Technology Support Concentration for the Computer Information Systems Major for Wayne State College**

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Wayne State would like to seek approval to add the following concentration for the Computer Information Systems major, beginning Fall 2019:

Integrated Technology Support Concentration

The System Office and Wayne State College recommend approval of the Addition of Integrated Technology Support Concentration for Wayne State College.

**ATTACHMENTS:**

- WSC - Integrated Technology Support Concentration      (PDF)



**Wayne State College**  
**Proposal to Add a New Concentration to the**  
**Computer Information Systems Major**  
**Integrated Technology Support Concentration**

**1. Descriptive information**

- A. Name of institution  
Wayne State College (WSC)
- B. Name of program  
Computer Information Systems --- Integrated Technology Support Concentration
- C. Degrees/credentials to be awarded graduates of the program  
Bachelor of Science in Computer Information Systems -- Integrated Technology Support Concentration
- D. Other programs offered in this field by the institution  
 Computer Science  
 Computer Information Systems – Programmer/Analyst Concentration  
 Computer Information Systems – Networking Concentration  
 Computer Information Systems – Web Analyst Concentration  
 Computer Information Systems —Applied E-Commerce Concentration\*  
 Management Information System Minor  
 Computer Science Minor  
 Computer Information Systems Minor

\*It should be noted that (in a separate proposal) the Applied E-Commerce Concentration is being deleted from the CIS program and some of its content merged into the Web Analyst Concentration to create a single concentration. This is due to the natural convergence that has occurred in recent years regarding the areas of E-Commerce and Web technologies. The addition of the Computer Information Systems – Integrated Technology Support Concentration will not add to the total number of concentrations within that CIS major, because Applied E-Commerce will disappear as a concentration, offsetting the addition of the new concentration.

- E. CIP code  
11.1006
- F. Administrative units for the program  
Computer Technology and Information Systems (CTIS) Department;  
School of Business and Technology
- G. Proposed delivery site(s) and type(s) of delivery, if applicable  
Wayne State College, In-Person Course Delivery
- H. Proposed date (term/year) the program will be initiated  
Fall, 2019

## I. Description

This 21 credit-hour Integrated Technology Support Concentration within the 57 credit-hour Computer Information Systems major is designed to provide students with the knowledge and skills necessary to perform troubleshooting of computer hardware, software, and related systems, as well as be able to effectively deliver technical assistance, advice, and other forms of support and training to users of technologies and information systems. Students will receive instruction in a range of technologies, plus gain experience with a range of tools to support the performance of their work in this field. The art and science of serving end-users at all levels and within all functions of the organization will also be explored, and the development of “soft-skills” that complement the technical skills will be fostered.

### Major in Computer Information Systems (BA or BS) 57 hours

Computer Information Systems majors should meet with their advisors to determine the appropriate mathematics courses and science courses to satisfy their General Studies requirements.

#### Computing Core Courses: 36 hours

CIS	132 Principles of Computing & Information Systems .....	3
	140 Intro to Microcomputer Operating Systems .....	3
	171 Networking I.....	3
	360 Comp Info Sys: Analysis & Design .....	3
	366 Introduction to Data Base .....	3
	372 Computer Hardware .....	3
	480 Seminar in Comp Info Systems.....	3
CSC	150 Programming Fundamentals I.....	3

#### Plus Business Support Area:

BUS	142 Survey of Accounting .....	3
	208 Business Communications .....	3
	260 Management Theory and Practice .....	3
CIS	352 Structured Business Programming .....	3

#### Plus at least ONE of the following Concentrations:

#### Integrated Technology Support Concentration: 21 hours

CIS	271 Networking II.....	3
	369 IT Support and Management .....	3
	430 Management Information Systems .....	3
	472 Advanced Computer Hardware and Embedded Systems ... ..	3
	477 Project Management .....	3
CSC	378 Robotics .....	3
	Upper Division Committee-Approved Electives.....	3

#### Networking Concentration: 21 hours

CIS	271 Networking II.....	3
	361 CIS: Design, Implementation, & Evaluation .....	3
	371 Networking III.....	3
	471 Networking IV .....	3

479 Network Design and Administration.....	3
CIS 160 Programming Fundamentals II.....	3
Upper Division Committee-Approved Electives.....	3

**Programmer/Analyst Concentration: 21 hours**

CIS 361 CIS: Design, Implementation, & Evaluation .....	3
466 Advanced Data Base .....	3
477 Project Management .....	3
CIS 160 Programming Fundamentals II.....	3
365 Scripting Languages.....	3
Upper Division Committee-Approved Electives.....	6

**Web Analyst Concentration: 21 hours**

CIS 361 Software Engineering .....	3
375 Intro to E-Commerce.....	3
CIS 165 Intro to Web Development.....	3
365 Scripting Languages.....	3
465 Advanced Web Development .....	3
Upper Division Committee-Approved Electives .....	6

**NEW Undergraduate Course Descriptions**

CIS 369 IT Support and Management (3) Prerequisites: CIS 130 or 132.

This course is study of the processes, procedures, approaches, support mechanisms, communications flows, management tools, and technological tools used in supporting operational and tactical deployments of information technologies and systems in a variety of types of modern organizations. Emphasis is placed on the knowledge and skills needed by the support position employees working in the technological arena to support organizational activities and various categories and types of end-users of applications and information technologies.

CIS 472 Advanced Computer Hardware and Embedded Systems (3) Prerequisite: CIS 372 or instructor approval.

This course addresses advanced topics in the study of computer hardware systems, including processors, memory, storage devices, display technologies, input technologies, output technologies, and various other hardware components and approaches. The course also covers embedded technologies commonly found within other types of dedicated devices and general-purpose devices.

The remaining portions of the new concentration package a subset of currently offered Computer Information Systems and Computer Science courses already in the WSC Catalog that are relevant to the Integrated Technology Support Concentration and serve the purposes of the academic program.

**2. Centrality to Role and Mission**

Wayne State College’s Mission Statement states that the institution “is a comprehensive institution of higher education 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. This new

concentration will improve educational opportunities for students with a specific interest in learning about this area of information systems. Currently, such students have to select from one of the other available concentrations and then hope to convince potential employers that their preparation has prepared them for technology support positions, help desk positions, and similar types of employment.

In addition to providing students with a more relevant and targeted option for their concentration, the creation of the concentration will provide an academic credential in the form of that concentration that is more closely aligned with the students' desired field of employment. As information technology and related technologies have permeated the personal lives of citizens and is also now used by all sizes and types of organizations, the need for qualified information technology support professionals has grown dramatically. The preparation of students for careers in this field will ultimately serve individuals, schools, communities, employers, and other stakeholders.

In addition, the merging of the Applied E-Commerce Concentration into the Web Analyst Concentration (addressed in a separate proposal) creates delivery efficiencies without sacrificing the quality of those programs, thus permitting the Integrated Technology Support Concentration to be added while keeping the total number of concentrations within the Computer Information Systems degree program steady at a level of four total concentrations. This attests to appropriate stewardship of resources used to deliver computing academic programs. In development of this new concentration and the proposal to bring it into existence, faculty and department chairs from the areas of Communication Arts, Business & Economics, Art and Design, and other academic areas were consulted.

In addition, the proposal was discussed at length in the Academic Policies Committee on multiple occasions, permitting representatives on that committee time to take information and concerns back to their respective departments and to return to have the opportunity to voice questions and concerns about the proposal, as well as to suggest edits and improvements. That committee has representation from all academic departments on campus.

### 3. Evidence of Need and Demand

#### Need

The increasing prevalence of information technologies and related technologies in all aspects of modern society has driven demand for technology support specialists. The United States Department of Labor's Bureau of Labor Statistics reports in their current Occupational Outlook Handbook (found at: <https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm>) that the 2017 median pay for computer support specialists is \$52,810 per year. The number of jobs in this area reported for 2016 was 835,300. The projected growth rate for jobs in this field from 2016 to 2026 is an increase of 11%, which is considered faster than the average growth rate of other fields. As more types of organizations implement information technologies and become dependent upon those technologies to function, the number of support specialists employed by those organizations or employed by firms that provide technical support to those organizations tends to grow.

Within Nebraska, the most recent H3 report (found at <https://networks.nebraska.gov/gsipub/index.asp?docid=1165>) reflects that for Computer Support Specialists, 2016 employment was at 4,138 with employment by 2026 forecast to be 4,711. That is a projected increase of 573, or approximately 13.9%. Factoring in labor force exits, occupational transfers, and the 573 growth openings, the projected total openings for the area is shown as 3,749

during that period, or approximately 375 openings per year. Therefore, these numbers reflect a high need for workforce in this area. Average Annual Wage for Nebraska is shown as \$48,167, which is about \$4,643 lower than the national average identified above. However, this difference may be due to the H3 report's use of 2016 pay amounts versus the national reporting using current year dollars.

With the Internet of Things (IOT) poised to add billions of devices to our information technology ecosystems in the coming decade and beyond, support for technology will continue to be needed and the needs will continue to grow. Over the past few years, anecdotal evidence has been compiled from visits with employers of our graduates, providers of internships to our students, people from the Human Resources departments at those organizations who come to campus for presentations or career fairs, and members of our CTIS advisory board. The Nebraska firms primarily reflect Omaha, Lincoln, Norfolk, Columbus, and South Sioux City and range from major for-profit organizations to medium-size and smaller business organizations, but also include governmental agencies, educational institutions, hospitals, public utility organizations, telecommunications providers, and broadcasting. Overall findings point to perceptions among those organizations that the ability to find prepared, adequately qualified technology support individuals is likely to become increasingly challenging as demand for such individuals continues to rise.

#### Demand

There are a number of reasons that students need a technology support program of study and thus generate demand for such a program. The experience of CTIS Department Faculty during the period from 1991 to early 2019 has shown that as students explore the range of possibilities for employment in the computing and information technology fields, there is a considerable number of those students who gravitate towards preparation for and employment in the types of jobs in which technology support is their primary activity. In the Occupational Outlook Handbook information for Computer Support Specialists (cited above), the attribute that addresses the need for work experience in a related field to be able to enter such positions is labeled as having a value of "None". This is indicative of the fact that pursuit of employment as a Computer Support Specialist or other similar information technology support position is more likely to provide an entry level position that avoids the situation found in other occupations wherein two or more years of experience are needed to have a chance at being employed, yet there are very few entry-level positions in which that initial experience can be acquired.

Over the past several years, anecdotal evidence has been compiled through an array of activities, including prospective student visits of potential incoming freshmen (high school students), prospective student visits of potential transfer students, initial transfer advising meetings, and ongoing CTIS faculty advising meetings with current students. As a result of these interactions, we have found that some students like to know in advance that they are entering a field (such as information technology support) that has fewer barriers to entry. A considerable percentage of each incoming set of freshmen and transfer computing students self-identify as being students who prefer experiential learning to other forms of learning. Historically, those students tend towards programs of study that involve more "hands-on" work with the technology and for most that means the type of instruction that involves computer hardware, software applications, operating systems, basic networking, robotics, and similar technologies. These are the very focal point of the new Integrated Technology Support Concentration.

The academic programs of the CTIS Department have experienced a steady growth each year for the past five years. As the number of total students in those programs grows, the number of students interested in the area of technology support also tends to grow. The recent completion of the new Center for Applied Technology Building at Wayne State College is anticipated to further spur growth in academic programs related to computing. With new labs in that building that address computer hardware, embedded technologies, networking, robotics, applications development, and applications use, there exists the potential for considerable synergies between those facilities and the delivery of an information technology support-oriented academic program.

The new building also offers enhanced opportunities for outreach to K-12 school systems and their students, helping to fuel further interest in careers in the technology support field. The Center for Applied Technology has also helped to fuel discussions regarding the potential for expanded articulation agreements and transfer programs with regional community colleges and career academies. These discussions point to the potential for expanded demand for courses and an academic degree program focusing on technology support. Through recent visits with alumni of the CIS program, several graduates of other (non-technology support) computing academic programs have discovered that leveraging their technical support skills and knowledge can get them an entry level position in an organization where they seek employment. They began their employment in technical support positions and have been able to move vertically or horizontally within the organization over time. This helps to confirm the perception that technology support roles may offer less restrictive entry points into the organization of one's choice.

#### 4. Adequacy of Resources

##### Faculty and Staff Resources

At this time, the new Integrated Technology Support Concentration can be implemented with existing faculty and staff. All of the courses except for the two new proposed courses are being taught regularly by CTIS department faculty. With the expected elimination of CIS 140 Introduction to Microcomputer Operating Systems as a course offering, the two new courses can be taught as part of faculty load or as overload assignments, depending upon the timing of when they are offered. No additional faculty members, graduate assistants, administrative, or support staff are required to support this new concentration. Should the new concentration grow to an enrollment level that exceeds 15 students at any one level (freshman, sophomore, junior, or senior), additional sections of courses may be needed in the future.

##### Physical Facilities

The proposed program will be located with the Computer Technology and Information Systems (CTIS) academic department within the School of Business and Technology (SBT) at Wayne State College. The CTIS Department has classrooms, laboratories, and faculty offices in Gardner Hall on the Wayne State College campus, plus with the recent opening of the new Center for Applied Technology (CAT) building that is connected to Gardner Hall, four additional classroom/laboratories and multiple storage and technology testing areas are assigned to use by the CTIS Department in that building. No additional physical facilities beyond those currently available and used by the CTIS Department will be necessary to support this proposed academic concentration. Because the CAT building is new, no additional renovation of the existing facilities to be used for delivery of the proposed concentration is anticipated for the next ten years. In the design of the building, efforts were made to successfully create functional, flexible, and adaptable spaces.

### Instructional Equipment and Informational Resources

The new computers, data services, and telecommunications connectivity provided in the new Center for Applied Technology building, coupled with the support provided by Wayne State College's Network and Technology Services (NATS) office will be very adequate for the delivery of the proposed academic concentration. In addition, the CTIS department has several sets of current and legacy technologies that can supplement the new equipment, providing students with a more robust range of technology support experience. Minor library holdings expansion will be required for the new concentration, but those are easily accommodated by using only a portion the current allocation of funding for library resource acquisition for the computing subject group annually. In addition, students in the proposed technology support concentration will, as part of their instruction, be expected to develop proficiency in making use of online resources, making them not very heavily dependent on library holdings.

### Budget Projections for First Five Years of the Program

As this proposal seeks to add a concentration to an academic program, while simultaneously merging two existing concentrations that are within that concentration into a single combined concentration, the short-term budget impact of adding this proposed concentration is anticipated to be negligible on the cost side. The proposed concentration does, however, offer potential for enrollment growth, which could prove to be favorable to the budget from a revenue perspective. As discussed earlier, should the program result in more than 15 students enrolled at any level, especially for coursework offered at the junior or senior level, additional course sections may be needed which can initially be covered through adjunct instruction and/or reassignment of full time faculty course loads.

## **5. Avoidance of Unnecessary Duplication**

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

The University of Nebraska-Kearney has an Information Technology Program that lists "Computer Support Specialist as among nine career opportunities presented by that degree program. Closer inspection of the courses within that degree program and the other Information Technology and Computer Science (and related) academic program courses reveals that technology support, end-user support, applications support, and similar topics are not the central focal points of those programs or the courses therein, but rather, those support functions are tertiary to the main thrust of each program. The University of Nebraska-Lincoln and the University of Nebraska-Omaha also have programs for which Information Technology support knowledge and skillset development is a possible subordinate outcome or by-product of the true focal points of the academic programs.

The website page for Midland University's Computer Science major lists "Information Technology Support Specialist" as a popular career for students completing that academic program.

Hastings College also takes a similar approach, but provides a success story of a student who started a career in technology support and moved on to bigger things with the progression of that career.

Bellevue University has programs in Computer Information Systems, Cybersecurity, and Information Technology that seem to take a similar approach in seeming to assume that technology support is something that anyone who has been through one of those academic programs could do successfully.

A check of other public and private colleges reveals the same type of situation at each that has computing and information technology programs. At the baccalaureate level, there is more of an assumption that any computing or information technology person can be very good at technology support, rather than a direct effort to ensure that they are well-prepared to excel in that role.

The community colleges tend to approach technology support more directly than their four-year counterparts in higher education. Metropolitan Community College, for example, has an option in their Information Technology degree and that option is entitled “Desktop Support Specialist”. While that program is more narrowly focused than the proposed Integrated Technology Support Concentration that this document addresses, the Metropolitan Community College program does directly address some facets of technology support.

Northeast Community College has a Technical Services Support certificate aimed at a portion of the skills needed for entry-level support, but it does not cover the full range of technical support topics necessary for a successful career in that field, nor does it address higher-level topics such as the planning and management of integrated technology support operations and the alignment of such support efforts with the organization’s tactical and strategic plans.

Central Community College has an Information Technology and Systems Technical Support AAS program that has an IT support course, a mobile support course, and a “Tech Support Capstone” course, giving their program substance regarding solid preparation for entry-level technical support roles in addition to the general technical background that is assumed to provide what is needed for technical support in other areas.

Mid-Plains Community College has a PC Support/Network Technology Specialization that also attempts to provide a bit of focus on the technology support aspects of computing and information technology, but the program largely relies on the belief that understanding the technology automatically makes a person qualified to provide excellent support to all types of users and stakeholders of that technology. That belief seems to permeate the majority of institutions’ thinking regarding technology support, regardless of the size or type of organization.

The proposed Integrated Technology Support Concentration provides both the knowledge and training with the technology itself and with the aspects of providing technology support. It also provides an appropriate four-year degree path for that individual who wishes to make technology support their career path of choice, giving such individuals what they need to go beyond entry-level positions. The proposed concentration has many potential “feeder” programs from community colleges and elsewhere that may serve as an additional source of students seeking just such a focus to their study. There seems to be no four-year program specifically serving the needs of those who wish to focus on integrated, comprehensive technical support of a wide range of technologies and a wide range of end-users and other systems’ stakeholders.

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

There appear to be at least a handful of similar programs in Iowa, Kansas, Minnesota, Missouri, North Dakota, South Dakota, Wisconsin, Illinois, Indiana, Michigan, and Ohio. These programs vary considerably, however in the extent to which they actively address providing education and training in the technical support areas or just use the term “support” loosely in programs that primarily address the technologies, but not the support function.



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

The Integrated Technology Support Concentration would enhance the achievement of relevant statewide goals for education in a number of ways. The Comprehensive Statewide Plan for Postsecondary Education found at <https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/COMP%20PLAN-updated%20October%202018.pdf> emphasizes the use of technology to meet state needs. If more technology is to be used to meet state needs, then additional technology support is more likely to be needed. This academic program concentration provides preparation for those who will deliver such support. If the state wishes to remain technologically competitive and to attract or retain employers who need a technologically astute workforce, preparation in technology support is part of that future.

In meeting the educational needs of students, the increased use of instructional technology will also create a need for technology support. The concentration proposed in this document will help meet those needs. This concentration will also help meet the educational needs of students by providing a targeted option for those students who wish to earn a four-year degree in the area of integrated technology support that goes beyond just the provision of technological education, but also educates in the area of how to plan, deliver, and manage effective support to a variety of users, organizations, and other stakeholders.

The proposed concentration also has the potential to foster future partnerships with community colleges and career academies who have students with an interest in technology support careers who wish to go beyond what those institutions and programs can offer.

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

March 21, 2019

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***ACTION:***                                    **Approve Deletion of E-Commerce Concentration for the Computer Information Systems Major for Wayne State College**

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Wayne State would like to seek approval to delete the following concentration for the Computer Information Systems major, beginning Fall 2019:

E-Commerce Concentration

The System Office and Wayne State College recommend approval of the Deletion of E-Commerce Concentration for Wayne State College.

**ATTACHMENTS:**

- WSC - E-Commerce Concentration Deletion            (PDF)

## Wayne State College Proposal to Delete the Applied E-Commerce Concentration from the Computer Information Systems Major

### 1. Descriptive information

- A. Name of institution  
Wayne State College (WSC)
  - B. Name of program to be deleted  
Computer Information Systems --- Applied E-Commerce Concentration
  - C. Degrees/credentials to be awarded graduates of the program  
Bachelor of Science in Computer Information Systems – Applied E-Commerce Concentration
  - D. Other programs offered in this field by the institution  
Computer Science  
Computer Information Systems – Programmer/Analyst Concentration  
Computer Information Systems – Networking Concentration  
Computer Information Systems – Web Analyst Concentration\*  
Management Information System Minor  
Computer Science Minor  
Computer Information Systems Minor
- \*It should be noted that the Applied E-Commerce Concentration is being deleted from the CIS program because the Web Analyst Concentration attracts the same type of student and tends to better fit what the current employment market desires. The natural convergence that has occurred in recent years in the areas of E-Commerce and Web technologies has made having both concentrations as part of the CIS major unnecessary, as one of them will suffice to serve the students well.
- E. CIP code  
11.0401
  - F. Administrative units for the program  
Computer Technology and Information Systems (CTIS) Department; School of Business and Technology
  - 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 deletion will be initiated  
Fall, 2019

I. Description

This 21 credit-hour Applied E-Commerce Concentration within the 57 credit-hour Computer Information Systems major was originally intended to prepare students for careers in organizations that had an E-Commerce presence in place or were planning to enter the world of E-Commerce. The program was created in the early part of the current millennium and was originally designed to meet the needs of students preparing to enter that field at that time. As E-Commerce has matured, academic programs (in general) that address the field have gradually evolved to contain more of the types of content as that found in WSC’s Computer Information Systems—Web Analyst degree program and the business courses have tended to be delivered in support areas, rather than in the concentrations.

A natural convergence that has occurred in recent years in the areas of E-Commerce and Web technologies have brought the areas together into a condition in which the CIS—Applied E-Commerce Concentration and the CIS—Web Analyst Concentration compete for the same set of students.

**Major in Computer Information Systems (BA or BS) 57 hours**

Computer Information Systems majors should meet with their advisors to determine the appropriate mathematics courses and science courses to satisfy their General Studies requirements.

**Computing Core Courses: 36 hours**

CIS	132 Principles of Computing & Information Systems .....	3
	140 Intro to Microcomputer Operating Systems .....	3
	171 Networking I.....	3
	360 Comp Info Sys: Analysis & Design .....	3
	366 Introduction to Data Base .....	3
	372 Computer Hardware .....	3
	480 Seminar in Comp Info Systems.....	3
CSC	150 Programming Fundamentals I.....	3

Plus Business Support Area:

BUS	142 Survey of Accounting .....	3
	208 Business Communications .....	3
	260 Management Theory and Practice .....	3
CIS	352 Structured Business Programming .....	3

Plus at least ONE of the following Concentrations:

**Applied E-Commerce Concentration: 21 hours**

CIS	375 Intro to E-Commerce .....	3
	390 CIS Practicum <b>OR</b>	
	397/497 Internship.....	3
CSC	165 Intro to Web Development .....	3
BUS	270 Principles of Marketing .....	3
	418 Legal environment of Business .....	3
ART	330 Graphic Design I .....	3
	Upper Division Committee-Approved Electives.....	3

**Networking Concentration: 21 hours**

CIS	271 Networking II.....	3
	361 CIS: Design, Implementation, & Evaluation .....	3
	371 Networking III.....	3
	471 Networking IV .....	3
	479 Network Design and Administration .....	3
CSC	160 Programming Fundamentals II.....	3
	Upper Division Committee-Approved Electives.....	3

**Programmer/Analyst Concentration: 21 hours**

CIS	361 CIS: Design, Implementation, & Evaluation .....	3
	466 Advanced Data Base .....	3
	477 Project Management .....	3
CSC	160 Programming Fundamentals II.....	3
	365 Scripting Languages.....	3
	Upper Division Committee-Approved Electives.....	6

**Web Analyst Concentration: 21 hours**

CIS	361 CIS: Design, Implementation, & Evaluation .....	3
	375 Intro to E-Commerce.....	3
CSC	160 Programming Fundamentals II.....	3
	165 Intro to Web Development .....	3
	365 Scripting Languages.....	3
	465 Advanced Web Development .....	3
	Upper Division Committee-Approved Electives .....	3

**2. Centrality to Role and Mission**

Wayne State College’s Mission Statement states that the institution “is a comprehensive institution of higher education 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 deletion of this Applied E-Commerce Concentration will streamline the Computer Information Systems academic degree program. It will remove some unnecessary duplication, permitting the CIS-Web Analyst Concentration to attract students from the pool of interested students for which it had to compete with the Applied E-Commerce Concentration.

The deletion of this concentration will also free up resources for other more viable academic program concentrations, without significantly impairing the range of existing concentrations that students can elect to study. While all required courses in this concentration are included in other existing programs at WSC, the elimination of the practicum and internship requirements included in this concentration will allow faculty and staff who supervised these experiences to focus their time on other academic programs. Additionally, the cost of promotional materials and time spent recruiting students into this concentration can be redirected to other concentrations in the major.

The CIS—Applied E-Commerce Concentration has been struggling to grow in recent years:

Major/Concentration	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
CIS/Applied E-Commerce	3	2	9 (1)	9 (1)	7

To delete the Applied E-Commerce Concentration and permit the CIS-Web Analyst Concentration to pick up those students and improve its own program viability is a decision that is aimed at appropriate stewardship of resources used to deliver computing academic programs. In considering the overlap of the two concentrations, students who truly want a heavy E-Commerce preparation can be served from within the CIS-Web Analyst program, but it is much more difficult to serve students who want a Web Analyst preparation from within the CIS- Applied E-Commerce program. In addition, a concentration with 15-20 students enrolled is much easier to market to prospective students and their parents than an academic program with fewer than 10 students enrolled (at this time only 8 students are currently enrolled in the CIS-Web Analyst concentration and, as identified above, only 7 students enrolled in the Applied E-Commerce concentration).

In development of this proposal, faculty and department chairs from selected other academic areas were consulted. In addition, the proposal was discussed at length in the Academic Policies Committee on multiple occasions, permitting representatives on that committee time to take information and concerns back to their respective departments and to return to have the opportunity to voice questions and concerns about the proposal, as well as to suggest edits and improvements. That committee has representation from all academic departments on campus.

### 3. Evidence of Need and Demand

#### Need

The convergence of the areas of Web Analyst and Applied E-Commerce permits the need for this type degree program to be served by the CIS--Web Analyst Concentration only. The Applied E-Commerce Concentration no longer has a strong fit with what the employment market seeks. The modifications that have been made to the CIS –Web Analyst Concentration over the years have positioned it well to be the academic concentration to remain and serve the population of students interested in this field.

#### Demand

As mentioned above, the CIS—Applied E-Commerce Concentration has been struggling to grow in recent years:

Major/Concentration	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
CIS/Applied E-Commerce	3	2	9 (1)	9 (1)	7

The program has been given adequate opportunity to grow, yet enrollments have been lackluster at best and are possibly starting to show the early signs of a downturn.

### 4. Adequacy of Resources

#### Faculty and Staff Resources

The deletion of the Applied E-Commerce Concentration can be implemented without disruption to existing faculty and staff. The deletion may cause slight enrollment decreases in those courses that do no overlap with the Web Analyst concentration, such as BUS 270 Principles of Marketing, BUS 418 Legal Environment of Business, and ART 330 Graphic Design I.

Physical Facilities

The deleted program is currently located with the Computer Technology and Information Systems (CTIS) academic department within the School of Business and Technology (SBT) at Wayne State College. The CTIS Department has classrooms, laboratories, and faculty offices in Gardner Hall on the Wayne State College campus, plus with the recent opening of the new Center for Applied Technology (CAT) building that is connected to Gardner Hall, four additional classroom/laboratories and multiple storage and technology testing areas are assigned to use by the CTIS Department in that building. No effect on the physical facilities currently available and used by the CTIS Department is anticipated due to the deletion of this academic concentration.

Instructional Equipment and Informational Resources

The new computers, data services, and telecommunications connectivity provided in the new Center for Applied Technology building, coupled with the support provided by Wayne State College's Network and Technology Services (NATS) office will be very adequate for any increase in enrollment in the CIS –Web Analyst Concentration program due to the deletion of the CIS—Applied E-Commerce Concentration. Library holdings will not be impacted by the deletion of the Applied E-Commerce Concentration.

Budget Projections for First Five Years of the Program

N/A The Applied E-Commerce Concentration is being deleted, but all of the courses in it are used in other academic programs at WSC.

**5. Avoidance of Unnecessary Duplication**

N/A (this is a deletion of an existing concentration) The CIS—Web Analyst concentration is well-positioned to pick up prospective students interested in this area and serve their needs.

**6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education  
Explain how this program would enhance relevant statewide goals for education**

N/A (this is a deletion of an existing concentration)

The deletion of this concentration would remove overlap and unnecessary duplication of service to the same student market segment between two concentrations within the Computer Information Systems degree program at Wayne State College, reducing that to one concentration addressing that market segment.

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

March 21, 2019

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***ACTION:***                                    **Approve Addition of Travel and Tourism Minor for Wayne State College**

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Wayne State would like to seek approval to add the following minor, beginning Fall 2019:

Travel and Tourism

The System Office and Wayne State College recommend approval of the Addition of Travel and Tourism Minor for Wayne State College.

**ATTACHMENTS:**

- WSC - Travel and Tourism Minor (PDF)



## Wayne State College

### Proposal to add a new Minor in Travel and Tourism (Geography)

#### 1. Descriptive information

- A. Name of institution  
Wayne State College (WSC)
- B. Name of program  
Geography
- C. Degrees/credentials to be awarded graduates of the program  
Minor in Travel and Tourism
- D. Other programs offered in this field by the institution  
None
- E. CIP code  
03.0207
- F. Administrative units for the program  
Department of History, Politics, and Geography  
School of Natural and Social Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable  
On Campus WSC
- H. Proposed date (term/year) the program will be initiated  
Fall Semester 2019
- I. Description, including credit hours and other requirements (program of study) and purpose of the proposed program.

This 21-hour minor is designed to augment student backgrounds in a wide variety of academic majors and prepare graduates for opportunities in the growing global field of leisure travel and tourism. Students pursuing studies in fields such as Business, Advertising, Journalism, Speech Communication, and Promotion and Media may enhance their marketability by gaining knowledge of cultural sensitivity, natural resource management, and regional differences in human and physical geography.

**Proposed Minor in Travel and Tourism (21 hours)****Required Core Courses (12 hours)**

GEO 120	World Regional Geography	3
GEO 130	Physical Geography	3
PED 288	Sport Tourism and Event Management	3
GEO 325	Geography of Recreation, Tourism, and Sport	3

**Electives (9 hours)**

Upper division (300-level or above) Geography electives

GEO 340	Geography of the US and Canada	3
GEO 350	Geography of Europe	3
GEO 360	Geography of Russia	3
GEO 370	Geography of Latin America	3
GEO 380	Geography of Asia	3
GEO 490	Geography and History of Nebraska	3
GEO 444	Topics in Geography	3
GEO 497	Internship in Geography	3

**2. Centrality to Role and Mission**

The mission statement of Wayne State College reads, "...dedicated to freedom of inquiry, excellence in teaching and learning, and regional service and development." Improving educational opportunities for all students is one goal of this proposed minor, another is to meet the needs of both state and local level tourism bureaus, regional economic development agencies, and community Chambers of Commerce. Recent discussions with graduates who have taken jobs with organizations related to travel and tourism, such as Sarpy County Tourism Bureau, Hertz Rental Cars, Wind Cave National Park, have allowed us to gain an understanding of their needs and plan to deliver more focused material in our classes directed at building the skill set necessary to develop, promote, and manage tourism recreation and tourism settings.

Housing this minor in Geography makes sense for Wayne State College. Statewide, post-secondary institutions that offer an academic program in Travel & Tourism either house the program within Geography (e.g. the University of Nebraska at Omaha) or emphasize geography coursework (e.g. the University of Nebraska at Kearney).

### 3. Evidence of Need and Demand

#### Need:

Direct and indirect employment in travel and tourism is responsible for roughly one in ten jobs worldwide today. Employment opportunities in this field (intertwined with recreation and sports) identified by the U.S. Department of Labor include Travel Agent (<https://www.bls.gov/ooh/sales/travel-agents.htm>), Convention Planner (<https://www.bls.gov/ooh/business-and-financial/meeting-convention-and-event-planners.htm>), and Travel Guide (<https://www.bls.gov/oes/2016/may/oes397012.htm>). In addition, the Labor Department also lists Leisure & Hospitality, including international tourism, as a field with numerous employment opportunities (<https://www.bls.gov/opub/ted/2017/leisure-and-hospitality-industry-leads-in-job-openings-rates.htm>).

The United Nations characterizes tourism as one of the world's largest and fastest-growing industries, with the tourism sector serving as a key driver in economic development both domestically and internationally. Course work at WSC is already in place to create and staff this new minor. Travel and tourism minors will learn to read maps accurately and produce database graphics, as well as examine the geographic, economic, and cultural importance of the global travel industry and its economic/environmental impacts.

#### Demand:

According to the World Travel and Tourism Council, the Travel & Tourism generated over 10% of global GDP and employed nearly 300 million people in 2016, equivalent to 1 in 10 jobs in the global economy. This makes Travel and Tourism the largest service sector employment category in the world (<https://www.wttc.org/-/media/files/reports/economic-impact-research/countries-2017/unitedstates2017.pdf>).

In addition, according to the U.S. Department of Commerce, one out of every 18 Americans is employed, either directly or indirectly, in a travel or tourism-related industry. In 2016, U.S. travel and tourism output represented nearly three percent of gross domestic product (<https://www.selectusa.gov/travel-tourism-and-hospitality-industry-united-states>).

Also, according to recent data from the Nebraska Department of Labor, over 80,000 workers are employed in the Leisure and Hospitality Industry in Nebraska. This represents over 9% of the total employment in the state. And the Nebraska Division of Tourism estimates that the tourism and travel industry generates more than \$4 billion a year, and that total travel expenditures within the state have nearly doubled since 1990 (<https://networks.nebraska.gov/admin/gsipub/htmlarea/uploads/TrendsJul12.pdf>).

This minor will seek to recruit students from a variety of disciplines, offering opportunities for skill development and application toward global travel issues and solutions. During the

past decade, a number of Geography and Social Sciences majors have reported back to us that they are now employed in some aspect of the travel and tourism industry, and if a minor in Travel and Tourism would have been available, they would have been interested. We believe that marketing to incoming freshmen and current majors outside Geography will better prepare more individuals to seek careers in travel and tourism. While a minimum enrollment is not predictable until the minor is established, it is believed that existing courses will be able to accommodate students choosing this minor without unnecessary overload.

#### 4. Adequacy of Resources

##### Faculty and Staff:

Since there will be minimal impact on FTE and facility resources, current offerings should be able to accommodate additional student demand generated by the proposed Travel and Tourism Minor. Core course requirements applicable to this new minor are already offered at present on a regular basis. Any further changes would be made only if demand for the minor warranted additional sections of required courses. Available seating exists in all current Geography courses listed in this minor, but an additional section of PED 288 may be required in the future, as this course has filled to capacity each of the past three semesters in which it has been offered. However, PED 288 can be taken during the junior or senior year, which will provide time to evaluate whether additional sections will be needed. Advisors for the Travel and Tourism Minor would be Geography faculty responsible for marketing and promoting the minor to other departments.

##### Physical Facilities:

No anticipated needs.

##### Instructional Equipment and Informational Resources:

No immediate needs anticipated.

##### Budget Projections:

The Department of History, Politics, and Geography will be the department of record for this new minor and will not require an increase in FTE.

#### 5. Avoidance of Unnecessary Duplication:

At present, the University of Nebraska system is one of the few state institutions offering specific programs in this area. The University of Nebraska at Omaha offers a major in Geography with a concentration in Travel and Tourism, the University of Nebraska at Kearney offers a major in Recreation, Outdoor and Event Management, and the University of Nebraska at Lincoln offers a major in Hospitality, Restaurant & Tourism Management.

Currently, no Nebraska State College System member institution offers either a major or minor in Travel and Tourism. Travel and tourism is a growing industry, a minor at WSC would serve the Northeast Nebraska region, and we see no unnecessary duplication of programs via this proposal.

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

This proposed minor will be responsive to the needs of employers and industries to build a knowledgeable and skilled workforce in the area of state Travel and Tourism promotion. In addition, course work will prepare students for productive and fulfilling lives by asking them to gather and evaluate information, think critically, and communicate effectively. Further, by encouraging our students to seek out internships, this program will also meet state educational goals by fostering collaboration and partnerships with travel and tourism agencies. Finally, this program would serve as an efficient example of using the state's resources as it would make use of existing faculty and infrastructure already in place.

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

March 21, 2019

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***ACTION:***                            **Approve Addition of Engineering Technology Major for Wayne State College**

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Wayne State would like to seek approval to add the following undergraduate major, beginning Fall 2019:

Engineering Technology

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

**ATTACHMENTS:**

- WSC Proposal - Engineering Technology Major (PDF)
- WSC Proposal - Engineering Technology Major Expense Revenue Tables (PDF)

## Wayne State College

### Proposal to Add a New Major in Engineering Technology

#### 1. Descriptive Information

- A. Name of Institution: Wayne State College
- B. Name of Program: Engineering Technology Major
- C. Degrees/credentials to be awarded graduates of the program: Bachelor of Science; Engineering Technology
- D. Other programs offered in this field by the institution: Industrial Technology-Construction Management; Manufacturing Management; Drafting, Planning and Design; and Safety Management.
- E. CIP code: 15.0000
- F. Administrative units for the program: School of Business and Technology-Technology and Applied Science Department
- G. Proposed delivery site(s) and type(s) of delivery, if applicable: On Campus; Face-to-Face
- H. Proposed date (term/year) the program will be initiated: Fall, 2019
- I. Description of Program: The required coursework included in the Engineering Technology major focus on the career track for a graduate becoming an engineering technologist. An engineering technologist is a specialist devoted to the implementation of existing technology within a field of engineering. Technologists often work with engineers on a wide variety of projects by applying basic engineering principles and technical skills. The work of a technologist is usually focused on the portion of the technology spectrum closest to product improvement, manufacturing, construction, and engineering operational functions.

For example, a technologist may oversee the deployment of technologies recommended by engineers, provide support for end users, train the users, integrate new technologies with existing technologies or processes, maintain the base of installed technologies, assist engineers in data gathering as part of engineering studies, assist engineers in the assessment of how well installed technologies are working, serve as a liaison with various stakeholder groups in the engineering process, and provide other support to engineers and the organizations they serve.

- J. The Accreditation Board for Engineering and Technology describes the difference between engineering and engineering technology as: "Engineering and technology are separate but intimately related professions." The specific preparation included in engineering technology programs are as follows:
- Engineering technology programs primarily focus on application of theory.
  - Engineering technology programs primarily prepare their graduates to apply others' designs rather than developing them as designers.

- Once they enter the workforce, engineering technology graduates spend much of their time making plans that others have developed work for a specific industry.
- Engineering technology undergraduate programs include less mathematics work and higher-level mathematics than engineering programs.
- Engineering technology graduates are prepared to immediately begin technical assignments, rather than initially serve in internship positions, since technology programs stress industrial practices and design procedures.

Students can choose a “generic” engineering technology program or can focus on a specific area of engineering. Common areas include manufacturing engineering technology, civil engineering technology, electrical engineering technology, mechanical engineering technology, architectural engineering technology, electro-mechanical engineering technology, aeronautical engineering technology, or petroleum engineering technology. We have selected the specialized area of manufacturing engineering technology. Wayne State College is committed to assisting in the growth and expansion of the Nebraska manufacturing section. During the past several years we have expanded our offering of manufacturing courses, have constructed a new applied technology building, and purchased the appropriate equipment to support manufacturing education.

The course content of the 57-58 credit Engineering Technology major consists of 12-13 semester credit hours of course work that can also be used toward meeting the General Studies Program outcomes, and 45 semester credit hours from the disciplines of industrial technology, economics, business, computer information systems and computer science. An internship experience is required. The Engineering Technology Major is as follows:

<b>Engineering Technology Major</b>		<b>Credits</b>
CHE	106 General Chemistry I	4
MAT	130 Pre-Calculus or	
MAT	140 Calculus	5
PHY	201 General Physics 1 <b>or</b>	
	301 University Physics I	3/4
ITE	109 Mechanical Engineering and Drafting	3
	204 Introduction to Applied Engineering and Technology	3
	205 Introduction to Manufacturing Technology	3
	208 Material Science--Strength of Materials	3
	302 Composite Materials	3
	322 Fundamentals of CNC Machining	3
	403 Electronics and Control Systems	3
	421 Computer integrated Manufacturing I	3
	422 Computer Integrated Manufacturing II	3
	497 Internship*	6
ECO	345 Engineering Economics	3
BUS	485 Introduction to Predictive Analytics	3
CIS	477 Project Management	3
CSC	478 Robotics for Industrial Technology	3
<b>Total</b>		<b>57-58</b>



While this proposed new major is primarily built upon existing courses, there are three new courses that would be developed specifically for this major (as shown below). The courses for this program and their descriptions are:

**CHE 106 General Chemistry I (4)** Prerequisite: High School Chemistry or CHE 102. Emphasis on nomenclature, atomic structure, bonding, gaseous and liquid states, equilibrium, and stoichiometry. (3 hours of lecture and 3 hours of laboratory). \$20 class fee required.

**MAT 130 Pre-calculus (5)** Prerequisite: Placement of "C-" or better in MAT 121. A rigorous course in the computational and theoretical aspects of algebra and trigonometry; equations and inequalities; systems of equations and inequalities; complex numbers; polynomial, rational, radical, exponential logarithmic, and trigonometric functions, equations, and graphs; right triangle trigonometry; inverse functions; law of sines; law cosines, trigonometric identities. Mastery of these skills will empower a student to achieve success in Calculus I.

**MAT 140 Calculus I (5)**

Prerequisite: Placement or "C" or better in MAT 130. Mastery of algebra and trigonometry is necessary before taking this course. Theory and application of limits, derivatives, antiderivatives, definite integrals, and differentials of algebraic, trigonometric, and exponential functions.

**PHY 201 General Physics 1 (3)**

Prerequisite: 2 years of algebra. An algebra-based general physics course intended primarily for health professions, life science, and education students. Topics include vectors, kinematics and dynamics, equilibrium, rotational motion, energy, momentum, oscillations, fluids, and thermodynamics.

**PHY 301 University Physics I (4)**

Prerequisites: High school physics and MAT 140 or equivalent calculus class. A calculus-based general physics course intended primarily for scientists, pre-engineers, computer and math majors and advanced health professional students. Topics include electricity, magnetism, optics, and modern physics. PHY 322 concurrent enrollment by advisement.

**ITE 109 Mechanical Engineering and Drafting (3)**

A drafting and design class that will emphasize geometry, geometric construction, multi-view drawings, orthographic projection, sectional views, primary and secondary auxiliary views, dimensioning, isometric drawing, sketching and drafting standards. The course will include extensive use of computer aided drafting software and solid modeling software, problem solving, and elements design. Students will be introduced to prototype development and 3D printing.

**ITE 204 Introduction to Applied Engineering and Technology (3)**

A survey course of engineering and technology principles. Through problems that engage and challenge, students explore a broad range of topics including mechanisms, the strength of materials and automation. Students develop skill in problem solving, research and design while learning strategies for design process documentation, collaboration and presentation.

**ITE 205 Introduction to Manufacturing Technology (3)**

A broad exploratory course that introduces students to the manufacturing industry. Through hands-on activities students will learn how manufacturers use technology to change raw materials into

finished products. The course will include the properties and behavior of materials and the advantages and disadvantages of types of materials, basic measurements and calibration skills, and familiarity with the tools and equipment used in the manufacturing industry. The processes of casting, forming, cutting, joining machining and finishing metals, wood, plastic, polymers and composites is presented.

### **ITE 208 Material Science –Strength of Materials (3) NEW COURSE**

This course focuses on the properties of materials and is intended as an introduction to material science. Materials are used in everything and many major engineering problems are materials problems. The course will provide students with an introduction to stress, strain, and deformation analysis of materials subjected to axial, torsional, and bending loads and will focus on mechanical lab testing and structural analysis of polymers, metal and ceramics.

### **ITE 302 Composite Materials (3) NEW COURSE**

The following topics are covered in this course: basic concepts and definitions of composite materials; fabrication, structure, properties, and applications of fibrous materials; and structure and properties of polymer matrix, metal matrix, and ceramic matrix materials. The student will also study the interface between fiber and matrix and the properties and applications of polymer matrix composites, metal matrix composites, ceramic matrix composites, and carbon/carbon composites.

### **ITE 322 Fundamentals of CNC Machining (3)**

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

### **ITE 403 Electronic and Control Systems (3)**

This course will cover electricity, electronics, hydraulics, and pneumatics as each relate to controlling machines in manufacturing environments. Students will further explore the areas of Alternating Current, Direct Current, analog and digital circuitry, solid state devices, AC and DC motors, sensors, programmable logic controllers, and selected information input systems. (Lecture and lab combined). ITE majors must pass with a C or better.

### **ITE 421 Computer Integrated Manufacturing I (3)**

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

### **ITE 422 Computer Integrated Manufacturing II (3)**

Prerequisite: ITE 421. CIM II builds on concepts covered in CIM I. Students design, setup and operate CIM cells, and learn about robotic systems, location planning, QC devices, part feeding, assembly, MRPII, and CIM databases. A study of the tools, techniques, and guidelines used to design

parts, products, and flows while minimizing costs, facilitating manufacturing operations, maximizing quality and functionality, and supporting modern production management techniques. (Lecture and lab combined).

### **ITE 497 Internship (6)**

Students taking an internship for their major are required to secure placement in an internship of a professional capacity and related to their Major Concentration. Internships must be approved by the advisors. Internships will be supervised for a period of at least 50 clock hours for each credit hour earned. A signed internship agreement is required.

### **ECO 345 Engineering Economics (3) NEW COURSE**

Engineering economics is the application of economic techniques to the evaluation of design and engineering alternatives. The role of engineering economics is to assess the appropriateness of a given project, estimate its value, and justify it from an engineering standpoint. This course covers the time value of money and other cash-flow concepts, reviews economic practices and techniques used to evaluate and optimize engineering decisions, and discusses the principles of cost analysis.

### **BUS 485 Introduction to Predictive Analytics (3)**

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.

### **CIS 477 Project Management (3)**

Prerequisite: BUS 352 or instructor approval. 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.

### **CSC 478 Robotics for Industrial Technology (3)**

An exploration of basic robotics concepts and robotics programming/operation with an emphasis on applicability to industrial settings. Basic concepts will be discussed, including coordinate transformations, sensors, path planning, stressing the importance of integrating sensors, effectors and control.

## **2. Centrality to Role and Mission**

Wayne State College's Mission Statement reads, "dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." As part of this mission, the vision is to improve educational opportunities for all students and provide service to individuals, schools and communities. In our interactions with manufacturing professionals and others seeking the skills of

professionals dedicated to the growth of the manufacturing sector in Nebraska, we have gained an understanding of their needs and we are hoping our students can develop skill sets to apply their knowledge and help the industry thrive. The need for additional engineers and engineering technologists is well documented in the job sector.

The Engineering Technology major has been developed with the assistance of a Business, Industry and Education Advisory Council, the faculty and staff in the Technology and Applied Sciences Department, the Business and Economics Department and the Computer Technology and Information Systems Department at Wayne State College. It has been vetted and approved by the Wayne State College Academic Policies Committee, a group of fifteen faculty members representing each of the academic departments on the campus.

### 3. Evidence of Need and Demand

#### A. Need for the program:

Based upon 2017 data, manufacturing is the second largest industry in Nebraska, providing almost 9.5% of the state's non-farm jobs, 10% of individual earnings and 11.2 percent of the total output in the state (\$13.6 billion). Nebraska had 97,600 manufacturing jobs paying on average \$59,867 annually. Jobs are expected to grow at a 6% rate. The manufacturing industry continues to be a driver for Nebraska's economy, with \$5.94 billion in manufactured goods exports reported for 2017. Engineering technologists, who identify potential areas for improvement in quality, productivity, efficiency and cost of automation in the manufacturing process, are in need. (Starting wage average of \$57,000 per year). (<https://www.nam.org/Data-and-Reports/State-Manufacturing-Data/State-Manufacturing-Data/January-2018/Manufacturing-Facts---Nebraska/>)

Wayne State College Industrial Technology graduates have a diversified background in the areas of applied engineering, construction, manufacturing, safety, and business management. Based upon the 2017-2018 WSC Career Services Graduate Employment Report, 96% of the Industrial Technology graduates reported employment in their areas of study, with 76% employed in Nebraska. Job titles include buildings material manager, CAD drafter, construction manager, environmental health and safety specialist, field engineer, inventory manager, documents control coordinator, production foreman, and computer numerical control (CNC) programmer/estimator. With the appropriate background, it is expected that graduates of a Wayne State College engineering technology major will also experience high employment rates and will seek job opportunities in Nebraska.

According to Forbes magazine, Nebraska is one of the top three states with the fastest growth in technology jobs. This is due to large companies opening branches in the state as well as the addition of many highly successful homegrown businesses. For these companies to grow and prosper, additional employees who have the ability to design, deploy, integrate, and manage both emerging (advanced manufacturing, robotics, and 3-D printing) and traditional (manufacturing, and planning/design) technologies are needed. These skills and abilities are central to the background of an engineering technologist.

(<https://www.forbes.com/sites/susanadams/2015/08/18/the-fastest-growing-states-for-tech-jobs-in-2015/#319987a519ff>)

The National Bureau of Labor statistics does not have a separate category for engineering technology but combines this area with engineering. The Occupational Outlook Handbook indicates the employment of industrial engineers is “projected to grow 10 percent for 2016 to 2026, faster than the average for all occupations. Firms in a variety of industries will continue to seek new ways to contain cost and improve efficiency.” A 10% increase over the next ten years will see a potential increase in need of 25,100 engineers. In Nebraska, the Department of Labor predicted for the period 2010 to 2020, “engineers are also expected to see quite a bit of growth, 13.1%, as they are desired by companies to optimize production processes in order to maintain competitiveness in a globalized economy”. (<https://www.bls.gov/ooh/architecture-and-engineering/industrial-engineering-technicians.htm>)

In a more recent article, 2016, the Nebraska Department of Labor projected that from 2016 to 2026, 13.7% more engineers would be needed to meet the needs of Nebraska industry. (<https://networks.nebraska.gov/admin/gsipub/htmlarea/uploads/Nebraska%20Economic%20Insight%20Outlook2018.pdf>) The May 2017, Nebraska State Occupational Employment and Wages Estimates Report shows that with the increase in need for industrial engineers, industry has substantially increased the mean wage for industrial engineering technicians by 14.2%. We believe that expanding the number of engineering technologists will also reduce the need and potential shortage, for engineers. ([https://www.bls.gov/oes/2017/may/oes\\_ne.htm](https://www.bls.gov/oes/2017/may/oes_ne.htm))

The Nebraska Department of Labor has developed a list of occupations and rates the occupations based on high wage, high skill and high demand. Other data are also considered. Based upon their ratings, many of the occupations connected to, or similar to, the engineering technology meet all three of the criteria. The occupations include: engineers, machinists, industrial production managers, engineering technicians, mechanical and civil drafters, and general operations managers. The H3 occupations are those most desired for Nebraska’s growth. (<https://networks.nebraska.gov/gsipub/index.asp?docid=1165>)

**B. Demand for the Program:**

We will seek to recruit students from a variety of backgrounds, offering opportunities for skill development in engineering technology. Much demand for new graduates today is concentrated in what are termed “STEM fields” – science, technology, engineering or math. While STEM-related fields encompass a wide range of studies, central among those is the study of engineering where professionals apply math, science and technology to address issues important to the society and environment in which we live. Engineering Technology degrees are a doorway to STEM fields, where graduates are in high demand.

During the past several years, numerous career academies have appeared in Nebraska public schools, and the community colleges have expanded their academic programs in the areas of manufacturing and applied engineering. For example, in the past five years, Northeast Community College has constructed a new building to house many of its technical programs including those in manufacturing and applied engineering, Norfolk Public Schools has developed an extensive career academy to support those students interested in the STEM areas, and Southeast Community College has developed its associate degree in Engineering Technology. These new additions are likely to produce students interested in a four-year degree in engineering technology. It is projected that the Engineering Technology major will grow to 45 students enrolled and 14 graduates by the five-year mark and to 75 students enrolled and 20

graduates by year 10. These numbers exceed the minimum number of 28 students for viability of the program, which would average 7 graduates per year. This new program can be implemented fairly quickly, as the Engineering Technology major will use many of the existing manufacturing courses that are taught by existing faculty.

While our projected enrollments, revenue and expenses may seem aggressive, we are confident they can be met due to the increased importance that STEM education is playing in the State of Nebraska and surrounding states. While it would not be accurate to say that Nebraska is a leading state in the expansion of STEM education, it is clear that Nebraska has made a strong effort to focus on STEM education for all students. Increasingly, Nebraska youth are told that their futures depend on understanding challenging STEM concepts. These skills and competencies are vital for the modern economy.

Blueprint Nebraska has established 16 Industry Councils charged with analyzing and making recommendations related to the Nebraska economy. STEM education is a focused aspect of the charges for the Education Attainment Industry Council, Technology and Innovation Industry Council, and the Manufacturing Industry Council. Nebraska politicians are promoting scholarship monies for Industrial Technology students. Our success with the Engineering Technology major will mirror our efforts to support STEM education and to market the resources we have in the Center for Applied Technology. Collaborations with partner colleges and universities will also be important, and during the past year, WSC has made significant steps toward developing and growing a number of meaningful partnerships.

#### 4. Adequacy of Resources

- A. Faculty and Staff Resources: Currently the Technology and Applied Sciences Department has four faculty who teach the courses in the Skilled and Technical Science Education Endorsement and the three concentrations and minors connected with the Industrial Technology major. Several of the courses that will be taught in the existing Industrial Technology manufacturing management concentration are part of the existing instructional loads of these faculty members. A commitment of two additional FTE was included as part of the program statement for the Center for Applied Technology and have already been built into the college's overall budget for the School of Business and Technology. These additional FTE are scheduled to be phased in as the academic offerings which are supported by the new facility expand. One new FTE is proposed for the 2019-2020 academic year. We also anticipate the need to develop an expanded adjunct pool to support the new major. The new major will not necessitate any new support staff.
- B. Physical Facilities: The Center for Applied Technology, completed in November 2018, contains 53,000 square feet of state of the art lab and classroom space that can fully support this new major
- C. Instructional Equipment and Informational Resources: Approximately \$1.5 million in new equipment and instructional technology to support the areas of manufacturing, welding/metals, electronics, robotics, computer science, and other disciplines are currently available in the new Center for Applied Technology. The two new courses will require some additional equipment but the cost will be minimal.

D. Budget Projections for the first five years of program: Based upon the facilities and equipment available in the Center for Applied Technology and our expanded manufacturing curriculum, we believe we will see a significant increase in enrollments and graduates in our Industrial Technology major that will support a start-up period for the Engineering Technology major. The two programs share numerous manufacturing courses and share general studies courses with the broader student population. Only three new courses will be added to support the Engineering Technology program.

Attached are two tables, one for revenue and one for expenses related to the new program. The revenue table, Table 2, assumes a steady growth in students from 10 students the first year to 52 students in year 5. The table assumes a number of students will exit due to normal attrition and 7 students will graduate in both years 4 and 5. Table 2 also assumes a tuition rate of \$177 per credit hour, fees of \$64.75 per credit hour, and an average student load of 12 credit hours. Total revenue over the five-year period is projected at \$354,577.50.

Table 1, projected expenses, is based on the use of adjunct faculty to initially teach the three new courses in the program and any additional sections of these or existing courses that may be needed. Adjunct pay rate is \$850 per credit hour. The new courses will be offered only one time per year during years 1 and 2, but the offering of these and/or other required courses for the program are expected to increase in the total number of sections offered by year 5, as shown in the table. General operating expenses are estimated at \$1,000 per year. Total expenses over the five-year period is projected at \$73,850. Total contribution margin is \$280,727.50.

## 5. Avoidance of Unnecessary Duplication

Wayne State College (WSC) is one of only two four-year institutions in Nebraska that offers an Industrial Technology non-teaching program, with the other program currently offered at the University of Nebraska-Kearney. Our skills/management focus allows students who desire to work in a specific skill area such as construction, safety, drafting, planning and design or manufacturing to acquire the basic skill set required as well as the business/management background to allow for employment at an entry-level supervisory role. With the addition of the Engineering Technology major, Wayne State College will be the only Nebraska institution with a four-year bachelor's degree in Engineering Technology.

A. Community colleges have for many years offered engineering technician degrees. Engineering technicians will usually possess an associate degree and are more often employed in service jobs. Nebraska-based Southeast Community College does offer an associate degree that is titled Engineering Technology. It is a comprehensive 117 quarter hours (78 semester hours) program. Iowa Western Community College offers several engineering technology associate degrees including electrical and industrial but not manufacturing. Metropolitan Community College offers an associate degree in Civil Engineering Technology. It is a 110 quarter hours (73 semester hours) program.

Nebraska's community colleges also offer pre-engineering courses that will transfer into established engineering schools. Only two engineering programs exist in Nebraska. They are at the University of Nebraska-Lincoln (noting that the program is offered at both the UNL and UNO

campuses) and at Doane University. Neither of these programs offer engineering technology degrees. The closest four-year schools that offers an Engineering Technology major are Missouri Western State University and Minnesota State University-Mankato. South Dakota State University offers numerous engineering degrees and a Manufacturing Technology AS degree.

University programs that have informed the development of our curriculum have included Bemidji State University, St. Cloud State University, Missouri State University, Minnesota State University and Southeast Missouri State University. These schools are all accredited by the Association of Technology, Management, and Applied Engineering, an organization in which we participate.

We welcome the opportunity to work with Southeast and Metropolitan Community College to provide an in-state 2+2 program for Engineering Technology and are open to collaborating with the community colleges to develop other 2+2 Engineering Technology programs.

- B. We were able to identify 51 schools that were in states associated with the Midwestern Higher Education Compact that currently offered engineering technology programs. This includes both 2-year and 4-year schools. Twenty-nine of the schools offered engineering technology programs that led to a bachelor's degree.

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

In reviewing the document published by the Nebraska Coordinating Commission for Post-Secondary Education, we are convinced that this new major in Engineering Technology would address the goal of "Meeting the Needs of the Students", in that the career preparation for this major is responsive to students' needs and will provide knowledge needed to succeed as capable employees. In addition, the program of study will help in "Meeting the Needs of the State" given that those in the manufacturing/applied engineering industry have indicated that there is a deficit in the state for this type of education. Finally, we believe we will be "Meeting Educational Needs through Partnerships and Collaborations", as evidenced by the current and anticipated growth of our collaboration with local manufacturers, the Nebraska Advanced Manufacturing Coalition, the Nebraska Manufacturing Advisory Council and the Nebraska community colleges.

The Engineering Technology major is a positive step toward fully utilizing the resources of the Center for Applied Technology. It derives many of its courses from offerings existing in the existing Industrial Technology major or courses common to other programs. The spacious Center for Applied Technology and the linked Gardner Hall provide adequate classroom, laboratory and student space. Two of the new courses, ITE 302 Composite Materials and ITE 208 Material Science, are mainline courses in most manufacturing programs and can be supported at nominal costs. Faculty in economics or business administration can teach the content of the third new course, ECO 345 Engineering Economics. It is clear; the Engineering Technology major will enhance Wayne State College's ability to fully leverage the existing investment in the facilities and equipment of the Center for Applied Technology and to provide a greater return to its stakeholders.



**TABLE 1: PROJECTED EXPENSES - NEW INSTRUCTIONAL PROGRAM**

Personnel	FY 19-20 Year 1		FY 20-21 Year 2		FY 21-22 Year 3		FY 22-23 Year 4		FY 23-24 Year 5		Total	
	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost
Faculty <sup>1</sup>	0.3	\$7,650	0.3	\$7,650	0.5	\$12,750	0.7	\$17,850	0.9	\$22,950	0.9	\$68,850
Professional											0	\$0
Graduate assistants											0	\$0
Support staff											0	\$0
<b>Subtotal</b>	<b>0.3</b>	<b>\$7,650</b>	<b>0.3</b>	<b>\$7,650</b>	<b>0.5</b>	<b>\$12,750</b>	<b>0.7</b>	<b>\$17,850</b>	<b>0.9</b>	<b>\$22,950</b>	<b>0.9</b>	<b>\$68,850</b>
<b>Operating</b>												
General Operating <sup>2</sup>		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$5,000
Equipment												\$0
New or renovated space												\$0
Library/Information Resources												\$0
Other												\$0
<b>Subtotal</b>		<b>\$1,000</b>		<b>\$1,000</b>		<b>\$1,000</b>		<b>\$1,000</b>		<b>\$1,000</b>		<b>\$5,000</b>
<b>Total Expenses</b>	<b>0.3</b>	<b>\$8,650.00</b>	<b>0.3</b>	<b>\$8,650.00</b>	<b>0.5</b>	<b>\$13,750.00</b>	<b>0.7</b>	<b>\$18,850.00</b>	<b>0.9</b>	<b>\$23,950.00</b>	<b>0.9</b>	<b>\$73,850.00</b>

<sup>1</sup> Adjunct faculty are expected to be used for the initial implementation of this new program, at a rate of \$850 per credit hour. Years One and Two will utilize adjunct faculty to teach one section of each of the three new courses for a total of 9 credits; Year Three continues the offering of one section of each of the three new courses plus accommodates two additional sections of coursework as the program grows, for a total of 15 credits; Year Four continues the offering of one section of each of the three new courses plus accommodates the need for up to four additional sections of coursework; and Year Five continues the offering of one section of each of the three new courses plus accommodates the need for up to seven additional course sections of coursework, for a total of 27 credits.

<sup>2</sup> \$1000 each year is included for general expenses for the program, which may include supplies and other costs for the materials and composite courses.

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

	FY 19-20 Year 1	FY20-21 Year 2	FY 21-22 Year 3	FY 22-23 Year 4	FY 23-24 Year 5	Total
Reallocation of Existing Funds						\$0
Required New Public Funds						\$0
1. State Funds						\$0
2. Local Tax Funds (community colleges)						\$0
Tuition and Fees <sup>1</sup>	\$ 21,887.50	\$ 45,963.75	\$ 72,228.75	\$ 100,682.50	\$ 113815.00	\$ 354,577.50
Other Funding (N/A)						\$0
<b>Total revenue for new program</b>	<b>\$ 21,887.50</b>	<b>\$ 45,963.75</b>	<b>\$ 72,228.75</b>	<b>\$ 100,682.50</b>	<b>\$ 113815.00</b>	<b>\$ 354,577.50</b>

<sup>1</sup> Since we do not know what tuition and fees will be after Year 1, the same amount of \$2188.75 per student has been used to compute all five years, as this would be the minimum amount of revenue that this program will generate.

**Tuition and Fees Revenue**

	Year 1	Year 2	Year 3	Year 4	Year 5	Graduates
<b>Existing Students</b>	0	10	21	33	39	
<b>Less: attrition</b>		2	3	4	5	
<b>Plus: New students</b>	10	13	15	17	18	
<b>Less: Students who graduate</b>				7	7	<b>14</b>
<b>Total Student after graduation</b>	10	21	33	39	45	
<b>Total Students each year (includes seniors)</b>	<b>10</b>	<b>21</b>	<b>33</b>	<b>46</b>	<b>52</b>	
<b>Tuition and Fees Revenue <sup>1</sup></b>						
Credit hour cost	\$ 177	\$ 177	\$ 177	\$ 177	\$ 177	
Average credit hours taken	12	12	12	12	12	
Total tuition revenue per student	\$ 2,124	\$ 2,124	\$ 2,124	\$ 2,124	\$ 2,124	
Per-credit fees based on 12 credits	\$64.75	\$64.75	\$64.75	\$64.75	\$64.75	
<b>Total tuition/fee revenue per student</b>	<b>\$2188.75</b>	<b>\$2188.75</b>	<b>\$2188.75</b>	<b>\$2188.75</b>	<b>\$2188.75</b>	
<b>Total tuition/fee revenue for new program</b>	<b>\$ 21,887.50</b>	<b>\$ 45,963.75</b>	<b>\$ 72,228.75</b>	<b>\$ 100,682.50</b>	<b>\$ 113815.00</b>	<b>\$ 354,577.50</b>

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

March 21, 2019

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**ACTION:** **Approve Alumni House Lease Agreement for Wayne State College**

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The College has an agreement to lease the Wayne State Foundation's Alumni House, which is 2,650 gross square foot. In lieu of rent, the College agrees to pay for utilities, as well as, perform basic maintenance for the building and adjacent grounds. The current agreement is set to expire on April 24, 2019. In accordance with Board Policy 8027, the College is requesting the Board's approval for another five-year Lease Agreement to continue this arrangement for office space, guest rooms, meetings, and other functions as agreed to by both parties.

The System Office and Wayne State College recommend approval of the Alumni House Lease Agreement for Wayne State College.

**ATTACHMENTS:**

- WSC Alumni House Lease Agreement (PDF)

**AGREEMENT FOR LEASE OF THE  
ALUMNI HOUSE  
FROM THE WAYNE STATE FOUNDATION  
TO WAYNE STATE COLLEGE**

This Agreement is made and entered into this 22<sup>nd</sup> day of March, 2019, by and between the Wayne State Foundation, hereinafter referred to as “Foundation” and the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College, hereinafter referred to as “College.”

**Whereas** the College proposes to lease the Alumni House (House), 1119 Walnut Street, Wayne, Nebraska from the Foundation for a period of five (5) years; and

**Whereas** the Foundation agrees to lease the entire House and adjacent property at 1119 Walnut to the College for the five (5) year period beginning April 25, 2019, and ending April 24, 2024;

**TERMS AND CONDITIONS OF THE AGREEMENT**

The Foundation will continue to maintain property and liability insurance on the property for the period of the lease.

The College will, in return for the leased use of the House:

- Pay all utilities, including natural gas, electricity, water, sewer, garbage removal, and telephone charges.
- Perform all lawn mowing, yard clean-up (including leaves, sticks, etc.), and snow removal.
- Perform routine maintenance necessary to maintain the property in reasonable condition.
- Complete the following improvements in lieu of monthly lease payments over the term of the lease:
  - o Containment of foundation leaks into basement through landscaping.

The College intends to use the House for the following:

- 1) College Offices. The College will maintain offices within the House.
- 2) College meetings/functions. College functions may be held in the living room area of the House or on the deck and in the back yard. All uses of the living room area or yard will be coordinated through the Foundation Office.
- 3) College Guest House. The guest rooms will be scheduled and maintained by the Alumni Office and would be available at most times for College guests to stay. During any periods when work is being performed that might interfere with the use of the guest rooms, the Alumni Office will be notified by the College of those dates.
- 4) College use of the House for other purposes is permitted as agreed to by the Foundation on a case-by-case basis.

Any major changes in the planned use of the House will be approved prior to the change by the Foundation staff. Major improvements will be reviewed with the Foundation before work is approved.

This Agreement may be terminated upon six (6) months’ written notice by either party.

This Agreement was approved by the Board of Trustees of the Nebraska State Colleges on March 22, 2019.

\_\_\_\_\_  
Kevin Armstrong, Chief Executive Officer of the Wayne State Foundation

\_\_\_\_\_  
Paul Turman, Chancellor, Nebraska State Colleges

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Marysz Rames, President, Wayne State College

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

March 21, 2019

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

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The revisions to Board Policies 5102, 5103 and 5104 align them with the recently ratified 2019-2021 Bargaining Agreements for SCEA, NSCPA and NAPE/AFSCME.

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

**ATTACHMENTS:**

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **BOARD POLICY**

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

### **ABANDONMENT**

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

### **APPOINTMENTS**

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

### **BACKGROUND CHECKS**

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

### **BENEFITS**

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

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

### **DISCIPLINARY ACTION**

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

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

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

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

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

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



## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

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

### **DRUG AND ALCOHOL TESTING**

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

### **GRIEVANCE PROCEDURE**

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

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

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

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

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

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

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

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

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

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

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

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

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **LAYOFFS**

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

### **LEAVE**

#### **Bereavement Leave.**

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

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

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

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### Family and Medical Leave

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

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

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

A serious health condition is defined to include:

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5102 Faculty Employees Excluded from the  
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Family Military Leave Act. According to the terms of the Family Military Leave Act (Neb. Rev. Stat. §§55-501 to 507), an eligible employee who is the spouse or parent of a person called to military service lasting one hundred seventy-nine (179) days or longer with the state or United States pursuant to the orders of the Governor or the President shall receive up to thirty (30) work days of unpaid leave. An eligible employee must have been employed for at least one thousand two hundred fifty (1,250) hours during a twelve (12) month period immediately preceding the commencement of leave.

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

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

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

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

### **Leave of Absence**

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

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

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

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

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

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

### Other Requested Absences

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

### Sick Leave

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

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

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

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

### PERFORMANCE EVALUATION

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

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

**TUITION PROGRAMS**

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

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

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

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

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

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

Attachment: Revisions to Board Policy 5102 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

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### **BOARD POLICY**

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

### **ABANDONMENT**

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

### **BACKGROUND CHECKS**

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

### **BENEFITS**

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

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

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

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

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



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

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

Employees, ~~and~~ their spouses, ~~and dependents~~ will be allowed to use, ~~free of charge during non working hours~~, those facilities belonging to the College that are used to promote wellness. ~~Dependents of employees will be permitted to use these facilities at a reduced rate. Although there is no membership fee to access the facilities, the College may charge spouses and dependents (17 years and older) a fee for an identification card to access the facilities. Dependents under the age of 17 must be accompanied by an adult to use the facilities.~~ Such facilities will be available to employees, their spouses and dependents during the facilities' normal hours of operation and when not being used for classroom instruction or program activities.

### CORRECTIVE AND DISCIPLINARY ACTION

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

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

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

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

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

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

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

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

### Types of Disciplinary Action

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **DRUG AND ALCOHOL TESTING**

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

### **GRIEVANCE PROCEDURE**

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

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

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

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

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

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

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

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

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

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

### HOLIDAY SCHEDULE

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

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

### LAYOFFS

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

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

### LEAVE

#### **Bereavement Leave**

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

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### **Civil Duty Leave**

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

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

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

### **Crisis Leave Sharing Program**

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

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

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

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

### **Family and Medical Leave**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Leave of Absence**

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

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



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

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

**Sick Leave**

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

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

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

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

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

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

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

Attachment: Revisions to Board Policy 5103 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

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Documentation regarding the hospitalization may be requested.

An employee who is eligible for retirement in the NSCS will, upon separation of employment by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of an employee, one-fourth (1/4) of his or her accumulated, unused sick leave, with the rate of payment based upon the employee's regular pay at the time of death will be paid per Board Policy 5030.

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

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

**Vacation Leave**

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

1st year through 5th year	15 days
6th year	16 days
7th year	17 days
8th year	18 days
9th year	19 days
10th year/ <del>thereafter</del>	20 days
<u>11<sup>th</sup> year</u>	<u>21 days</u>
<u>12<sup>th</sup> year</u>	<u>22 days</u>
<u>13<sup>th</sup> year</u>	<u>23 days</u>
<u>14<sup>th</sup> year</u>	<u>24 days</u>
<u>15<sup>th</sup> year</u>	<u>25 days</u>

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

The President may advance vacation leave to an employee in an amount not to exceed a total of forty (40) hours. Vacation time earned thereafter will be applied to the negative vacation balance until the advanced amount has been

Attachment: Revisions to Board Policy 5103 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

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

Employees, upon retirement, dismissal or separation from employment, shall be paid for unused accumulated vacation leave. Upon the death of an employee, unused accumulated vacation leave will be paid per Board Policy 5030.

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

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

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

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

**PAY**

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

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

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

**PERFORMANCE EVALUATION**

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

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

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RESIGNATION

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

TUITION PROGRAMS

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

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

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

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

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

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

Table with 2 columns: Policy Effective/Revised dates and Approved dates. Includes entries for 6/5/93, 8/29/97, 6/2/06, 7/1/09, 7/1/11, 7/1/13, 7/1/15, 11/13/15, 7/1/17, 6/19/18, and a red underlined 'Policy Effective' row.

Attachment: Revisions to Board Policy 5103 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

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**POLICY: 5104 Support Staff Employees Excluded from  
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### **BOARD POLICY**

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

### **ABANDONMENT**

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

### **BACKGROUND CHECKS**

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

### **BENEFITS**

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

Employees, ~~and~~ their spouses, ~~and dependents~~ will be allowed to use, ~~free of charge during non-working hours~~, those facilities belonging to the College that are used to promote wellness. ~~Dependents of employees will be permitted to use these facilities at a reduced rate.~~ Although there is no membership fee to access the facilities, the College may charge spouses and dependents (17 years and older) a fee for an identification card to access the facilities. Dependents under the age of 17 must be accompanied by an adult to use the facilities. Such facilities will be available to employees, their spouses and dependents during the facilities' normal hours of operation and when not being used for classroom instruction or program activities.

### CORRECTIVE AND DISCIPLINARY ACTION

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

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

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

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

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

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

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

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

#### Types of Disciplinary Action.

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

### **DRUG AND ALCOHOL TESTING**

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

### **GRIEVANCE PROCEDURE**

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

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

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

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

- Step 1.** The employee will discuss the grievance with his or her immediate supervisor in an attempt to settle the grievance.
- Step 2.** If the grievance is not settled in Step 1, the employee may file a written grievance with the Human Resources Director/AVP within no more than fifteen (15) working days after the employee has knowledge or should have had knowledge of the facts giving rise to the grievance. The written grievance shall be recorded on the designated form. When reducing a grievance to writing, the following information must be stated with reasonable clarity: the exact nature of the grievance, the act(s) of commission or omission, relevant date(s) if

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known, the identity of individual(s) alleged to have caused the grievance, the rule or policy that was misinterpreted or misapplied and the relief requested.

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

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

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

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

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

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

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

### **HOLIDAY SCHEDULE**

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

### **LAYOFFS**

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

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

### LEAVE

#### **Bereavement Leave.**

At the discretion of the immediate supervisor, up to six (6) days of paid bereavement leave, per fiscal year may be granted to employees. No employee shall be unreasonably denied the use of vacation leave when such additional time is required to settle personal matters related to a death in the immediate family. Generally, bereavement leave is taken immediately following the death, however, there may be circumstances when more flexibility is needed, for example, if a memorial service is scheduled at a time in the future.

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

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

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

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

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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### Family and Medical Leave

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

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

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

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

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

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

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

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

### **Sick Leave**

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

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

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

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

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

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

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

Attachment: Revisions to Board Policy 5104 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

Compensation at time of Retirement or Death. Employees who are eligible for retirement in the State College System will, upon termination of employment by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated unused sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of an employee, one-fourth (1/4) of his or her accumulated unused sick leave, with the rate of payment based upon the employee's regular pay at the date of death will be paid per Board Policy 5030.

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

Vacation Leave

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

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

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

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

Attachment: Revisions to Board Policy 5104 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit

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

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

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

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

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

Compensation for Unused Vacation Leave. Employees upon retirement or separation from employment, will be paid for unused accumulated vacation leave. Upon the death of an employee, unused accumulated vacation leave will be paid per Board Policy 5030. Payment rates will be based on the regular rate of pay at the time of retirement, separation or death.

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

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

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

Attachment: Revisions to Board Policy 5104 (2404 : Revisions to Board Policies 5102; 5103 and 5104)



## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104**

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### PAY

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

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

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

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

### PERFORMANCE EVALUATION

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

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

### PROBATION PERIOD

New employees shall be required to complete a probation period of six (6) months from the date of hire and shall be so notified. ~~Employees who transfer from one College to another may be required, by the immediate supervisor, to complete a probation period. Employees who transfer to another position at the same College may be required, with sufficient written notice, to complete a new probation period.~~ Employees who have successfully completed their probation period and thereafter transfer to another position in another classification series or who are permitted to transfer to another College may be required, with sufficient written notice, to satisfy another probation period in the new position.

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104**

**Support Staff Employees Excluded from  
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### RESIGNATION

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

### RETIREMENT PROGRAMS

Voluntary Retirement Settlement Program. Eligible full-time employees (at least .75 FTE) who elect to surrender their right to continued employment and retire on June 30, 2020~~18~~, shall in exchange for the surrender of such right, receive a financial settlement incentive of twenty-five percent (25%) of their final year base salary with payment to be made in twelve (12) equal monthly installments following termination of employment. An eligible employee must be fifty-five (55) years of age with ten (10) or more years of consecutive service within the NSCS and must provide six (6) months of advanced written notice. Part-time employees (less than .75 FTE) shall not be eligible for this program.

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

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

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

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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TUITION PROGRAMS

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

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

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

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

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

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

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 6/2/06
Policy Effective: 7/1/09 Approved: 4/17/09
Policy Effective: 7/1/11 Approved: 3/25/11
Policy Effective: 7/1/13 Approved: 3/15/13
Policy Effective: 7/1/15 Approved: 1/21/15
Policy Revised: 11/13/15
Policy Effective: 7/1/17 Approved: 3/24/17
Policy Revised: 11/17/17
Policy Revised: 6/19/18
Policy Effective: Approved:

Attachment: Revisions to Board Policy 5104 (2404 : Revisions to Board Policies 5102; 5103 and 5104)

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

March 21, 2019

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**ACTION:** **First and Final Round Approval of Revisions to Board Policy 5405; Retirement Plan; State College Employees**

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The policy is being revised to better explain the retirement plans available to State College employees.

The System Office recommends approval of the Revisions to Board Policy 5405; Retirement Plan; State College Employees.

**ATTACHMENTS:**

- Revisions to Board Policy 5405 (PDF)

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5405 Retirement Plan;  
State College Employees**

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### BOARD POLICY

It is the policy of the Board that the retirement program is and shall be consistent with state and federal regulations.

#### Participation, Annuity

The Board shall provide participating plans for retirement annuities for all ~~full-time~~eligible employees of the Nebraska State College System. All plan assets shall be held in an annuity, or a trust or custodial account, for the exclusive benefit of plan participants. The Board shall provide such retirement benefits through the Teachers Insurance and Annuity Association of America and the College Retirement Equities Fund (TIAA/CREF). Old Age and Survivors Insurance of the Social Security Administration shall be a part of the plan of retirement benefits.

The State Colleges are authorized to enter into, on behalf of the Board, contracts with employees providing for the purchase of such retirement annuity contracts under the provisions of the Technical Amendments Act of 1958 to the Internal Revenue Code, as amended. Contracts with the State College employees shall provide that the accounts contributed by the State Colleges for such retirement annuity contracts shall be contributed as a result of an agreement of the employee to take a reduction in salary, or to forego an increase in salary, but only to the extent that such amounts are earned, or would be earned by the employee after the agreement becomes effective. Such an agreement must be legally binding and irrevocable with respect to amounts earned while the agreement is in effect and shall, in all other respects, conform with the applicable provisions of the Internal Revenue Code, as amended. The right of employees to such retirement annuity contracts shall be non-forfeitable, except for failure to pay future premiums; and such retirement annuity contracts shall be non-transferable.

#### Primary and Secondary Plans

A primary retirement plan intended to constitute an eligible deferred compensation plan as set forth in Internal Revenue Code (Code) Section 403(b) shall be provided for all full-time employees of the Nebraska State College System. Participation in the primary 403(b) Defined Contribution Plan is mandatory as set forth in the section below relating to Eligibility for Participation in the Primary Retirement Plan.

~~A s~~Secondary retirement plans intended to constitute ~~an~~eligible deferred compensation plans within the meaning of Sections 403(b) and 457 of the Code, as amended, shall be offered to all ~~eligible~~full-time employees of the Nebraska State College System. Participation in the secondary 403(b) and 457(b) Plans is voluntary as set forth in the section below that outlines Eligibility for Participation in the Secondary Retirement Plans. The secondary 403(b) Tax Deferred Annuity Plan and 457(b) Voluntary Deferred Compensation Plan shall be secondary to and a supplement for the primary 403(b) Defined Contribution Retirement Plan.

#### Eligibility for Participation in the Primary Retirement Plan 403(b)

1. Employees eligible for participation are any active employee of the State College System whose employment status is full-time. Full-time for faculty employees shall mean carrying a "full-time load," as defined by the College, for the regular academic year. Full-time for all other employees will consist of working full-time, as defined by the College, for the regular academic year or at least three-fourths time over a twelve (12) month period.

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 5405 Retirement Plan;  
State College Employees**

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2. All eligible employees will begin participation in this retirement plan on the first day of the month coinciding with or next following the attainment of age thirty (30). During required participation, employees are not permitted to switch from salary reduction (pre-tax) to salary deduction (after-tax) at any time. Therefore, salary reduction is to be used exclusively. As a result, the mandatory employee contribution will be treated as an employer contribution for calculation purposes and will not be subject to the employee elective deferral limit. Furthermore, during voluntary employee participation, those voluntary employee contributions will be subject to the limits under 402(g), the employee elective deferral limit, in addition to the 403(b) and the 415 limits.
3. All eligible employees may begin participation in this retirement plan on the first day of the month coinciding with or next following the second anniversary of their employment and the attainment of age twenty-five (25). Eligible employees under age thirty (30) may count prior full-time service (at least three-fourths time over a twelve [12] month period) with an educational institution toward the required service period. Educational institutions include, but are not limited to, public and private elementary or secondary schools (K-12) in addition to postsecondary institutions.

**Contributions for Primary Retirement Plan 403(b)**

The Board shall have power, in its discretion, to provide retirement benefits for employees of the Board, subject to the following:

1. The cost of such retirement benefits shall be funded in accordance with sound actuarial principles with the necessary contributions for both past service and future service being treated in the budgets in the same way as any other operating expense.
2. The maximum State College contribution under such retirement plan shall not exceed the sum of:
  - a. the percentage approved by the Board of each employee's salary or wage earnings for any calendar year before any agreement for reduction of salary or wage earnings; and,
  - b. pursuant to an agreement for reduction of salary or wage earnings, the amount of the reduction of salary or wage earnings.
3. Each employee's contribution shall ~~at least equal the State College contribution to any such retirement fund but shall not exceed~~ six percent (6%) of each employee's qualifying salary or wage earnings for any calendar year and shall be calculated before any agreement for any reduction of salary or wage earnings, provided that in lieu of making such contribution, each such employee shall enter into an agreement for reduction of salary or wages in an amount equal to such employee's contribution for the purchase by the Board of an annuity contract for such employee, under the provisions of the Technical Amendments Act of 1958 to the Internal Revenue Code, as amended.
4. The retirement benefits of any employee for service prior to the effective date of any retirement plan established under the provisions of this section shall be those provided under the retirement plan now in force which benefits shall not be abridged.
5. Each participant in this primary retirement plan and each College shall make contributions under the retirement plan on a monthly basis during the years of participation, except for months in which no salary is paid, in accordance with the following schedule:

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5405 Retirement Plan;  
State College Employees**

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**(Contributions as a Percent of Total Salary to Primary 403(b) Plan)**

Participant Contribution (salary reduction only)	State College Contribution	Total Contribution
6.0%	8.0%	14.00% effective July 1, 2005

6. Under no circumstances or conditions will any contribution of the Colleges revert to, be paid to, or insure to the benefit of, directly or indirectly, the Colleges. However, if contributions made by the Colleges were based on mistake of fact, such contributions may be returned to the Colleges within one (1) year of the date on which the contribution was made.

**Eligibility for Participation in the Secondary Retirement Plans 403(b) and 457(b)**

- ~~1. Employees who are participants in the primary 403(b) retirement plan are eligible to participate on a voluntary basis in the secondary 457(b) retirement plan.~~
1. Full-time employees (at least three-fourths time over 12 months) are eligible to participate on a voluntary basis in the secondary 403(b) and 457(b) retirement plans.
2. Non-student employees who normally work twenty (20) hours or more per week are eligible to participate on a voluntary basis in the secondary 403(b) retirement plan.
- ~~2.3.~~ To participate in the secondary plans, each eligible employee shall complete and return the applicable forms, including a ~~Voluntary-Salary Deferral-Reduction~~ Agreement, to the College ~~benefits-Human Resources e~~Office. Enrollment shall be effective on or after the first day of the ~~month~~pay cycle following the date the enrollment forms are properly completed by the employee, including the ~~Voluntary-Salary Deferral-Reduction~~ Agreement, and approved by the employer or its designee.

**Contributions for Secondary Retirement Plans 403(b) and 457(b)**

1. The employer will not make any non-elective or matching contributions to the Nebraska State College 403(b) Tax Deferred Annuity Plan or 457(b) Voluntary Deferred Compensation Plan. These is plans will accept only elective deferrals made to the plan by the eligible employee.
2. Starting the effective date of this plan, and in accordance with the Economic Growth and Tax Relief Reconciliation Act of 2001, the Board will permit eligible State College employees to participate simultaneously in both the primary 403(b) and secondary 403(b) and 457(b) retirement plans.
3. The secondary 403(b) Tax Deferred Annuity Plan includes elective deferrals which can be made on a pre-tax and/or after-tax (Roth) basis.
4. The 457(b) Voluntary Deferred Compensation Plan is an elective salary reduction plan that permits employees who participate to supplement their primary 403(b) plan and Social Security benefits by setting aside an additional portion of their salary on a ~~before~~pre-tax basis. Any such elective deferral of salary may be made up to the maximum amount permitted by law provided the employee agrees to voluntarily defer a minimum of twenty-five dollars (\$25) per pay period.

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 5405 Retirement Plan;  
State College Employees****Page 4 of 6**

45. Participants ~~who elect to make contributions on a pre-tax basis in this plan~~ do not pay any federal or state income taxes on the amounts they contribute, or on any earnings on the amount they contribute, until the funds are withdrawn. ~~at retirement.~~ Contributions made on an after-tax (Roth) basis are included as taxable income.
56. A participant shall be fully vested at all times in his or her accrued benefits under ~~these~~ plans. Such accrued benefits shall be non-forfeitable at all times.
67. Employees may elect to change their Elective Deferral Rate with respect to future contributions by submitting a new properly executed ~~Voluntary-Salary Deferral~~Reduction Agreement to the employer. Such change shall take effect as soon as administratively practicable but not earlier than the first pay period commencing with or during the first month following receipt by the employer of such ~~Voluntary-Salary Deferral~~Reduction Agreement.
78. Employees may terminate their election to have compensation deferred in this plan by so notifying the employer or its designee in writing. Such termination shall take effect as soon as administratively practicable, but not earlier than the first pay period commencing with or during the first month following receipt by the employer of satisfactory written notice of such revocation.
89. To the extent permitted by law, rollovers may be made to ~~the~~is secondary 403(b) and 457(b) Plans from any other eligible deferred compensation plan maintained by a State, political subdivision of a State or any agency or instrumentality of a State or political subdivision of a State. Such funds shall be accepted and fully vested and nonforfeitable at all times.
910. To the extent permitted by the plan, rollovers to the plan are permitted.

**Cashability Option for Primary and Secondary Retirement Plans**

1. Upon termination of employment, an employee can elect to make cash withdrawals up to the entire amount of the CREF accumulation under the Board TIAA/CREF Primary 403(b) Retirement Plan. TIAA Traditional Account cash withdrawals can be made in accordance with the investment options withdrawal rules that currently allow substantially equal payments over a ten-year period.
2. Full or partial cash withdrawals upon severance from employment can also be made under the Board TIAA/CREF Secondary 403(b) and 457(b) Plans.

**Distribution Options for Primary and Secondary Retirement Plans**

Employees who sever their employment within the State College System may make an immediate and binding election with respect to how they will take their distribution when they retire, or they may defer their decision until they are ready to retire, as permitted by law. Participants in both the primary and secondary retirement plans must begin taking a distribution by the April 1<sup>st</sup> of the year following the year in which he or she attains age 70 1/2 or retires, whichever is later.



## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5405 Retirement Plan;  
State College Employees**

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A variety of payment options are available under the TIAA/CREF Primary 403(b) and Secondary 457(b) plans, including, but not limited to:

- Lifetime annuity income
- Fixed-period annuity (5 to 30 years)
- Minimum distribution option (MDO)
- Full or partial cash withdrawals
- Systematic withdrawals
- Interest payment Retirement Option (IPRO)

### **Investment Options for Primary and Secondary Retirement Plans**

The Nebraska State Colleges TIAA/CREF Retirement Plans offer employees a variety of investment options. An employee may request that amounts contributed to either plan on his or her behalf be allocated among the available Investment Options established under the plans. Following the initial allocation request at the time of enrollment, the investment allocation request shall remain in effect for all subsequent contributions until changed by the employee. An employee may change his or her investment allocation by submitting a written request to TIAA-CREF either in writing, by phone, or online. Such change shall become effective as soon as administratively feasible.

### **Transfer Policy**

This plan does not permit transfers of retirement accumulations to investment accounts other than TIAA/CREF.

### **Questions**

Details of participation, current rates of withholding, retirement age, etc., are available in the current retirement plan agreement, copies of which are available in the Chancellor's office and each Colleges' Human Resources Director's office.

Any questions about the Retirement Plan or any requests for financial advice or retirement counseling, should be directed to TIAA/CREF.

### **Social Security**

Employees are entitled to benefits provided under the Social Security Act, subject to whatever conditions may be applied by the State of Nebraska or the United States government.

### **Retirement Age**

Retirement is permitted when employment ceases on or after attainment of age fifty-five (55). Age based mandatory retirement is prohibited.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5405 Retirement Plan;  
State College Employees**

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Legal Reference: RRS-85-19585-606.01 University of Nebraska; State Colleges; ~~Department of Public~~  
~~Institutions~~Community Colleges; retirement annuity contracts; purchases  
RRS 85-320 State colleges; retirement plan, establishment; terms; investment of funds

- Policy Adopted: 1/28/77
- Policy Revised: 8/4/79
- Policy Revised: 2/7/83
- Policy Revised: 9/18/87
- Policy Revised: 12/8/89
- Policy Revised: 6/5/93
- Policy Revised: 5/8/96
- Policy Revised: 8/29/97
- Policy Revised: 4/1/99
- Policy Revised: 4/9/02
- Policy Revised: 2/10/05
- Policy Revised: 9/15/06
- Policy Revised: 6/6/08
- Policy Revised: 6/15/12
- Policy Revised: 11/7/14
- Policy Revised: 1/16/18
- Policy Revised:

Attachment: Revisions to Board Policy 5405 (2386 : Revisions to Board Policy 5405; Retirement Plan; State College Employees)

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

March 21, 2019

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

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Board Policy 7015 is being revised to clarify that the definition for information technology purchases allows for cloud and hosted solutions and is not limited to on premise solutions.

The Policy is also being revised so that contracts for student placements to complete work-based learning experiences include internships, practicums, student teaching, etc. are considered "exempt" contracts and will not require Board approval.

The System Office recommends approval of the Revisions to Board Policy 7015; Contracts; Limitations, Exemptions.

**ATTACHMENTS:**

- Revisions to Board Policy 7015      (PDF)

## 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-thousand dollars (\$50,000): lodging, airfare, advertising, and repairs for vehicles, equipment, furnishings, facilities/grounds, and Information Technology products and services ~~hardware & software systems~~.

College departments and units are responsible for negotiating contracts prior to submission to the Vice President for Administration and Finance. 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](http://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 Vice President for Administration and Finance. Refer to the first two paragraphs above for when online user agreements are considered contracts.

The Board is responsible for all 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 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.

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.

All contracts for capital construction projects must follow the criteria stipulated in Policies 8063 through 8068.

All contracts related to revenue bond facilities will be in accordance with the indentures, statutes, and related Board policies.

#### 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 student internship, practicum or workforce training grant agreements.~~ Any Agreements that establish placements for students to complete work-based learning experiences, such as an internship, practicum, clinical placement, student teaching etc..

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7015 Contracts; Limitations, Exemptions**

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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 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 \$50,000 require Board approval."*
  9. Any contract for the purchase of installation services including repairs or maintenance agreements or movable equipment including information technology products and ~~computer hardware, and computer software~~ services, licenses and maintenance agreements where the total cost does not exceed one hundred thousand dollars (\$100,000). In cases of multiple-year contracts, contract amendments, contract extensions, contract renewals, and contracts with optional years, the one hundred thousand dollar (\$100,000) limit only applies to any given one (1) year period as defined in the contract documents.
  10. Any contract for the purchase of utilities, gasoline, oil, or diesel fuel used in the regular course of business operations. Utilities shall include trash services, cable television and internet services.
  11. Any contract dealing with the sale of College personal property, if Board Policy 7014 is followed.
  12. 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.
  13. Any contract relating to the staging or performance of any cultural, artistic, musical, scholarly, recreational, or intercollegiate athletic event (at home or away).
  14. Any contract for the purchase of material to be added to the collection of any College library.
  15. 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.)
  16. Any sponsorship agreements (refer to Board Policy 7017.)
  17. Any contract with the state or federal government for the provision of Financial Aid.
  18. Any contract associated with an emergency approved by the Chancellor.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 7015**

**Contracts; Limitations, Exemptions**

**Page 3 of 3**

All exempt contracts shall be signed by the President or the Vice President for Administration and Finance. In the event that the President and Vice President for Administration and Finance 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.

A list of the exempt contracts over fifty thousand dollars (\$50,000), authorized and signed by the College or System Office, 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 or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.

Legal Reference: RRS 85-304  
RRS 85-411

Board of Trustees; Powers; Enumerated  
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:

Attachment: Revisions to Board Policy 7015 (2405 : Revisions to Board Policy 7015; Contracts; Limitations, Exemptions)

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

March 21, 2019

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***ACTION:***                                    **Approve Continuation of Theatre Program at Chadron State College**

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During the Coordinating Commission of Postsecondary Education's review of Chadron State's Theatre program last year, the Commission identified that the minimum thresholds for academic programs were not met and requested that the NSCS Board of Trustees follow Nebraska statute 85-1414 and complete an in-depth review of the program. The findings of the in-depth 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.

The System Office and Chadron State College recommend approval of the Continuation of Theatre Program at Chadron State College.

**ATTACHMENTS:**

- CSC Theatre In-Depth Review Report      (PDF)

**Coordinating Commission for Postsecondary Education  
In-Depth Review of Existing Instructional Program**

**Chadron State College Theatre Program**

**Submitted:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chief Academic Officer)

**Evidence of Demand and Efficiency updated and revised to include 2017-2018**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		533	643	580	376	362	498.8
<b>Faculty Full-time Equivalency (FTE)</b>		1.58	1.58	1.67	1.58	1.63	1.61
<b>SCH/Faculty FTE</b>		337.34	406.96	347.31	237.97	222.09	310.33
<b>Number of Degrees and Awards</b>  <i>(list degrees/awards separately)</i>	<b>Total</b>	3	3	6	3	5	4.0
	<b>B.A.</b>	3	3	6	3	5	4.0

**Recognition of Deficiency in Degrees/Awards Completed:**

CSC acknowledges that the Theatre Program falls below the CCPE desired threshold (seven) for mean number of degrees/awards earned over a five-year period. Theatre has traditionally graduated 3-6 majors/endorsements per year. We will provide evidence of the need for our program that goes beyond consideration of the numbers of graduates even as we attempt to raise that number through recruitment efforts and program improvements.

**The Case for Continuing the CSC Theatre Program**

**I. The Theatre Program is critical to the mission of Chadron State College (CSC) and the Nebraska State College System (NSCS).**

The Theatre Program supports four components of the CSC and NSCS mission. First, it directly impacts the liberal arts education of all CSC students and prepares its majors for a profession in teaching or theatre production. Second, it provides the public schools in our area their only experience with professionally conducted workshops and programs for their students. Third, it enriches the culture of our region by producing plays open to the general public. Fourth, it provides professional support to community theatre, an area of increasing demand.

Attachment: CSC Theatre In-Depth Review Report (2406 : Continuation of Theatre Program at Chadron State College)



## II. The Theatre Program meets the special needs of our region.

Chadron State College is the only four-year institution in Nebraska that serves Frontier and Remote (FAR) communities. “Frontier areas are the most remote and geographically isolated areas in the United States. These areas are usually sparsely populated and face extreme distances and travel time to services of any kind,” according to the National Center for Frontier Communities. As one of the few four-year colleges in the U.S. located in a frontier area, CSC has a special component to our regional mission. Most CSC entering freshmen come from rural areas in the High Plains region and graduate from high school classes of 50 or fewer students. Neither public school students nor members of the general public in our communities have ready access to professional theatre (other than summer seasons at two regional theatres). CSC provides the only professionally produced live theatre within a 100-mile radius, including 20 regional communities and 28 school districts. Our four productions per season (academic year) are free for the public and the college community.

The performing arts are part of a recognized influence on innovative rural business development. Past studies consistently find much higher innovation rates in tradable industries (North and Smallbone, 2000; Boroush, 2010). “Tradable industries include mining; oil and gas; manufacturing; wholesale trade; transportation and warehousing; information; finance and insurance; professional, scientific, and technical services; management of companies (i.e., headquarters establishments); and performing arts and museums” (Jensen et al., 2005). The presence of a Theatre Program at CSC to work with developing theatres in the area is especially crucial in FAR communities.

## III. The Theatre Degree and Supplemental Endorsement meet educational needs of CSC students.

CSC’s Theatre Program provides the only four-year degree in theatre servicing western Nebraska. We offer a Comprehensive Major in Theatre, a Minor in Theatre, and a Supplemental Teaching Endorsement in Theatre. Many of our rural students cannot afford the tuition/living expenses of larger colleges/universities offering the same program. Eliminating the program would remove their option of preparing for a theatre career.

Students seeking a teaching endorsement in another subject area, particularly the Language Arts Field Endorsement, are often expected to produce, direct, and stage public school theatrical productions. They are also expected to assist with debate and oral interpretation competitions. The Theatre Supplemental Teaching Endorsement is intended to provide the academic background and practical experience these future teachers need. This supplemental endorsement is relatively new, and more interfacing with the Education Program is needed to determine how it would best function as an add-on to other 7-12 subject/field endorsements.

In addition, the Theatre Program supports the Essential Studies Program, our general education curriculum. We offer nine theatre courses that meet the requirements of three Essential Studies Student Learning Outcomes.

The Theatre Program also provides co-curricular experiences for students who are not majoring or seeking an endorsement in the subject. Approximately 50% of students

participating in theatre productions are non-majors. Student attendance at performances is also a co-curricular activity, not only for majors in related areas, but for those in fields such as Social Work, who have the opportunity to encounter plays dealing with social issues. Musical productions provide an opportunity for voice students to perform outside of their regular curriculum requirements. A degree program in theatre provides legitimacy to the theatre productions at CSC through stronger performances and increased production values. A core group of students trained in the various theatre arts provides the foundation for involving other students in a valuable co-curricular activity. Their excitement and dedication to the craft inspire non-majors to take a chance in an unfamiliar arena. Audience expectations increase when these productions are supervised by professionals and conducted by professionals-in-training.

Finally, as another co-curricular activity, the Theatre Program provides “talk-back” sessions after performances for student attendees whose degree programs are particularly relevant to a production. Students majoring in Legal Studies, Consumer Sciences, and Social Work programs have been involved in these activities, which allow them to meet and discuss the performance and creative process with the cast and others involved. Theatre students also wrote, directed, and performed three plays for the fall 2015 Social Work Conference, “Not Asking for It: A Workshop on Sexual Assault.” Again in 2017, they directed and performed two plays for the conference, “Not for Sale: Sex Trafficking in Nebraska.” These are a few examples of the support theatre majors provide the college community.

### **III. CSC Theatre Program majors provide services to area schools and communities.**

CSC theatre majors are a crucial resource for providing services to public schools and surrounding communities. These students:

- Forge strong working relationships with the Post Playhouse at Fort Robinson, NE, and Theatre West in Scottsbluff, NE. Both organizations regularly seek out our majors for summer employment in various areas of production. These theatres bring in a few professionals outside of the area for a summer season, but have traditionally relied on regional resources, including CSC students and faculty.
- Assist with tourist attractions in the Black Hills area. For example, students designed and implemented makeup and costumes for the Rushmore Cave Haunt Oct. 2018 at Rushmore Cave in Keystone, SD.
- Conduct the annual CSC Theatre Day—area high school students attend workshops in performance (audition, stage combat, and improvisation), tech/design (costuming, sound design and lighting design), and playwriting. They also attend the CSC Theatre Program fall production. For many, this is as close as they get to professional theatre production. In fall 2018, 365 public high school students participated.
- Assist with the Job Corps preview performances—Students from the Pine Ridge Job Corps (serving disadvantaged students in-residence) are invited to attend a preview performance of all CSC productions. This is the first, and sometimes only, fine arts cultural experience for a number of participants. Preview performances have included “talk-back” sessions between the Job Corps audience and the actors and crew. This activity provides insight into the production process.
- Organize and perform for the Children’s Theatre Tour—This tour is produced in conjunction with the Chadron Public Library and the TH 339 Children’s Theatre

Workshop. The tour consists of performances in seven Nebraska area school districts: Gordon/Rushville, Crawford, Sioux County (Harrison), Grand View (Alliance), Hemingford, Hay Springs, and Chadron. Past performances include: “The World by the Tale” (folk tales from around the world), “No Holds Bard” (a selection of Shakespeare for children), and “The Moral of the Story” (a selection of Aesop’s fables).

#### **IV. Employment opportunities are available for students graduating with a degree or endorsement from the Theatre program at CSC.**

There are no formal education requirements for becoming an actor, stage designer, technician, or director, but a bachelor's degree in theatre, including dramatic literature/criticism, acting, directing, production, and staging, is helpful in gaining experience and employment. The more extensive the background and experience, the greater the opportunity of higher paying jobs.

According to the U.S. Department of Labor Bureau of Labor Statistics, employment of actors and other performance related jobs (directing, producing, etc.) is projected to grow 12% from 2016 to 2026, faster than the overall average for all occupations. Job growth in the motion picture and video industry is expected due to strong demand from the public for more movies and television shows. Data are not available for the State of Nebraska (<https://www.bls.gov/ooh/entertainment-and-sports/actors.htm#tab-7>). In addition, postsecondary teaching jobs in art/drama/music are expected to grow by 12% (<http://www.projectionscentral.com/>).

In the last few years, area communities have created or expanded theatre facilities, creating a growing need for experienced theatre professionals. CSC faculty members have been meeting with some of the relevant organizations to project the need for graduates (or current majors) from our program. These developments include the following:

- Alliance Performing Arts Center (PAC) in Alliance, NE, High School—New 761-seat auditorium with identifiable entry and lobby space, equipped with a videoconference system to unite the community with previously unobtainable educational opportunities. A full sound and lighting system accents the stage’s full fly system. Other elements include a scene shop with adjacent loading dock used by industrial training staff, students, and touring shows. The PAC has no full-time employees with training in theatre. The PAC Committee met with CSC theatre faculty (Nov. 2018) to inquire about entering into a partnership with the CSC Theatre Program to provide trained/qualified personnel.
- Western Nebraska Community College (WNCC) Platte Valley Companies Performing Arts Center opening July 2019 in Scottsbluff, NE. The Center is part of the community college’s \$17.33 million “Expanding the Possibilities” Campaign. It will be the future home of the non-profit Theatre West Summer Repertory. The Repertory expects to hire 20-25 theatre professionals (performance and production) annually, either completing or having completed a bachelor’s degree in theatre. WNCC has expressed its commitment to the growth of a theatre program in Western Nebraska. The CSC Theatre Program is its logical partner.
- Potential expansion of Post Playhouse at Fort Robinson to second theatre in Crawford, NE.

## V. CSC Theatre alumni demonstrate the potential for employment in the profession.

Data collected and updated by CSC Theatre Program faculty members indicate that fifty-eight percent of its graduates have worked or are working at jobs in the theatre profession. Thirty-six percent have worked or are working in elementary, high school, or college education positions. Twenty-two percent have continued their education by pursuing a graduate degree or a post baccalaureate teaching endorsement. Some of those graduates who continued their education first worked professionally. The following is a sampling of CSC Theatre Program alumni and their occupations:

- Adam Spencer (2006), Lecturer and Technical Director/Designer, University of Houston
- Cody Griebel (2008), Teacher of English/Theatre, Central High School, Pueblo, CO
- Heather Pickering (2008), Instructor, University of Wisconsin/Madison; Founder/Artistic Director of Flutter Productions
- Nathaniel Quinn (2009), Director, Fort Collins Children’s Theatre, Fort Collins, CO
- Colton Niedhardt (2010), Director of Education, Lake Dillon Theatre Company, Silverthorne, CO
- Amanda Pintore (2011), Assoc. Director of Performing Arts and Education, Lawrence Arts Center, Lawrence, Kansas
- Heather Hicks (2012), Production Assistant, Parkland College, Champaign, IL
- Willis Miller (2014), Member Duke City Repertory, Albuquerque, NM
- Evan Torkelsen (2015), Scenic Assistant, Sea World, San Antonio, TX
- Hannah Clark (2015), Production Assistant, American Midwest Ballet, Lincoln, NE
- Anna Owen (2016), Costume Shop Forman, Sierra Repertory Theatre, Sonora, CA
- Molly Thornton (2017), Theatre Teaching Assistant, Riverton High School, Riverton, WY
- Jessica Steffen-Schepers (2017), Stage Manager, Polar Express, Denver, CO; Apprentice Stage Manager, Denver Performing Arts Center, Denver, CO
- Leo Haselhorst (2018), Assist. Technical Director, Theatre Works, Colorado Springs, CO
- Nathan Wojciechowski (2018), Drama Coach, Minatare High School, Minatare, NE
- Clint Wright (2018), Longwood College Audio/Visual Engineer and Instructor, Farmville, VA

## VI. Theatre Program personnel and college administrators have collaborated on a plan to increase enrollment.

Public school students’ lack of exposure to professional theatre makes recruitment a challenge. Also, the perception (particularly among rural parents) that theatre is a “throw-away” major with respect to employment sometimes discourages those students who are interested in a theatre career. We are working to create a presence for our Theatre Program through public school outreach, but we also need to better inform potential students and their parents about employment opportunities and about the success of our graduates. Finally, some review and revision of requirements for the major, minor and supplementary endorsement may be needed to make them more workable for students.

To address these issues, Theatre Program faculty first met with the Director of Admissions (Dec. 5, 2018) to develop a strategy for achieving a goal of 10 new majors per year, with a

long-range goal of 15-20 new majors per year. To begin, they drafted a letter describing the Theatre Program and the Assistantship (scholarship) to send prospective students.

Second, faculty met with CSC College Relations (Dec. 7, 2018) and made the following requests:

- Cleanup and better management of information on the CSC website regarding the Theatre Program Assistantships (scholarships). Eligible students have not applied in the past because of confusion about requirements. A webpage with assistantship information and application form will be added.
- Add a webpage with information about alumni and their accomplishments and employment.
- Add photos of productions to show an active program full of opportunities for involvement.
- Add a webpage with guest artist information.

Third, faculty members are reevaluating the Comprehensive Major in Theatre. A comprehensive major requires a minimum of 48 credit hours. Changing to a subject major would reduce the number to a minimum of 30 credit hours. The original plan for the major in the mid 1990's aimed at creating a B.F.A. in Theatre. Courses were titled and curriculum structured with those requirements in mind. For example, two theatre history courses are required for a B.F.A., but not for a B.A. Changing to a subject major would not only reduce the number of credit hours, but it would also allow for a more practical, performance-based curriculum. A subject major has the additional advantage of allowing students to pursue a minor in a field that might enhance their job prospects - Communication Arts or Business, for example. A subject major rather than a comprehensive major in theatre also might be a better option for students considering adding a second major. Oftentimes, students do not become aware of the possibilities of a theatre major until they are already enrolled.

Fourth, the relatively new supplemental endorsement will be evaluated and revised with an eye to making it more attractive and practical for those seeking an enhancement of their first endorsement. Reducing the credit hour requirements from 21 to 18 and making the curriculum more performance based (rather than theoretical/historical) while still covering Rule 24 outcomes may allow the endorsement to be more accessible for secondary education students. For example, the Language Arts Field Endorsement no longer includes theatre outcomes or course requirements. Yet, Language Arts instructors are often expected to supervise school productions, debate, and oral interpretation activities. The Theatre Program will be working more closely with the Education Program to find ways to increase enrollment by meeting the needs of future teachers.

Fifth, the Minor in Theatre (general) may be revised to create a Minor in Theatre Performance. The potential of any theatre program for growth relies on the strength its performance areas. There is an excellent chance that most theatre minors will take additional courses in theatre. This will increase student contact hours and possibly majors.

Sixth, in several Theatre Program assessment reports, students identified the absence of contact with theatre professionals as a weakness. Future plans include the hiring of guest artists or staff to teach courses and direct, perform, and/or design productions as part of the CSC theatre season. For example, during the spring 2019 semester, the program has hired a costume designer (Phoebe Boynton) and scenic artist (Linda Dabbs). We hope this step

will generate more interest in the Program and demonstrate areas of practical application of theatre skills.

Seventh, the College will allocate an additional 3-5 full-tuition scholarships annually to the CSC Theatre Program, starting with the 2019-2020 school year. These scholarships will be applied toward the support of students who actively participate in the CSC Theatre program, especially as Theatre majors and minors.

Finally, the Theatre Program has a tenure-track position vacancy that will allow us to rethink the way we use our human resources. For example, many prospective students inquire about musical theatre productions. Creating a combined Musical Theatre/Vocal Music faculty position might generate interest in the both programs. Also, training students in musical theatre will increase employment opportunities in regional theaters (Post Playhouse and Theatre West). All of these options offer opportunities to improve the Theatre Program and to attract new students.

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

March 21, 2019

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***ACTION:***                                    **Approve Continuation of Music Program at Peru State College**

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During the Coordinating Commission of Postsecondary Education's review of Peru State's Music program last year, the Commission identified that the minimum thresholds for academic programs were not met and requested that the NSCS Board of Trustees follow Nebraska statute 85-1414 and complete an in-depth review of the program. The findings of the in-depth 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 Peru State College support the findings of the in-depth review.

The System Office and Peru State College recommend approval of the Continuation of Music Program at Peru State College.

**ATTACHMENTS:**

- PSC Music In-Depth Review            (PDF)

**Music-BA/BS  
Peru State College  
In-Depth Review**

**Evidence of Demand and Efficiency updated and revised to include 2017-2018**

		13-14	14-15	15-16	16-17	17-18	5 yr avg
<b>Student Credit Hours (SCH)</b>		1529	1405	1343	1147	1108	1306
<b>Faculty Full-time Equivalency (FTE)</b>		4.15	2.63	2.58	2.88	4	3.25
<b>SCH/Faculty FTE</b>		368	534	521	398	289	422
<b>Number of Degrees and Awards</b>  <i>(list degrees/awards separately)</i>	<b>Degrees</b>	5	3	7	3	6	4.8

**Recognition of Deficiency in Degrees/Awards Completed:**

PSC acknowledges that the Music Program falls below the CCPE desired threshold (seven) for mean number of degrees/awards earned over a five-year period. In this review, we will provide evidence of the need for our program that goes beyond consideration of the numbers of graduates even as we attempt to raise that number through recruitment efforts and program improvements.

**Overview**

The Peru State College Music program provides an affordable and accessible educational program for students in Southeast Nebraska. With the open enrollment mission of the College, students are able to pursue a degree in Music where they might not be able to elsewhere. The rural location is attractive to students who do not want to attend a larger institution in a large city.

Peru State College offers several degree options in Music, including K-12 Vocal/Instrumental Music Education, Music Marketing, Music Performance, Community Music and Private Studio as well as a Music Minor. The program is clearly aligned with and supports the mission of the College.

- First, as a college that was initially established as a Normal School to prepare teacher educators, responding to the needs of Nebraska for educator preparation is a critical mission area for Peru State College. Teacher education programs graduate the second highest number of students each year, which in turn serves this critical mission for rural Nebraska, the region, and the state.
- Second, the Music program supports the mission of the college through training superior musicians through excellence in studio teaching, ensemble performance and academic rigor.
- Third, the Music program supports the college mission by serving the wider college and region with the presentation of culturally enriching courses and high-quality public performances.



- Fourth, participation in music ensembles is an important engagement strategy to enhance the retention and persistence of the College’s students including majors and non-majors.

As part of its ongoing assessment of student learning, the Music program has recently revised its goals and student learning outcomes, as noted below.

Goal 1 Students will effectively communicate topics in the musical arts.

- Students will effectively communicate topics related to the musical arts in oral form.
- Students will effectively communicate topics related to the musical arts in written form.

Goal 2: Students will analyze, evaluate, interpret, and synthesize information in musical compositions and performances.

- Students will analyze musical examples in written form.
- Students will evaluate performances through self-assessment and peer critiques.
- Students will interpret musical compositions through performance.
- Students will synthesize musical elements and incorporate them into a musical product (junior/senior recital, conducting, composition).

Goal 3: Students will successfully perform and evaluate the performance of music from all historical periods and idioms.

- Students will perform in their applied area, while developing skills required for proficiency.
- Students will examine music in written and aural form from all periods in music history, and a diversity of cultures.

Goal 4 Students will demonstrate proficiency in basic piano skills.

- Students will perform a piano proficiency exam demonstrating scales, chord progressions, sight-reading, harmonization, transposition, prepared pieces, four-part score reading, and improvisation.

**Data Summary**

Year	Average # of Graduates	Average SCH/FTE	Average SCH	CCPE Action/Notes
2004	3.4	284	Not reported	
2011	4.0	481	Not reported	
2018	4.2	466	1,354	Continue, with an in-depth review due 6/1/2019

- The number of graduates has fluctuated in past years, but the five-year average has been increasing. When including the most recent data (which was not available at the time of the 2018 report), the average has increased to 4.8 graduates over the past 5 years. Within the past five years, the program has met the threshold of 7 graduates.
- We anticipate a smaller number of graduates in the next few years due to small entering classes. However, by 2020-2021 we anticipate meeting the threshold number of graduates.
- Small gains in the average number of graduates come at a time when the state has been flat to down in the total number of Music completers.

## Music Education Endorsement

The majority of Music majors at Peru are studying Music Education. Graduates of the program serve a vital need for the state:

- According to the Nebraska Department of Education (2018), there were 9.5 unfilled Music educator positions in Nebraska for Fall 2017, including several in small districts. Four positions had no applicants (Nebraska Department of Education, 2018).
- Music continues to be included on the list of shortage areas from the Department of Education (Nebraska Department of Education, 2018).
- Music positions were identified as one of the five hardest endorsement areas to fill in a recent survey of 38 districts and systems in the state (Nebraska Department of Education, 2018).
- Of the 20 Peru State College graduates since 2010 in Music Education, 18 are currently employed as educators to our knowledge. The December 2018 graduate has just started the search.
- Recent graduates from Peru State College have positions in the following school systems— notably, many are in rural areas of the state:
  - Papillion-LaVista, Nebraska
  - West Point, Nebraska
  - Battle Creek, Nebraska
  - Johnson-Brock, Nebraska
  - Johnson County, Nebraska
  - Plattsmouth, Nebraska
  - Louisville, Nebraska
  - Wilbur-Clatonia, Nebraska
  - Ord, Nebraska
  - Ashland-Greenwood, Nebraska
  - Nebraska City, Nebraska
  - Catholic schools in Omaha, Lincoln and Nebraska City
  - Out of state schools in Kansas, Georgia and Texas.
- A review of IPEDS data shows that the number of completers in Music education in Nebraska has decreased over the past five years, with 48 completers for 2017.

## Other Music Degree Program Options

In addition to Music Education, the College offers program options in Music Marketing, Performance, Community Music and Private Studio. These options require few additional resources or faculty load to offer but they do provide additional opportunities for Peru State students to pursue a Music degree if they do not want to teach.

## Ensembles

The College offers the following Music ensembles: Concert Chorale, Women’s Choir, Prestige Contemporary Ensemble, Concert Band and The Hoyt Street Jazz Ensemble.

- The programs bands and ensembles provide an outlet for the arts interest of students in music and many other academic areas. Students from a wide range of majors participate in these ensembles.

- The Music program fills a strategic role for the campus and region by providing a series of cultural events for each year. The Music Department performs numerous concerts on and off campus, provides music at athletic events and graduation and brings guest artists to campus to perform regularly. “Jazz on the Green” and the “Magic of Christmas” holiday choir concert have become popular local events for the campus and community.
- The quality of the ensembles relies on the availability of lessons and other coursework for students so they can grow in their musical skills.
- Faculty meet with prospective who are non-majors to aid overall college recruiting.

### Program Quality

Faculty members in the program are highly qualified for the courses taught. Two of the three faculty members have completed PhDs in the discipline with the third at the dissertation stage of his Ph.D. A staff accompanist supports student lessons and the choir ensembles.

Full-time faculty are active in state organizations and perform and/or conduct regularly with ensembles such as the Omaha Symphony, Opera Omaha, and The Lincoln Continentals.

Adjuncts hired for lessons are accomplished musicians in the industry with at least a Master’s degree. One of the current adjuncts holds a Ph.D. and the other is completing her doctoral program.

One faculty member was named the 2018 Nebraska Choral Director’s Association Director of the Year and he was named the Young Choral Director of the Year in 2015. Faculty members have been named as national quarterfinalists for the Grammy Music Educator award in 2016 and 2017.

Peru State students regularly are selected for the Nebraska State Bandmasters Association Intercollegiate Honor Band. The choirs have regularly been invited to sing the national anthem at regional sporting events and have been selected to take part in national festivals.

The College has a chapter of the National Association for Music Education (NAfME). As members, students have the opportunity to attend the Nebraska Music Educators Association conference, held annually in Lincoln, Nebraska. As part of this three-day conference, students can attend workshops, All-State rehearsals, master classes, and performances by local and regional high schools and colleges. This is an important networking opportunity that prepares students for a career in music education.

Student comments from student evaluation reflect a high level of satisfaction with instruction, ensembles and the music program.

### Program Resources

Resources currently exist to adequately support the Music program.

- Currently, the program has three full-time faculty members in music and uses highly qualified adjunct for some individual studio lessons in voice, instrumental, and piano. A staff accompanist supports student lessons and the choir ensembles.
- The Music department is housed in the Jindra Fine Arts building, which was comprehensively renovated in 2011. This building houses classrooms and faculty offices for the department in addition to the recording and music production studios. State-of-the-art rehearsal rooms for the band and choral ensembles are housed in this facility along with private practice rooms for

individuals wishing to perfect musical selections. A piano lab and vocal and instrumental music libraries are also housed within the Fine Arts building.

- Performances by the bands and choral ensembles are held in the new Performing Arts Center, which opened in Fall 2018. The building has state-of-the-art sound and lighting systems, exceptional acoustics, and audience amenities. This building, along with the renovated Jindra Fine Arts building, represents significant state investment in Peru State's performing arts programs.
- The current budget is adequate for the program at this time.

### Recruitment Plans

The following strategies are being used to recruit new students to the Music major.

- The Music program offers \$32,000 in scholarships to incoming and current students. A new initiative for this year was to hold a scholarship audition day in the fall, in addition to one in the spring. Over the past two years, the timing of these scholarship offers has moved up during the year in order to leverage these funds more effectively as students are making decisions about their college plans. The number who auditioned this year was slightly higher than last year. Interested students who did not attend the audition day will still be able to apply for scholarships.
- The new Performing Arts Center at Peru State College will be a centerpiece of prospective student visits. The excellent acoustics of the venue will be a key selling point for students. The PAC will be used to host events for high school students, such as honor choir and honor band events. The College will also host a pre-district music contest festival to provide adjudication for students as they prepare for districts. For many years, the College has hosted between 30-40 schools for its high school show choir festival.
- New strategies are being used to communicate with prospective students including a new mailer sent to all-state music students this year.
- Faculty are regularly visiting local high schools and serving as guest clinicians for contests and festivals.
- The choirs are planning tours to local schools as well.
- Music faculty are working closely with the Admissions office to leverage the software used by the College to communicate directly with students, providing personalized messages.
- The College is recruiting adjuncts to teach lessons who are well-known to area teachers and students to assist recruiting.

### Retention Plans

The Music program, and the College, have recently taken action designed to improve the retention of their students.

- A new Music course was designed to better prepare students for more advanced courses. The course, Introduction to Musical Studies, will acquaint music majors with fundamentals in musicianship that include musical notation, pitch (scales/key signatures), meter & rhythm, chords/harmony (including triads and seventh chords) as well as an increased awareness of musical literature, all in an effort to better one's musical understanding and resulting application of these concepts.
- There continues to be a great deal of College-level activity to improve retention and persistence, including the use of retention software, a revised probation advising process, and attention to student financial issues.

## Enrollment Goals

As noted previously, the next two years of graduates will likely be low due to smaller entering classes and retention challenges. However, larger entering classes should mean graduate numbers that approach the CCPE thresholds beginning in 2020-21. The College will have a target of 10-12 sophomores by Fall 2020 to help meet the CCPE targets going forward.

## Sources

Nebraska Department of Education. (2018). *Teacher vacancy survey report*. Retrieved from <https://cdn.education.ne.gov/wp-content/uploads/2018/03/2017-Teacher-Shortage-Report.pdf>

## ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

March 21, 2019

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*ACTION:*                                   **Approve Authorization for Chancellor to Develop and Sign an Educational Partnership Agreement with the University of Nebraska Board of Regents for and on Behalf of the Nebraska College of Technical Agriculture to Allow a Collaboration with Wayne State College**

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In accordance with Board Policy 7015, the Board is being asked to grant the Chancellor the authority to develop and sign an educational partnership Agreement with the Board of Regents of the University of Nebraska for and on behalf of the Nebraska College of Technical Agriculture (NCTA). The Agreement would allow a collaboration between NCTA and Wayne State College to offer undergraduate academic programming for agriculture students in Northeast Nebraska.

The System Office recommends approval of the Authorization for Chancellor to Develop and Sign an Educational Partnership Agreement.

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

March 21, 2019

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**ACTION:** **First and Final Round Approval of Revisions to Board Policy  
3500: Housing**

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The revision is intended to clarify that the minimum age requirement to reside in College residence halls or housing does not apply to guests to the campus staying for short terms visits or attending camps.

The System Office recommends approval of the Revisions to Board Policy 3500: Housing.

**ATTACHMENTS:**

- Revisions to Policy 3500 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3500

Housing

Page 1 of 1

BOARD POLICY

Upon recommendation of the College administration and the approval of the Board, the right is reserved to require as many students, men or women, as it may be considered practicable, to reside in College residence halls or housing. A student must be at least seventeen (17) years of age to reside in College residence halls or housing during the fall, spring, and summer terms. This provision does not pertain to guests to the campus staying in the halls for a short term visit or camp.

Residence halls will be open for occupancy at least one (1) day prior to classes commencing for any regular academic period and provisions for housing after the completion of any final examination for students who have extenuating circumstances.

The Colleges are authorized to establish specific housing regulations. (See Board Policy 9011 "Residence Hall; Students, Contracts, Room Reservation Processing Fee")

Legal Reference: RRS 85-408

Dormitories; housing facilities; rates, fee; charges; pledge for payment of bonds; supplies; expenses; approval of Legislature; exceptions

- Policy Adopted: 1/28/77
- Policy Revised: 6/5/93
- Policy Revised: 3/11/94
- Policy Revised: 4/20/12
- Policy Revised: 1/12/16
- Policy Revised:

Attachment: Revisions to Policy 3500 (2400 : Revisions to Board Policy 3500: Housing)



**ITEMS FOR DISCUSSION AND ACTION**  
**FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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**ACTION:** **Approve a One-Time Cash Fund Appropriation Reduction for Chadron State College**

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A cash fund appropriation reduction is requested for Chadron State College in the amount of \$2,600,190.65. Between fiscal 2017-18 and 2018-19, cash fund appropriation balances were rolled forward automatically by the Department of Administrative Service (DAS) budget division. Each College is responsible to only spend those cash fund appropriations to the extent they had revenue levels last year to support the appropriation level.

Chadron State has completed an analysis of funds that carried forward in the appropriation and the amount of that carryforward for which cash fund revenues were available to support. As a result, the College requests that its Cash Fund appropriation level be reduced on a one-time basis by \$2,600,190.65.

Chadron State and the System Office have reviewed Chadron's current year appropriation level (FY19) and anticipate that revenues are adequate to support the FY19 base appropriation level. Therefore, this is only a one-time adjustment based on carryforward appropriations.

With board approval, the System Office will work with DAS Budget to adjust Chadron State's cash fund appropriation.

The System Office recommends approval of the One-Time Cash Fund Appropriation Reduction for Chadron State College.

**ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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**ACTION:** **Approve 2019-2020 Room and Board Rates**

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Board Policy 9010 requires the maintenance of reasonable rates for room and board charges, subject to the approval of the Board, insuring maximum occupancy and/or an adequate flow of revenue to support the operations of the revenue bond facilities.

Board Policy 9016 requires that each College establish student board rates to be approved by the Board of Trustees.

The Colleges have submitted proposed Room and Board Rates for FY 2019-20. The proposed rates are shown on the following pages, along with a comparison to the prior year's rates.

The proposals take into consideration the capital needs of the Colleges' revenue bond programs, ongoing debt service needs, as well as operating cost increases on the programs.

The System Office recommends approval of the 2019-2020 Room and Board Rates.

**ATTACHMENTS:**

- CSC Room and Board Rates (PDF)
- PSC Room and Board Rates (PDF)
- WSC Room and Board Rates (PDF)

**Chadron State College  
Room and Board Rate Proposal  
2019-20**

<b>Board Rates</b>		
	Actual 2018-19	Proposed 2019-20
280 Meal Block Plan + \$200	\$ 1,925	\$ 2,025
14 Meal + \$100/7 Day Plan	N/A	N/A
200 Meal Block Plan + \$200	\$ 1,700	\$ 1,785
150 Meal Block Plan + \$200	\$ 1,330	\$ 1,395
80 Meal Block Plan + \$50	\$ 745	\$ 765
5 Meal Commuter Plan	N/A	N/A

<b>Room Rates</b>		
	Actual 2018-19	Proposed 2019-20
<b>Residence Halls *</b>		
Private Room	\$ 2,625	\$ 2,756
Eagle Ridge Private Room	\$ 2,625	\$ 2,625
Semi-Private Room	\$ 1,765	\$ 1,853
<b>Family Housing **</b>		
West Court	N/A	N/A
Brooks Apartments	\$ 464	\$ 487
Residence Hall Apartments	\$ 402	\$ 422

\*Per Semester

\*\*Per Month

Attachment: CSC Room and Board Rates (2412 : 2019-2020 Room and Board Rates)

**Peru State College  
Room and Board Rate Proposal  
2019-20**

<b>Board Rates</b>		
	Actual 2018-19	Proposed 2019-20
Meal Plan** - 75 Meal Block	\$579	\$596
Meal Plan* - 130 Meal Block + \$130	\$1,158	\$1,192
Meal Plan - 210 Meal Block + \$150	\$1,736	\$1,789
Meal Plan - 275 Meal Block + \$200	\$2,129	\$2,193

\*Nicholas, Pate, Oak Hill and commuters only    \*\* Commuters and Oak Hill only

<b>Room Rates</b>		
	Actual 2018-19	Proposed 2019-20
<b>Residence Halls</b>		
<b>OAK HILL</b>		
Private Room	\$3,388	\$3,490
Semi-Private Room	\$1,933	\$1,991
<b>MORGAN/CENTENNIAL COMPLEX/DELZELL</b>		
Private Room	\$3,962	\$4,080
Semi-Private Room	\$2,269	\$2,337
<b>APARTMENTS/MONTH (Unrenovated)</b>		
ONE BEDROOM - A/C*	\$590	\$608
TWO BEDROOM - A/C*	\$682	\$702
THREE BEDROOM - A/C*	\$739	\$761
<b>APARTMENTS/MONTH (Renovated)</b>		
ONE BEDROOM - A/C*	\$618	\$637
TWO BEDROOM - A/C*	\$695	\$716
THREE BEDROOM - A/C*	\$773	\$796

Attachment: PSC Room and Board Rates (2412 : 2019-2020 Room and Board Rates)

**Wayne State College**  
**Room and Board Rate Proposal (Per Semester)**  
**2019-20**

<b>Board Rates</b>		
	Actual 2018-19	Proposed 2019-20
19 Meal +\$90 Flex Dollars/7-Day Plan	\$1,999	n/a
15 Meal +\$0 Flex Dollars/7-Day Plan <sup>2</sup>	\$1,899	n/a
12 Meal +\$0 Flex Dollars/7-Day Plan	\$1,529	n/a
100 Meal Block Plan + \$200 Flex Dollars/7-Day Plan <sup>1</sup>	\$999	n/a
Unlimited Meals + \$150 Flex Dollars <sup>4</sup>	n/a	\$2,071
225 Meal Block Plan + \$350 Flex Dollars <sup>4</sup>	n/a	\$1,970
190 Meal Block Plan + \$250 Flex Dollars <sup>4</sup>	n/a	\$1,586
100 Meal Block Plan + \$300 Flex Dollars <sup>1,4</sup>	n/a	\$1,025
<b>Commuter Plans</b>		
45 Meal Block Plan + \$40 Flex Dollars/7-Day Plan	\$369	n/a
Monthly Plan-8 meals/month + \$8 Flex/month***	\$64.00/month	n/a
75 Meal Block Plan + \$150 Flex Dollars <sup>5</sup>	n/a	\$758
50 Meal Block Plan <sup>5</sup>	n/a	\$373
<b>Recharge Options<sup>3</sup></b>		
10 Meals	\$83	n/a
10 Meals +\$10 Flex	\$93	n/a
20 Meals	\$166	n/a
20 Meals +\$20 Flex	\$186	n/a
<b>Add-on Transferability Options***</b>		
19 Meal +\$90 Flex Dollars/7-Day Plan	\$166	n/a
12 Meal +\$0 Flex Dollars/7-Day Plan	\$105	n/a
100 Meal Block Plan + \$200 Flex Dollars/7-Day Plan*	\$29	n/a
45 Meal Block Plan + \$40 Flex Dollars/7-Day Plan	\$6.50	n/a
<sup>1</sup> Available only to returning & new transfer students		
<sup>2</sup> Transferability included		
<sup>3</sup> Chartwells will sell directly to students & College will receive a commission		
<sup>4</sup> Two meal transfers/week		
<sup>5</sup> One meal transfer/week		

<b>Room Rates</b>		
	Actual 2018-19	Proposed 2019-20
<b>Residence Halls</b>		
<b>Berry/Morey</b>		
Standard Room	\$1,935	\$1,995
Premium Room**	\$2,460	\$2,535
Suite Per Bed Buy-Up	\$525	\$540
<b>Anderson</b>		
Standard Room	\$2,145	\$2,145
Premium Room**	\$2,730	\$2,730
Suite Per Bed Buy-Up	\$585	\$585
<b>Neihardt/Pile/Terrace</b>		
Standard Room-Neihardt/Pile	\$2,145	\$2,250
Standard Room-Terrace	\$1,845	\$2,250
Single Room (per design)-Neihardt/Pile	\$2,745	\$2,880
Single Room (per design)-Terrace	\$2,345	\$2,880
Premium Room-Neihardt/Pile**	\$2,730	\$2,865
Premium Room-Terrace**	\$2,370	\$2,865
Suite Per Bed Buy-Up-Neihardt/Pile	\$585	\$615
Suite Per Bed Buy-Up-Terrace	\$525	\$615
<b>Bowen</b>		
Standard Room	\$2,290	\$2,290
Premium Room**	\$2,910	\$2,910
Suite Per Bed Buy-Up**	\$620	\$620
**As space is available.		
Room rates include laundry, residence hall activity fee, cable tv, wi-fi, and computer network access.		

Attachment: WSC Room and Board Rates (2412 : 2019-2020 Room and Board Rates)

**ITEMS FOR DISCUSSION AND ACTION**  
**FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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***ACTION:*                                      Approve Contingency Maintenance Requests**

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Board Policy 9006 sets forth the procedure for the annual Contingency Maintenance Requests for approval by the Board.

The Colleges have submitted lists of contingency maintenance projects for their revenue bond facilities, along with financial information related to the status of their revenue bond programs. The data has been reviewed by System Office staff, and the requests reflect appropriate use of the funds. Financial projections indicate adequate support for the revenue bond programs and the planned improvements.

The System Office recommends approval of the Contingency Maintenance Requests.

**ATTACHMENTS:**

- CSCRES 2019            (PDF)
- PSCRES 2019            (PDF)
- WSCRES 2019            (PDF)

**CHADRON STATE COLLEGE  
CHADRON, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equipplings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Chadron State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of February 28, 2019 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

BE IT RESOLVED that the Board of Trustees of the Nebraska State Colleges, in compliance of the Master Resolution, does approve and hereby directs BOKF National Association Lincoln, Nebraska to pay appropriate orders out of the Series 2002 Surplus Fund for the following:

1. Andrews Hall	Lighting Retrofit	10,000
2. Crites Hall	ADA Ramp	40,000
3. Eagle Ridge	Drainage System	10,000
4. High Rise	Mechanical Room/Infrastructure Upgrades	150,000
5. High Rise	Plumbing Upgrade	300,000
6. Revenue Bond Bldgs	Asbestos Abatement	25,000
7. Revenue Bond Bldgs	Entrance Upgrades	40,000
8. Revenue Bond Bldgs	Envelope Repair	20,000
9. Revenue Bond Bldgs	Furnishings	50,000
10. Revenue Bond Bldgs	Mechanical Room/Infrastructure Upgrades	50,000
11. Student Center	Flooring	20,000
12. Student Center	Lighting Retrofit	15,000
13. Student Center	Specialty Equipment	20,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$750,000</b>

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 March 22, 2019.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 22nd day of March 2019.

\_\_\_\_\_  
Paul Turman, Chancellor

**PERU STATE COLLEGE  
PERU, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equippings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Peru State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of February 28, 2019 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. Clayburn Matthews	Electrical Upgrades	172,920
2. Davidson Palmer	Electrical Upgrades	172,920
3. Nicholas Pate	Electrical Upgrades	151,160

<b>TOTAL - Not-to-Exceed -</b>	<b>\$497,000</b>
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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 March 22, 2019.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 22nd day of March 2019.

\_\_\_\_\_  
Paul Turman, Chancellor



**WAYNE STATE COLLEGE  
WAYNE, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equippings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Wayne State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of February 28, 2019 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

BE IT RESOLVED that the Board of Trustees of the Nebraska State Colleges, in compliance of the Master Resolution, does approve and hereby directs BOKF National Association Lincoln, Nebraska to pay appropriate orders out of the Series 2002 Surplus Fund for the following:

1. Anderson Hall	Door & Hardware Replacement	91,000
2. Anderson Hall	Restroom Upgrades	118,000
3. Berry Hall	Hot Water Heater Replacement	105,000
4. Campuswide	Grounds Improvements/Equipment	32,000
5. Food Service	Repairs, Equipment	21,000
6. Morey Hall	Fire Sprinklers	160,000
7. Morey Hall	Restroom Upgrades	35,000
8. Natatorium	Tuckpointing	40,000
9. Natatorium	Roof Replacement	350,000
10. Recreation Center	Equipment/Repairs/Furniture/Flooring	79,000
11. Residence Halls	Equipment/Repairs/Furniture/Flooring	95,000
12. Student Center	Atrium Window Glazing	50,000
13. Student Center	Equipment/Repairs/Furniture/Flooring	262,000
14. Student Center	HVAC Upgrade – South Mechanical Room	25,000
15. Student Center	HVAC Upgrade – West Penthouse	207,000
16. Terrace Hall	Air Conditioning & Assoc. Electrical Upgrades	430,000

**TOTAL - Not-to-Exceed -** \$2,100,000

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 March 22, 2019.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 22nd day of March 2019.

\_\_\_\_\_  
Paul Turman, Chancellor

Attachment: WSCRES 2019 (2413 : Contingency Maintenance Requests)

## ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

March 21, 2019

**ACTION: Approve Food Service Contracts for 2019-2024**

Board Policy 9015 provides for a food service RFP every five (5) years and provides objectives of the food service program.

Chadron, Peru and Wayne have submitted recommendations for food service contracts for a term beginning July 1, 2019 and continuing through June 30, 2024 with terms negotiated for the first year of each Agreement (FY 2019-2020). All three (3) Colleges recommend moving forward with five (5) year Agreements, with terms renegotiated annually and brought forward to the Board for consideration. Background information, as well as the recommendations for the first year of the contract terms for each College, are provided below.

Chadron State College	A'VIANDS
Peru State College	FRESH IDEAS MANAGEMENT LLC
Wayne State College	CHARTWELLS

### CHADRON STATE CONTRACT FOR 2019-2020

Chadron State respectfully requests approval of the food service Agreement. Chadron State proposes to enter into a new five (5) year food service Agreement. A competitive RFP process was completed. A review of three (3) vendors occurred, and A'viands was selected for its proposal, which included the following:

- A'viands will provide a wide variety of high quality food for the dining area and the Eagle Grille.
- A'viands will use up to \$100,000 of the management fee to cover the opening costs and costs of either additional digital screens to be installed in the main dining area and the Eagle Grille. These screens will be used for allergy labeling, as well as, nutritional data, which is becoming more of a consumer need.
- In the second year of the contract, A'viands will make available up to \$150,000 to be used to update the facilities in the dining area, the Eagle Grille or the C Store.
- A'viands will provide a College Services Account that can be used at the discretion of the President and they have anticipated approximately 500 meals annually in their proforma budget.
- A'viands will provide up to 100 meals per semester to assist with disadvantaged and underfunded students (students with food insecurity - a growing issue in higher education).

A'viands proposes to enter into an Agreement to provide management services for the Chadron State College dining services program with appropriate renewal and non-renewal provisions. Chadron recommends the food services Agreement with A'viands for the period of July 1, 2019 through June 30, 2024, with the following Management Fee for the period of July 1, 2019 through June 30, 2020.

Chadron - management fee for 2019-2020 \$105,000 plus additional operating costs

### PERU STATE CONTRACT FOR 2019-2020

Peru State respectfully requests approval of the food service Agreement following four (4) vendor presentations. Peru State proposes to enter into a new five (5) year food service Agreement. A competitive RFP process was completed and Fresh Ideas Management LLC was selected for several reasons, including an emphasis on made from scratch menus and investment in the Student Center and Bobcat Den Coffee Shop.

The terms of the agreement include:

- \$250,000 investment in facilities by Fresh Ideas Management LLC creating necessary improvements through redesign of the cafeteria and the Bobcat Inn.
- Internal catering will be invoiced at cost.
- Fresh, made from scratch menus for 85 to 90% of items served.
- Mobile application and top grade compliance with technology/PCI compliance.
- Food truck available for special events.

Peru State will pay Fresh Ideas based on a daily/sliding scale amount, which is as follows for 2019-2020.

Meal Plan	275 Block	210 Block	130 Block
Participants			
371-380	\$17.66	\$16.20	\$14.68
381-390	\$17.37	\$15.91	\$14.39
391-400	\$17.09	\$15.64	\$14.11
401-410	\$16.83	\$15.37	\$13.85
411-420	\$16.58	\$15.12	\$13.60
421-430	\$16.35	\$14.89	\$13.37
431-440	\$16.12	\$14.66	\$13.14
441-450	\$15.91	\$14.45	\$12.93
451-460	\$15.70	\$14.24	\$12.72
461-470	\$15.50	\$14.04	\$12.52
471-480	\$15.31	\$13.85	\$12.33
481-490	\$15.13	\$13.67	\$12.15
491-500	\$14.96	\$13.50	\$11.98
501-510	\$14.79	\$13.33	\$11.81
511-520	\$14.63	\$13.17	\$11.65
521-530	\$14.48	\$13.02	\$11.50
531-540	\$14.33	\$12.87	\$11.35
541-550	\$14.19	\$12.73	\$11.21

Casual Meal Rates for 2019-2020 are as follows:

Rates	Guests	Employees	Commuters
Breakfast	\$5.75	\$4.50	\$4.81
Lunch	\$7.00	\$4.50	\$5.94
Brunch	\$7.25	\$4.50	\$5.94
Dinner	\$7.50	\$7.50	\$7.08

Action Item (ID # 2414)

Meeting of March 21, 2019

Steak Night	\$8.50	\$8.50	All Day - \$15.56
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Admissions/Enrollment	\$5.50
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Peru State Summer Conference/Camp Rates are as follows:

#### Summer Conference Camp

Rate

Breakfast	\$6.25
Lunch	\$7.00
Dinner	\$7.00
All Day (3 meals)	\$19.75

Peru State recommends approval of the Agreement with Fresh Ideas Management LLC to provide dining services for 2019-2020. The Agreement will be effective July 1, 2019 through June 30, 2024.

### WAYNE STATE CONTRACT FOR 2019-2020

Wayne State solicited proposals for a vendor to provide food service operations to the College, with proposals due on December 12, 2018. Responses were received from four (4) vendors. A committee of students, faculty, and staff reviewed the proposals received and made a recommendation to the President to select Compass Group USA, Inc. by and through its Chartwells Division, to provide food service operations to the College over the next five (5) years. Chartwells was selected notably for the following reasons:

- Offering a variety of cost effective student meal plans with a variety of high quality food options.
- Offering expanded evening hours in the Main Cafeteria.
- \$1,505,000 investment in capital improvements which will provide a refresh for the main cafeteria and concession areas, as well as a redesign for Cat's Corner and Jitters, including well-known brand names.
- Mobile application and state of the art software with P2PE PCI compliance.
- 1% of Erbert and Gerbert's gross sales excluding sales tax, for all sales except on the value of meal exchange/transfers, contributed to scholarships.
- Providing 22,260 meals per year to the College to be used for orientation, admissions visits, other events, and students with food insecurity.

Wayne - rates for 2019-2020 contract period are proposed to be the following and are charged to the College on a **per person per meal basis**:

Board/Meal Plan Rates	Per Meal Rate
Unlimited Meal Plan + \$150 Flex/semester	\$3.34
225 Block Plan + \$350 Flex/semester	\$5.20
190 Block Plan + \$250 Flex/semester	\$4.87
100 block meal plan+ \$300 Flex/semester	\$6.63

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Action Item (ID # 2414)

Meeting of March 21, 2019

75 block meal plan + \$150 Flex/semester	\$7.73
50 Block Plan	\$5.26

Casual Meal Rates	External Guests	College Employee/College Paid
Breakfast	\$6.75	\$5.75
Lunch	\$9.00	\$7.65
Brunch	\$9.00	\$7.65
Evening & Special Dinner	\$9.50	\$8.50

Summer Conference Meal Rate    \$7.50

The System Office recommends approval of the Food Service Contracts for 2019-2024.

**ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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**ACTION: Approve Bookstore Contract for Peru State College**

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Board Policy 9020 sets forth the requirements for bookstore contracting, which requires Board approval.

Peru State recommends approval of a new five-year bookstore contract with **eCampus.com** for the operation of an online bookstore for the 2019-2020 through 2023-2024 fiscal years.

Peru State conducted a Request for Proposal (RFP) process this year for bookstore services. Approval is requested to move forward with a contract, as proposed. Peru is proposing to remain with an online bookstore provider.

eCampus.com was selected based on the overall value and convenience to Peru State students, which includes the following:

- eCampus.com will provide an increased customer service platform via chat, 1-800 number with ability for call back and email correspondence for both students and faculty.
- eCampus.com will provide on-campus drop-off service for book rentals at the end of each semester.
- Potential increase in foot traffic for the existing spirit store.
- Potential increase in exposure for the spirit store for apparel via the online platform.
- Create student job(s).
- Offers faculty the ability to research and compare course materials prior to submission within the adoption process.
- Offers a rewards program to students that purchase from eCampus.com that can be applied to future purchases through the portal.
- References reflect a quick response time to resolve issues regarding incorrect course materials.

Terms of the contract include:

- 6% commission on all new, used, and rental books sales purchased through the online portal.
- Increase in marketing, \$5,000 per year.
- Increase in textbook scholarships, \$3,000 per year.
- \$1,000 investment in an iPad kiosk.
- Free shipping on all orders shipped and sold by eCampus.

The System Office and Peru State College recommend approval of the Bookstore Contract for Peru State College.

**ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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*ACTION:*                                   **Approve Chadron State College Use of State of Nebraska Master Lease Program**

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In accordance with Policy 7012, Chadron State requests authorization to use up to \$450,000 through the State of Nebraska's Master Lease Program for a campuswide network infrastructure upgrade.

Use of the leasing program may be in several phases that will total up to \$450,000. The repayment of the lease will be done through the College's cash funds.

The System Office and Chadron State College recommend approval of the Chadron State College Use of State of Nebraska Master Lease Program.

**ITEMS FOR DISCUSSION AND ACTION**  
**FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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***ACTION:***                               **Approve Naming of An Area in Armstrong Building for Chadron State College**

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Board Policy 8020 provides the naming of NSCS buildings and other facilities. According to paragraph 4 of the policy, "The proposed name shall come to the Board as a recommendation of the College President." Pursuant to this policy, Chadron State seeks to name the Concession Stand area in the Armstrong Building in recognition of the Brent and Shelly Thurness Family who provided a substantial gift. The area will be named the "Thurness Family Sports Nutrition Center."

The naming request brings honor to the Thurness family, Chadron State and to the Nebraska State College System.

The Chancellor supports this request and recommends approval.

The System Office and Chadron State College recommend approval of the Naming of An Area in Armstrong Building for Chadron State College.



**ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT**

March 21, 2019

***ACTION:***                                    **Approve Reallocation of Contingency Maintenance Funds for Wayne State College**

From Resolution:

3/24/17	\$21,550.00	#8 Neihardt Hall Voice Over Fire Alarm/Panel Upgrade
4/20/18	\$54,425.28	#1 Anderson Hall Air Conditioning & Associated Electrical Upgrades
4/20/18	\$22,168.00	#8 Neihardt Hall Hot Water Heater Replacement
4/20/18	\$ 1.41	#10 Residence Halls Wireless Access Point Replacement

To Resolution:

4/20/18	\$98,144.69	#3 Berry Hall Fire Sprinklers
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Funds are requested to be transferred from several project lines which are complete and came in under budget.

The College requests reallocation of these contingency maintenance funds to allow completion of the Berry Hall Fire Sprinkler Installation Phase 2 project. The Phase 2 project is estimated to cost approximately \$195,000.00 and the Berry Hall Fire Sprinklers line currently has a balance of \$100,225.40, so this additional funding should allow for completion of the project this summer.

The System Office and Wayne State College recommend approval of the Reallocation of Contingency Maintenance Funds for Wayne State College.

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

March 21, 2019

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***ACTION:*                                Approve Exclusive Beverage and Vending Contract with  
Chesterman Company Doing Business as Chesterman Coca-  
Cola/Premium Food and Beverage for Wayne State College**

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Board Policy 9015 regarding food service operations includes vending machine services.

Wayne State solicited proposals for a vendor to provide exclusive beverage and vending services to the College, with proposals due on December 12, 2018. Two responses were received. A committee of students, faculty, and staff reviewed the proposals received and made a recommendation to the President.

Wayne State recommends the Board approve a contract with Chesterman Company doing business as Chesterman Coca-Cola/Premium Food and Beverage to provide this service to the College over the next five (5) years.

The Contract includes license fees paid to the College of \$236,000 provided as follows: \$151,200 in the first year of the contract and \$21,200 each year thereafter. In addition, the College is paid commissions (20% to 25%) on products sold. The Agreement also includes special pricing on products as well as some complimentary products for the College's use.

The System Office and Wayne State College recommend approval of the Exclusive Beverage and Vending Contract with Chesterman Company for Wayne State College.

## ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

March 21, 2019

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### **INFORMATION ONLY: Fall Graduation Summaries**

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The fall 2018 graduation summaries from each of the Colleges are provided to the Board for information.

Board Policy 3600 grants the President of each College the authority to confer the approved degrees to all students qualifying for graduation. No more than two (2) commencement exercises are authorized each year.

The Chancellor presents a summary report to the Board following each commencement that provides information on the number of graduates per degree and discipline in the System.

Attached is a summary of graduation information that has been provided by the Colleges. Also included is notification of any Distinguished Service Awards or Honorary Degrees granted.

Listed below is a table providing comparative data from fall 2008 to fall 2018 for the number of graduates (headcount) and number of degrees awarded. The data includes August and December graduates.

### **Fall Graduation Summary**

	<b>Chadron</b>		<b>Peru</b>		<b>Wayne</b>		<b>Total</b>
	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Degrees Awarded
2018	250	252	182	185	300	328	765
2017	251	254	153	157	319	345	756
2016	236	240	222	228	342	357	825
2015	224	232	154	158	324	355	745
2014	222	234	186	191	304	334	759
2013	211	224	201	216	366	396	836
2012	180	196	215	236	300	331	763
2011	120	125	158	181	297	321	627
2010	139	159	196	212	314	338	709
2009	171	181	178	201	177	197	579
2008	108	119	168	197	214	247	563

### **ATTACHMENTS:**

- CSC Graduation Summary (PDF)
- PSC Graduation Summary (PDF)

Information Item (ID # 2431)

Meeting of March 21, 2019

- WSC Graduation Summary (PDF)
- Summer-Fall 2018 Graduation Summaries - Tables (PDF)

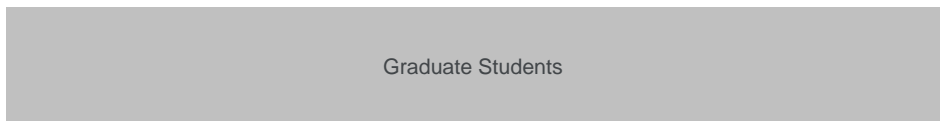
**Chadron State College**  
**Summary of Graduates by Major and Degree**  
**Summer 2018 - Fall 2018**

<b>Degree Program</b>	<b>Degree</b>	
<b>Undergraduate Students</b>		
Applied Sciences		
Family and Consumer Sciences	BA	4
FCS 6-12	BSE	1
Health & Physical Education PK-12	BSE	3
Physical Education PK-6	BSE	1
Rangeland Management	BS	7
Sports and Recreation Mgmt	BA	6
	<b>Total</b>	<b>22</b>
Business		
Basic Business Educ 6-12	BSE	1
Business Administration	BA	45
Business, Mktg, and IT 6-12	BSE	1
General Business	BA	4
	<b>Total</b>	<b>51</b>
Communication, Music, Art, and Theatre		
Art	BA	2
Communication Arts	BA	2
Music	BA	2
Theatre	BA	1
	<b>Total</b>	<b>7</b>
Chadron State College		
Interdisciplinary Studies	BA	19
Technical Occupations	BAS	12
	<b>Total</b>	<b>31</b>
Justice Studies, Social Sciences, and English		
History	BA	2
Justice Studies: Criminal Justice	BA	10
Justice Studies: Legal Studies	BA	2
Literature	BA	2
	<b>Total</b>	<b>16</b>
Mathematical and Natural Sciences		
Biology	BS	1
Mathematics	BS	4
Physical Sciences	BS	1
	<b>Total</b>	<b>6</b>
Professional Studies		
Early Childhood Inclusive	BSE	1
Elementary Education K-8	BSE	21
Middle Level Education	BSE	2

Mild/Moderate Disabilities K-12	BSE	2
Psychological Sciences	BA	9
Social Work	BA	1
Special Education K-12	BSE	2
<b>Total</b>		<b>38</b>



Undergraduate Unduplicated Headcount	169
Undergraduate Program Completions	171



Graduate Students

Business

Business Administration MBA	MBA	36
<b>Total</b>		<b>36</b>

Chadron State College

Organizational Management	MSOM	6
Science/Mathematics	MAE	4
<b>Total</b>		<b>10</b>

Counseling, Psychological Science, and Social Work

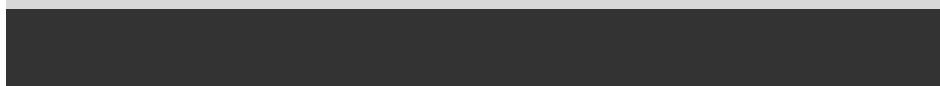
Clinical Mental Health Counsel	MAE	5
School Counseling	ME	2
<b>Total</b>		<b>7</b>

Education

Curr & Instr Reading Spec PK12	ME	5
Curriculum and Instruct Elem	ME	5
Curriculum and Instruction Sec	ME	7
Educational Administration	MAE	9
<b>Total</b>		<b>26</b>

History

History	MAE	2
<b>Total</b>		<b>2</b>



Graduate Unduplicated Headcount	81
Graduate Program Completions	81
<b>Total Student Unduplicated Headcount</b>	<b>250</b>
<b>Total Program Completions</b>	<b>252</b>

**PERU STATE COLLEGE**

## Graduation Summary by Major and Degree

Fall 2018 Graduates

<b>Undergraduate Students</b>		
<b>School of Arts &amp; Sciences</b>		
Art Department		
Art Major	BA	0
	BS	0
English Department		
English Major	BA	0
	BS	0
Language Arts Major	BA	0
	BS	2
Liberal Arts Department		
Liberal Arts Major	BA	1
Mathematics Department		
Mathematics Major	BA	0
	BS	0
Natural Science Department		
Biological Science Major	BA	0
	BS	0
Biochemical Science Major	BA	0
	BS	0
Chemistry Major	BA	0
	BS	0
Disease and Human Health	BA	0
	BS	2
Natural Science Major	BA	0
	BS	0
Nuclear Technology Major	BA	0
	BS	0
Wildlife Ecology Major	BA	0
	BS	2
Music Department		
Music Major	BA	0
	BS	1
Social Science Department		
History Major	BA	0
	BS	1
Social Science Major	BA	0
	BS	0
<b>School of Education</b>		
Education Department		
Early Childhood Education Major	BA	0
	BS	5
Educational Studies Major	BA	0
	BS	1
Elementary Education Major	BA	0
	BS	8
Middle Grades Education Major	BA	0
	BS	1
Special Education Major	BA	0

	BS	1
Health, Physical Education and Recreation Department		
Health & Physical Education Major	BA	0
	BS	2
Kinesiology	BA	0
	BS	5
Sport & Exercise Science Major	BA	0
	BS	1
<b>SCHOOL OF PROFESSIONAL STUDIES</b>		
Business Administration Department		
Accounting Major	BA	0
	BS	5
Basic Business Major	BA	0
	BS	0
Business Marketing & Information Technology Major	BA	0
	BS	0
Computer & Management Information Systems Major	BA	0
	BS	8
Human Performance & Sys Mgmt	BA	0
	BS	0
Management Major	BA	0
	BAS	8
	BS	14
Marketing Major	BA	0
	BS	3
Criminal Justice Department		
Justice Administration Major	BA	0
	BS	3
Justice Counseling Major	BA	0
	BS	2
Justice Law & Society Major	BA	0
	BS	1
Psychology Department		
Psychology Major	BA	0
	BS	26
Undergraduate Student Headcount		100
Undergraduate Program Completions		103
<b>Graduate Students</b>		
Curriculum & Instruction	MSED	73
Organizational Management	MSOM	9
Graduate Student Headcount		82
Graduate Student Program Completions		82
Total Student Headcount		
		182
Total Degrees Awarded		
		185

Attachment: PSC Graduation Summary (2431 : Fall Graduation Summaries)

Distinguished Service Award(s) Granted: None



**Wayne State College**  
 Summary of Graduates by Major and Degree  
 August and December 2018

<b>Undergraduate Students</b>		
<b>School of Arts &amp; Humanities</b>		
Art & Design Department		
Art Major	BA	4
	BS	4
Communication Arts Department		
Mass Communication Major	BA	0
	BS	4
Speech Communication Major	BA	0
	BS	2
Language & Literature Department		
English Major	BA	1
	BS	5
Spanish Major	BA	3
	BS	1
Music Department		
Music Major	BA	0
	BS	4
<b>School of Business &amp; Technology</b>		
Business & Economics Department		
Business Administration Major	BA	0
	BS	42
Computer Technology & Information Systems Department		
Computer Information Systems Major	BA	0
	BS	7
Computer Science Major	BA	0
	BS	3
Technology & Applied Sciences Department		
Early Childhood Major	BA	0
	BS	7
Family & Consumer Science Major	BA	0
	BS	9
Industrial Technology Major	BA	0
	BS	10
<b>School of Education &amp; Counseling</b>		
Counseling Department		
Human Service Counseling Major	BA	0
	BS	16
Educational Foundations & Leadership Department		
Early Childhood Education Major	BA	0
	BS	2
Elementary Education Major (Certified)	BA	0
	BS	23
Elementary Education Major (Non-Certified)	BA	0
	BS	0
Middle Level Education Major	BA	0
	BS	0
Special Education Major	BA	0
	BS	8

<b>School of Natural &amp; Social Sciences</b>		
Criminal Justice Department		
Criminal Justice Major	BA	1
	BS	26
Applied Human & Sport Physiology		
Exercise Science Major	BA	0
	BS	1
Health & PE Major	BA	0
	BS	5
Sport Management Major	BA	1
	BS	3
	BA	0
	BS	13
History, Politics & Geography Department		
Geography Major	BA	0
	BS	0
History Major	BA	0
	BS	0
Political Science Major	BA	0
	BS	0
Social Sciences Education Major	BA	0
	BS	6
Life Sciences Department		
Life Sciences Major	BA	0
	BS	4
Physical Sciences & Mathematics Department		
Chemistry Major	BA	1
	BS	3
Mathematics Major	BA	0
	BS	1
Science Education Major	BA	0
	BS	0
Psychology & Sociology Department		
Psychology Major	BA	0
	BS	8
Social Sciences Major	BA	0
	BS	1
Sociology Major	BA	0
	BS	8
<b>Interdisciplinary Studies</b>		
Interdisciplinary Studies Major	BA	0
	BS	1

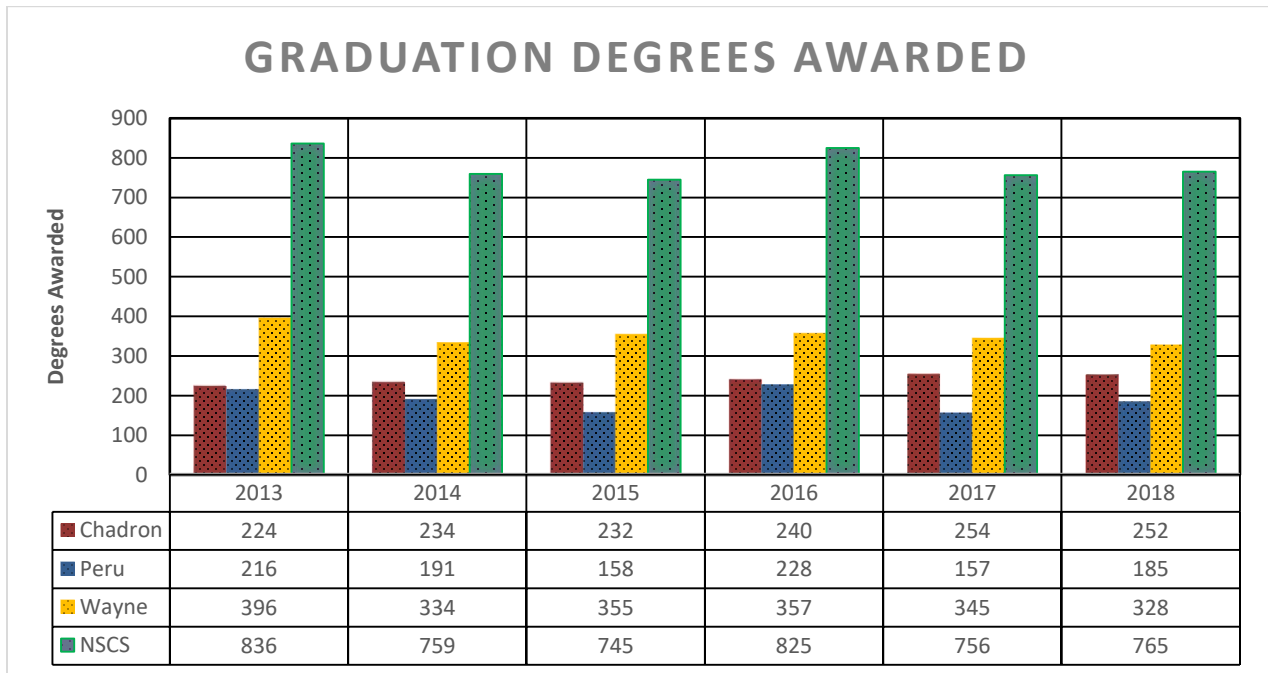
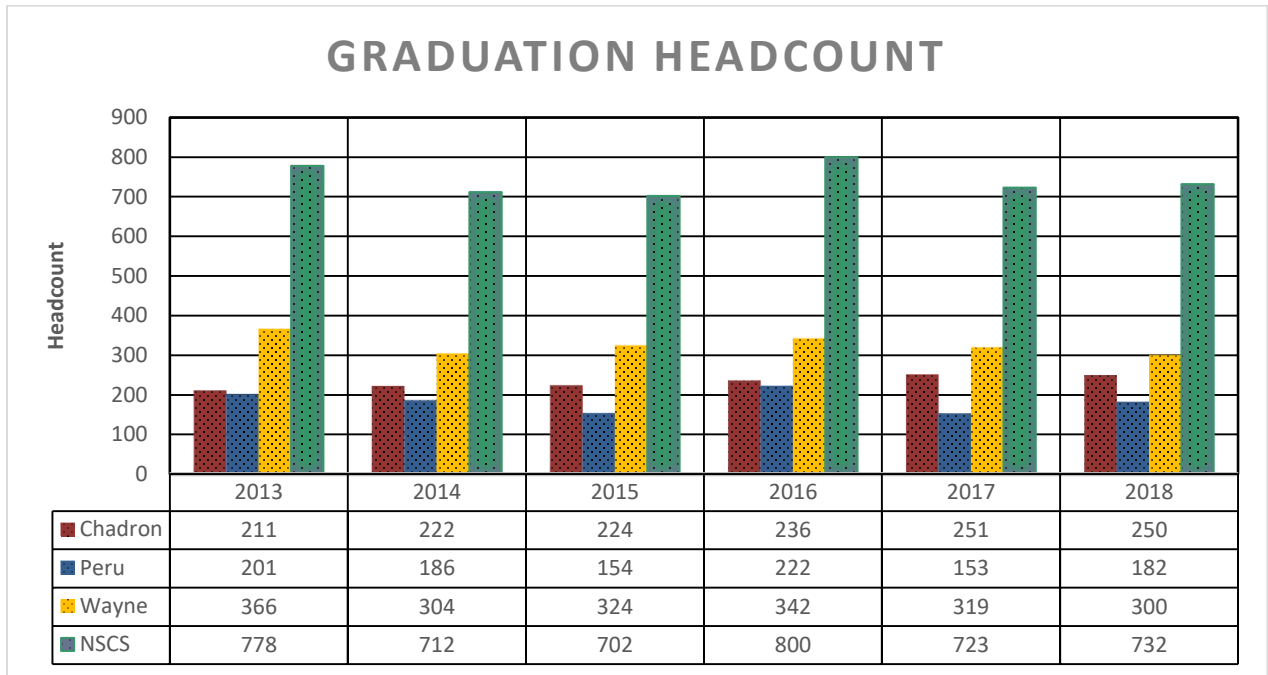
Attachment: WSC Graduation Summary (2431 : Fall Graduation Summaries)

Graduate Students		
Business Administration Major	MBA	25
Organizational Management	MSOM	7
Counseling Major	MSE	15
Curriculum & Instruction Major	MSE	20
School Administration Major	MSE	18
School Administration -- Ed. Specialist	EdS	5
Total Degrees Reported (includes Double Majors)		
		328
Total Graduate Headcount (Breakdown = 210 Undergrads; 90 Grads)		
		300

Distinguished Service Award(s) Granted:  
 Debra A. Bodenstedt--Alumni Achievement Award

Honorary Degrees Granted: None

### Summer/Fall 2018 Graduation Summary Data



Attachment: Summer-Fall 2018 Graduation Summaries - Tables (2431 : Fall Graduation Summaries)

## ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

March 21, 2019

### **INFORMATION ONLY:      Fall 2018 Instructional Load Reports**

The fall 2018 instructional load reports from each of the Colleges are provided to the Board for information.

The fall instructional load reports have been submitted by the Colleges and are attached. The following table summarizes the information regarding student credit hour production and FTE faculty. As you will note, student credit hour production has decreased approximately 0.66% and FTE faculty has increased approximately 1.18%. Student credit hour/FTE faculty at the undergraduate level has decreased approximately 2.40%. Student credit hour/FTE faculty at the graduate level has decreased approximately 0.59%. Overall student credit hour/FTE faculty has decreased approximately 2.50%.

		<b>Fall 2018</b>				<b>2017</b>
		<b>Undergraduate Level</b>	<b>Graduate Level</b>	<b>Total</b>	<b>System Total</b>	<b>System Total</b>
Student Credit Hour Production	Chadron	23,861	2,725	26,586	89,330	89,923
	Peru	18,859	1,610	20,469		
	Wayne	38,710	3,565	42,275		
Total FTE Faculty	Chadron	102.8	14.7	117.5	376.3	371.9
	Peru	79.4	11.4	90.8		
	Wayne	147.9	20.1	168		
Student Credit Hour/FTE Faculty	Chadron	232	185	226	UG Avg: 244 Grad Avg: 168 Avg: 234	UG Avg: 250 Grad Avg: 169 Avg: 240
	Peru	238	141	225		
	Wayne	262	177	252		
FTE Students/FTE Faculty	Chadron	15	15			17/15
	Peru	16	12			16/14
	Wayne	17	15			17/13

### **ATTACHMENTS:**

- CSC Fall 2018 Instructional Load Report (PDF)
- PSC Fall 2018 Instructional Load Report (PDF)

Information Item (ID # 2432)

Meeting of March 21, 2019

- WSC Fall 2018 Instructional Load Report (PDF)
- Fall 2018 Instructional Loads - Tables (PDF)

<b>STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	12,105	7,486	19,591	2,081	21,672
SCH Production (Adjunct/Part-Time)	2,149	2,121	4,270	644	4,914
SCH Production (Graduate Assistant)	0	0	0	0	0
Total SCH Production	14,254	9,607	23,861	2,725	26,586
<b>DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	12.3	10.7	23.0	4.3	27.3
Associate Professor	12.2	8.8	21.0	3.7	24.7
Assistant Professor	19.6	15.6	35.2	3.3	38.5
Instructor	5.3	2.8	8.1	0.0	8.1
Lecturer	0.8	0.3	1.1	0.0	1.1
Adjunct/Part-Time	7.7	6.1	13.8	3.0	16.8
Professional Staff	0.0	0.6	0.6	0.4	1.0
Graduate Assistant	0.0	0.0	0.0	0.0	0.0
Total FTE Faculty	57.9	44.9	102.8	14.7	117.5
Total Headcount Faculty					144
FTE Students	950	640	1591	227	1818
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	39.5	23.4	62.9	0.8	63.7
FTE Adjunct/Part-Time -- On-Campus*	3.2	3.1	6.3	0.0	6.3
FTE Graduate Assistant -- On-Campus*	0.0	0.0	0.0	0.0	0.0
SCH Production -- On-Campus*	10,236	4,929	15,165	39	15,204
FTE Ranked Faculty -- Off-Campus**	0.1	0.5	0.6	0.5	1.1
FTE Adjunct/Part-Time -- Off-Campus**	0.5	0.5	1.0	0.0	1.0
FTE Adjunct -- Off Campus Dual Enrollment (Based on Course Credit Hours -Not included in CSC Instructional Load and Not Paid by CSC)	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	202	174	376	67	443
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	10.6	14.1	24.7	10.0	34.7
FTE Adjunct/Part-Time-OnLine/Hybrid***	4.0	3.1	7.1	3.3	10.4
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	3,807	4,504	8,311	2,617	10,928
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.1	0.1
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	9	0	9	2	11
<b>PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	241	196	191	184	299
SCH/FTE Adjunct/Part-Time	279	348	309	215	293
SCH/FTE Graduate Assistant	0	0	0	0	0
Total SCH/FTE Faculty	246	214	232	185	226
FTE Student/FTE Ranked Faculty	16	13	15	15	15
FTE Student/FTE Adjunct/Part-Time	19	23	21	18	20
FTE Student/FTE Graduate Assistant	0	0	0	0	0
Total FTE Student/FTE Faculty	16	14	15	15	15

\*Face-to-face at each of the respective institutions

\*\*Remote campus locations, traditional format, interactive distance learning originating from off-campus location

\*\*\*At least 50% or more of delivery is by internet

\*\*\*\*CD, video

STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	6,881	5,721	12,602	413	13,015
SCH Production (Adjunct/Part-Time)	3,950	2,307	6,257	1,197	7,454
SCH Production (Graduate Assistant)	0	0	0	0	0
Total SCH Production	10,831	8,028	18,859	1,610	20,469

DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	5.0	5.2	10.2	0.3	10.6
Associate Professor	1.7	3.4	5.1	0.0	5.1
Assistant Professor	4.9	8.2	13.0	2.0	15.0
Instructor	12.6	13.4	25.9	0.3	26.3
Lecturer	0.0	0.0	0.0	0.0	0.0
Adjunct/Part-Time	17.2	7.8	25.1	8.8	33.9
Graduate Assistant	0.0	0.0	0.0	0.0	0.0
Total FTE Faculty	41.4	38.0	79.4	11.4	90.8
Total Headcount Faculty					165
FTE Students	722	535	1,257	134	1,391

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	21.1	19.5	40.6	0.0	40.6
FTE Adjunct/Part-Time -- On-Campus*	2.2	1.1	3.2	0.0	3.2
FTE Graduate Assistant -- On-Campus*	0.0	0.0	0.0	0.0	0.0
SCH Production -- On-Campus*	6,504	4,030	10,534	6	10,540
FTE Ranked Faculty -- Off-Campus**	0.2	0.0	0.2	0.0	0.2
FTE Adjunct/Part-Time -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
FTE Adjunct -- Off Campus Dual Enrollment^	6.2	0.0	6.2	0.0	6.2
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	1,082	0	1,082	0	1,082

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	2.8	10.7	13.5	2.7	16.2
FTE Adjunct/Part-Time-OnLine/Hybrid***	6.8	6.8	13.6	8.8	22.4
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	3,251	3,998	7,249	1,604	8,853
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	0	0	0	0	0

PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	285	189	232	155	228
SCH/FTE Adjunct/Part-Time	229	294	249	137	220
SCH/FTE Graduate Assistant	0	0	0	0	0
Total SCH/FTE Faculty	262	211	238	141	225
FTE Student/FTE Ranked Faculty	19	13	15	13	15
FTE Student/FTE Adjunct/Part-Time	15	20	17	11	15
FTE Student/FTE Graduate Assistant	0	0	0	0	0
Total FTE Student/FTE Faculty	17	14	16	12	15

\*Face-to-face at each of the respective institutions

\*\*Remote campus locations, traditional format, interactive distance learning originating from off-campus location

\*\*\*At least 50% or more of delivery is by internet

\*\*\*\*CD, video

^High school teachers assigned to dual enrollment courses held at the high school

Attachment: PSC Fall 2018 Instructional Load Report (2432 : Fall 2018 Instructional Load Reports)



STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	17,384.5	12,107.5	29,492.0	1,947	31,439.0
SCH Production (Adjunct/Part-Time)	6,110.0	2,119	8,229.0	1,618	9,847.0
SCH Production (Graduate Assistant)	896	93	989	0	989
Total SCH Production	24,390.5	14,319.5	38,710.0	3,565.0	42,275.0

DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	24.0	23.9	47.9	4.3	52.2
Associate Professor	8.2	9.7	17.9	3.0	20.9
Assistant Professor	18.5	16.4	34.9	2.7	37.6
Instructor	3.6	3.8	7.4	0.0	7.4
Lecturer	1.2	0.0	1.2	0.0	1.2
Adjunct/Part-Time	24.7	10.4	35.1	10.1	45.2
Graduate Assistant	2.7	0.8	3.5	0.0	3.5
Total FTE Faculty	82.9	65.0	147.9	20.1	168.0
Total Headcount Faculty					244
FTE Students	1,626	955	2,581	297	2,878

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	51.4	46.7	98.1	0.3	98.4
FTE Adjunct/Part-Time -- On-Campus*	17.1	4.4	21.5	0.6	22.1
FTE Graduate Assistant -- On-Campus*	2.7	0.8	3.5	0.0	3.5
SCH Production -- On-Campus*	21,928.5	11,773	33,701.5	326	34,027.5
FTE Ranked Faculty -- Off-Campus**	0.0	2.2	2.2	0.5	2.7
FTE Adjunct/Part-Time -- Off-Campus**	0.5	2.6	3.1	4.5	7.6
FTE Ranked Faculty -- Dual Enrollment	0.3	0.0	0.3	0.0	0.3
FTE Adjunct -- Off Campus Dual Enrollment^	3.9	0.0	3.9	0.0	3.9
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	610	605	1,215	750	1,965

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	3.8	4.9	8.7	9.2	17.9
FTE Adjunct/Part-Time-OnLine/Hybrid***	3.2	3.4	6.6	5.0	11.6
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	1,852	1,941.5	3,793.5	2,425	6,218.5
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	0	0	0	64	64

PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	313	225	270	195	264
SCH/FTE Adjunct/Part-Time	247	204	234	160	218
SCH/FTE Graduate Assistant	332	116	283	#DIV/0!	283
Total SCH/FTE Faculty	294	220	262	177	252
FTE Student/FTE Ranked Faculty	21	15	18	16	18
FTE Student/FTE Adjunct/Part-Time	16	14	16	13	15
FTE Student/FTE Graduate Assistant	22	8	19	#DIV/0!	19
Total FTE Student/FTE Faculty	20	15	17	15	17

\*Face-to-face at each of the respective institutions

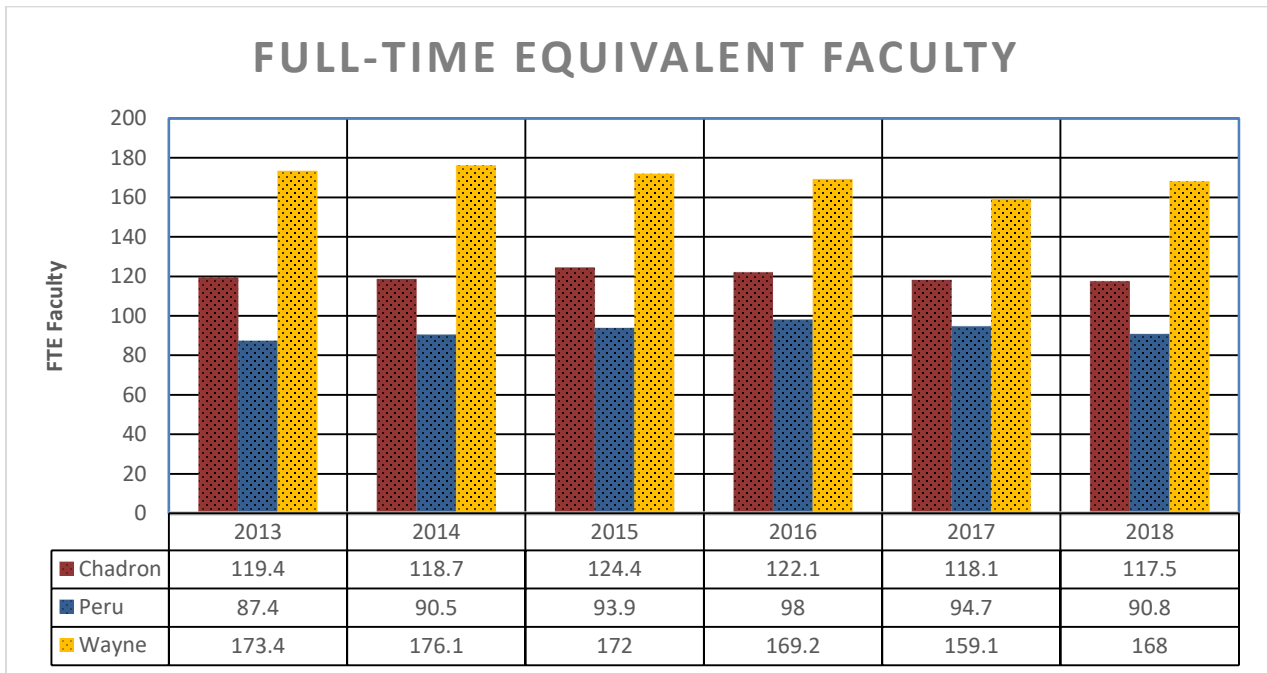
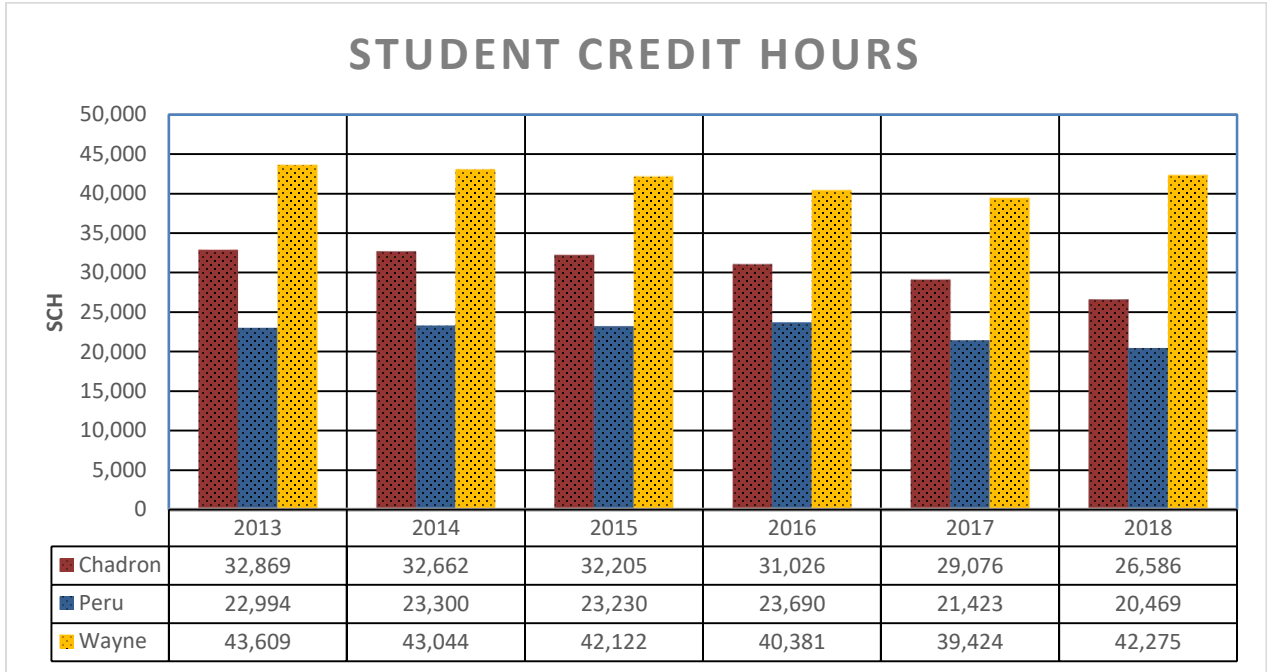
\*\*Remote campus locations, traditional format, interactive distance learning originating from off-campus location

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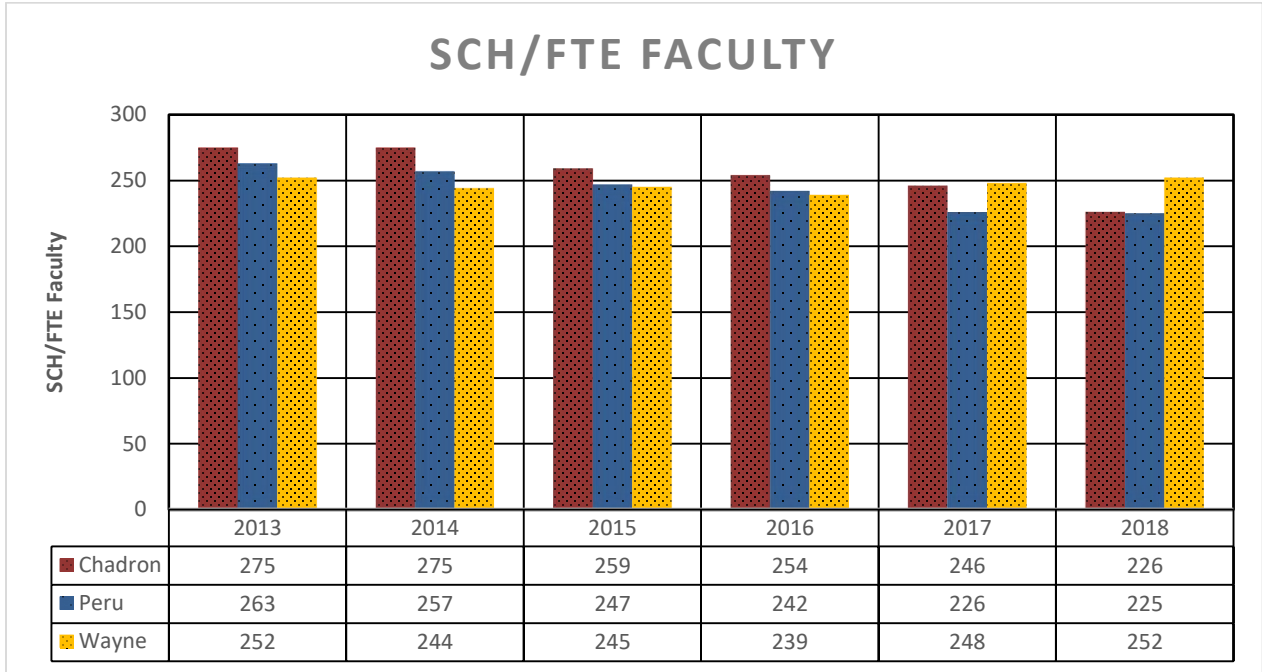
\*\*\*\*CD, video

^High school teachers assigned to dual enrollment courses held at the high school

### Fall 2018 Instructional Load Data



### Fall 2018 Instructional Load Data



## ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

March 21, 2019

### *INFORMATION ONLY:*     **Five-Year Academic Calendar**

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

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Faculty Orientation	8/16	8/21	8/20	8/19	8/18
Classes Begin	8/19	8/24	8/23	8/22	8/21
Labor Day Holiday	9/2	9/7	9/6	9/5	9/4
Fall Mid-Term Break	10/14-10/15	10/19-10/20	10/18-10/19	10/17-10/18	10/16-10/17
Fall Break	11/27-11/29	11/25-11/27	11/24-11/26	11/23-11/25	11/22-11/24
Last Day of Classes	12/9	12/14	12/13	12/12	12/11
Exam Week	12/10-12/13	12/15-12/18	12/14-12/17	12/13-12/16	12/12-12/15
Fall Commencement	12/13	12/18	12/17	12/16	12/15

	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024
Classes Begin	1/13	1/11	1/10	1/9	1/8
Spring Mid-Term Break	3/9-3/13	3/8-3/12	3/7-3/11	3/6-3/10	3/4-3/8
Spring Break	4/13	4/5	4/18	4/10	4/1
Last Day of Classes	5/4	5/3	5/2	5/1	4/29
Exam Week	5/5-5/8	5/4-5/7	5/3-5/6	5/2-5/5	4/30-5/3
Spring Commencement	5/9	5/8	5/7	5/6	5/4

Board Policy 4001 states that all units of the Nebraska State College System will utilize the same semester calendar and class starting times. Each semester shall contain 75 instructional days. Above is the academic calendar schedule to be observed by each College for the upcoming five-year period.

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

March 21, 2019

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**INFORMATION ONLY: NSCS Funding Request for CSC Foundation**

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According to the Board's Agreement with the Chadron State Foundation, a formal request for funding must be submitted, no later than June 15 each year. Following is the request that will be submitted for 2019-2020.

- Unrestricted funds to a discretionary account for the CSC President in the amount of \$4,500
- Unrestricted funds to a discretionary account for the NSCS Chancellor in the amount of \$1,500
- Annually provide one-third (1/3) of the cost of the NSCS Senator's Reception (not limited)
- Provide \$3,000 for the NSCS Teaching Excellence Award when the recipient is a Chadron State College faculty member

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

March 21, 2019

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**INFORMATION ONLY:      Reports of Personnel Actions**

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

Board Policy 5021 states that all full-time (0.75 FTE or more) and part-time (less than 0.75 FTE) personnel appointments must be reviewed and approved by the President and reported to the Chancellor. All full-time employment separations are also reported to the Chancellor. The Chancellor is required to report these changes along with changes to the System Office staffing to the Board on a regular basis.

**ATTACHMENTS:**

- CSC Personnel Report March 2019      (PDF)
- PSC Personnel Report March 2019(PDF)
- WSC Personnel Report March 2019      (PDF)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College  
**MEETING DATE:** March 22, 2019

**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
Dusek, Gary	Business, Mathematics, & Science	Professor	\$2,000	State	01/15/2019-05/10/2019	NA	Additional Duties for Rural Business Leadership	Special
Buttiglieri, John	Professional Studies & Applied Sciences	Assistant Professor	\$51,995	State	08/20/2015-05/08/2019	1.000	Resignation	NA
Carraher, Joan	Professional Studies & Applied Sciences	Assistant Professor	\$50,000	State	08/16/2018-05/14/2019	1.000	Resignation	NA
Jones, Markus	Liberal Arts- Justice Studies, Social Sciences, & English	Assistant Professor	\$47,705	State	08/17/2017-12/14/2018	1.000	Resignation	NA
Jones, Markus	Liberal Arts- Justice Studies, Social Sciences, & English	Assistant Professor	\$49,000 prorated \$24,500	State	01/04/2019-05/08/2019	1.000	New Hire	Tenure Track

**NON-RANKED FACULTY**  
 (PART-TIME/LESS THAN .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Ascherin, Mari Jo	Adjunct	NA	\$5,010	State	01/07/2019-05/04/2019	NA	FCS 427/527 FCS 427 (6 cr hr)	Special
Badura, Victoria	Adjunct	NA	\$5,010	State	01/07/2019-05/04/2019	NA	ACTG 242 ACTG 241 (6 cr hr)	Special
Bordeaux, Mary	Adjunct	NA	\$5,010	State	01/07/2019-05/04/2019	NA	MS 330 MS 235 (6 cr hr)	Special
Boynton, Pheobe	Adjunct	NA	\$2,505	State	01/07/2019-03/01/2019	NA	TH 435 (3 cr hr)	Special
Bristol, Steve	Adjunct	NA	\$835	State	01/07/2019-05/04/2019	NA	Supervision (1 cr hr)	Special
Caporaso, Jeanice	Adjunct	NA	\$3,340	State	01/07/2019-05/04/2019	NA	SW 330 (4 cr hr)	Special
Coffey, Lauren	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	COUN 534 (3 cr hr)	Special
Colgate, Stephanie	Adjunct	NA	\$3,340	State	01/07/2019-05/04/2019	NA	MATH 142 (4 cr hr)	Special
Crouse, Kerma	Adjunct	NA	\$3,340	State	01/07/2019-05/04/2019	NA	EDUC 271 EDUC 271 EDUC 271 EDUC 271 (4 cr hr)	Special

Attachment: CSC Personnel Report March 2019 (2435 : Reports of Personnel Actions)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College  
**MEETING DATE:** March 22, 2019

**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
Crouse, Margaret	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	EDUC 431M (3 cr hr)	Special
Dorwart, Jennifer	Adjunct	NA	\$7,515	State	01/07/2019-05/04/2019	NA	FIN 432 FIN 330 FIN 330 (9 cr hr)	Special
Dowling, Julie	Adjunct	NA	\$1,670	State	01/07/2019-05/04/2019	NA	EDUC 329 (2 cr hr)	Special
Durfee, Michael	Adjunct	NA	\$3,340	State	01/07/2019-05/04/2019	NA	Supervision (4 cr hr)	Special
Follis, Nikki	Adjunct	NA	\$2,505	State	03/11/2019-05/04/2019	NA	FIN 439 (3 cr hr)	Special
Haun, Mary	Adjunct	NA	\$3,340	State	01/07/2019-05/04/2019	NA	Supervision (4 cr hr)	Special
Heath, Carly	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	ART 343 (3 cr hr)	Special
Hiegel, Lori	Adjunct	NA	\$1,670	State	01/07/2019-05/04/2019	NA	Supervision (2 cr hr)	Special
Hirko, Carol	Adjunct	NA	\$5,010	State	01/07/2019-05/04/2019	NA	PSYC 442 PSYC 435 (6 cr hr)	Special
Hosman, Lonnie	Adjunct	NA	\$2,505	State	01/07/2019-03/01/2019	NA	ACTG 438 (3 cr hr)	Special
Kant, Jack	Adjunct	NA	\$6,680	State	01/07/2019-05/04/2019	NA	ECON 232 ECON 231 ART 230 (8 cr hr)	Special
Kelley, Kate	Adjunct	NA	\$1,670	State	01/07/2019-05/04/2019	NA	Supervision (2 cr hr)	Special
Leider, Andrew	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	BIOL 433 (3 cr hr)	Special
Leland, Dana	Adjunct	NA	\$2,505	State	01/07/2019-03/01/2019	NA	FIN 333 (3 cr hr)	Special
Margetts, Colleen	Adjunct	NA	\$5,010	State	01/07/2019-05/04/2019	NA	EDUC 495 EDUC 121 (6 cr hr)	Special
McDermott, David	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	GEOG 231 (3 cr hr)	Special
Morris, Candice	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	SOC 230 (3 cr hr)	Special
Nealeigh, Norma	Adjunct	NA	\$7,515	State	01/07/2019-05/04/2019	NA	FCS 517 CTE 632 FCS 417 (9 cr hr)	Special

Attachment: CSC Personnel Report March 2019 (2435 : Reports of Personnel Actions)



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College

**MEETING DATE:** March 22, 2019

**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
Nielsen, Scott	Adjunct	NA	\$7,515	State	01/07/2019-05/04/2019	NA	ECON 231 ECON 130 ECON 130 (9 cr hr)	Special
Ocken, David	Adjunct	NA	\$4,175	State	01/07/2019-05/04/2019	NA	Supervision (5 cr hr)	Special
Petersen, Grace	Adjunct	NA	\$7,515	State	01/07/2019-05/04/2019	NA	READ 636 EDCI 631 READ 533 (9 cr hr)	Special
Plas, Aaron	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	EDAD 638 (3 cr hr)	Special
Plummer, Scott	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	EDUC 224 (3 cr hr)	Special
Policastro, Felice	Adjunct	NA	\$5,010	State	01/07/2019-05/04/2019	NA	FIN 631 (6 cr hr)	Special
Pollard, Tracie	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	Supervision; (3 cr hr)	Special
Pourier, Nichole	Adjunct	NA	\$6,680	State	01/07/2019-05/04/2019	NA	BIOL 342 BIOL 342L BIOL 242 BIOL 242L (8 cr hr)	Special
Rust, Catherine	Adjunct	NA	\$7,515	State	01/07/2019-05/04/2019	NA	SPED 230 EDUC 131 EDUC 495 (9 cr hr)	Special
Sandstrom, Michael	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	HIST 152 (3 cr hr)	Special
Smiley, Nicole	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	HPER 233 (3 cr hr)	Special
Smith, Amanda	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	CA 125 (3 cr hr)	Special
Stephens, Lauren	Adjunct	NA	\$559	State	01/07/2019-05/04/2019	NA	MUS 115F/215F (.67 cr hr)	Special
Waugh, Kevin	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	CJ 233 (3 cr hr)	Special
Whitney, Talma	Adjunct	NA	\$1,670	State	01/07/2019-05/04/2019	NA	Supervision (2 cr hr)	Special
Wilburn, Brad	Adjunct	NA	\$2,505	State	03/11/2019-05/04/2019	NA	FYI 169Z (3 cr hr)	Special
Wilson, Aaron	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	HIST 151 (3 cr hr)	Special

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

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**NON-RANKED FACULTY**  
 (PART-TIME/LESS THAN .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Wilson, Sarah	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	PSYC 538 (3 cr hr)	Special
Winchester, Caroline	Adjunct	NA	\$2,505	State	01/07/2019-05/04/2019	NA	EDUC 639 (3 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
Hunter, Hillary	Teacher	NA	\$28,986 prorated \$16,908.50	State	12/3/2018-06/30/2019	1.000	New Hire	Special
Gimeson, Merle	Publication Specialist	NA	\$2,505	State	01/07/2019-05/04/2019	NA	Adjunct Duties ART 323 (3 cr hr)	Special
Haynes, Terri	Academic Advisor	NA	\$44,544	State	6/15/2009-1/10/2019	1.000	Resignation	NA
Kennell, Deena	Director-Internship & Career Services	NA	\$2,505	State	01/07/2019-05/04/2019	NA	FSC 234 (3 cr hr)	Special
Zeller, LaWayne	Director-Field Experience	NA	\$2,505	State	01/07/2019-05/04/2019	NA	EDUC 300/320 (3 cr hr)	Special

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

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hunter, Brett	Head Wrestling Coach	NA	\$1,670	State	01/07/2019-05/04/2019	1.000	HPER 423 (2 cr hr)	Special
Hunter, Brett	Head Wrestling Coach	NA	\$8,108	State	05/09/2018-07/18/2018	1.000	Wrestling Camp	NA
Kendrick, David	Associate Vice President Teaching and Learning Technologies	NA	\$91,350	State	07/01/2018-06/30/2019	1.000	Non-renewal	NA
Lecher, Danielle	Director-Market Development	NA	\$53,572	State	08/12/2015-01/02/2018	1.000	Resignation	NA

Attachment: CSC Personnel Report March 2019 (2435 : Reports of Personnel Actions)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College  
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**NON-UNIONIZED PROFESSIONAL STAFF**  
 (FULL TIME/.75 FTE OR MORE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Mullis, Riann	Head Women's Volleyball Coach	NA	\$8,686	State	07/09/2018-07/19/2018-07/24/2018-10/14/2018	1.000	Volleyball Camp	NA
Ness, Kaley	Head Softball Coach	NA	\$848	State	7/26/2018	1.000	Softball Camp	NA
Northrup, Riley	Head Track & Field Coach	NA	\$1,670	State	01/07/2019-05/04/2019	1.000	HPER 423 (2 cr hr)	Special
Raymer, Janet	Head Women's Basketball Coach	NA	\$7,550	State	06/03/2018-06/07/2018-06/12/2018-06/19/2018-06/22/2018-06/23/2018-06/26/2018	1.000	Basketball Camp	NA
Reed, Charles	Head Men's Basketball Coach	NA	\$4,567	State	05/29/2018-05/31/2018-06/04/2018-06/11/2018-06/15/2018-06/16/2018-06/18/2018-06/24/2018-06/25/2018-07/01/2018	1.000	Basketball Camp	NA
Smith-Bruehlman, Martha	Director Upward Bound	NA	\$835	State	01/07/2019-05/04/2019	1.000	HPER 105 (1 cr hr)	Special
Tewahade, Tewahade	Title IX Coordinator	NA	\$2,505	State	01/07/2019-05/04/2019	1.000	EDUC 440 (3 cr hr)	Special

**NON-UNIONIZED PROFESSIONAL STAFF**  
 (PART-TIME/LESS THAN .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Tewahade, Dana	Academic Advisor	NA	\$24,000	Grant	09/01/2017-12/7/2018	0.500	Resignation	NA

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College  
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**UNIONIZED SUPPORT STAFF**  
 (FULL TIME/.75 FTE OR MORE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bolze, Rebecca	OA III	NA	\$2,503.00	State	11/1/2018	1.000	Reclassification	NA
Coats, Amy	Custodian	NA	\$2,776.42	State	01/05/1998-05/31/2019	1.000	Retirement	NA
Gardener, Stephanie	OA II	NA	\$1,898.00	State	12/17/2018	1.000	New Hire	Probationary
Toof, Angela	Accounting Clerk III	NA	\$2,306.42	State	11/08/2016-01/04/2019	1.000	Resignation	NA
Upton, Kara	Accounting Clerk II	NA	\$1,958.33	State	09/12/2018-01/31/2019	1.000	Resignation	NA
Zuver, Tammy	Accounting Clerk II	NA	\$2,166.67	State	2/1/2019	1.000	New Hire	Probationary

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

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hunt, Mark	Security Supervisor	NA		75% Rev Bond 25% State	1/14/2019	1.000	New Hire	Probationary

Attachment: CSC Personnel Report March 2019 (2435 : Reports of Personnel Actions)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
COLLEGE: PERU STATE COLLEGE  
MEETING DATE: March 22, 2019**

<b>RANKED FACULTY</b> (Full-time/.75 FTE or more)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Chipman, Todd	School of Professional Studies	Instructor	\$61,000	State	01/03/19 - 05/08/19	1.0	New Appointment	Non Tenure Track
Grotrian, Dr. Judy	School of Professional Studies	Professor	\$75,105	State	08/21/98 - 05/18/19	1.0	Retirement	N/A

<b>NON-RANKED FACULTY</b> (Part-time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Dahn, Vanessa	Adjunct	N/A	\$2,505.00	State	01/07/19 - 05/03/19	N/A	SOC 201-49E1 (3 cr hr)	Special
Fulton, Wendy	Adjunct	N/A	\$835.00	State	01/07/19 - 05/03/19	N/A	EDUC 308-000A (1 cr hr)	Special
Hayes, Cristina	Adjunct	N/A	\$1,670.00	State	01/07/19 - 05/03/19	N/A	MUSC 120-000E, 220-000E, 320-000E, 340-000E, 420-000E, 440-000E (2 cr hr)	Special
Jackson, Heather	N/A	N/A	\$2,400.00	State	12/19/18 - 12/19/18	N/A	PSYC-431, CJUS-220	Special
Kramer, Patty	Adjunct	N/A	\$5,010.00	State	01/07/19 - 05/03/19	N/A	MUSC 120-000A, 220-000A, 320-000A, 340-000A, 420-000A, 440-000A (6 cr hr)	Special
Paul, Kimberly	Adjunct	N/A	\$2,505.00	State	01/07/19 - 05/03/19	N/A	PSYC 121-49E1 (3 cr hr)	Special
Shaw, Cassie	Adjunct	N/A	\$2,505.00	State	01/07/19 - 05/03/19	N/A	ENG 202-49E2 (3 cr hr)	Special
Stilmock, Joy	Adjunct	N/A	\$1,670.00	State	01/07/19 - 05/03/19	N/A	EDUC 309-000A (2 cr hr)	Special

<b>UNIONIZED PROFESSIONAL STAFF</b> (Full-time/.75 FTE or more)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Adams, Jake	Assistant Coach - Football	N/A	\$2,871.00	State	07/01/18 - 01/15/19	1.0	Resignation	N/A
Blobaum, Kevin	Instructional Design and Technology Specialist	N/A	\$2,505.00	State	01/07/19 - 05/03/19	N/A	BUS 339-049Y (3 cr hr)	Special

Attachment: PSC Personnel Report March 2019 (2435 : Reports of Personnel Actions)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
 COLLEGE: PERU STATE COLLEGE  
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<b>NON-UNIONIZED PROFESSIONAL STAFF</b> (Full-time/.75 FTE or more)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Albury, Wayne	Athletic Director	N/A	\$2,505.00	State	01/07/18 - 05/03/19	N/A	HPER 204-000A (3 cr hr)	Special
Beardslee, Eugene	Chief Information Officer	N/A	\$2,505.00	State	01/07/19 - 03/01/19	N/A	CMIS 300-049X (3 cr hr)	Special
Beardslee, Eugene	Chief Information Officer	N/A	\$2,505.00	State	03/11/19 - 05/03/19	N/A	CMIS 300-049Y (3 cr hr)	Special
Melvin, Brent	Head Athletic Trainer	N/A	N/A	State	01/01/19 - 06/30/19	N/A	Change in Job Title	N/A

<b>UNIONIZED SUPPORT STAFF</b> (Full-time/.75 FTE or more)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Connelly, Marshall	Custodian	N/A	\$1,764/MO	State	12/03/18 - 06/30/19	1.0	New Hire	Probationary

<b>NON-UNIONIZED SUPPORT STAFF</b> (Part-time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Robke, Tyler	Custodian	N/A	\$882/MO	State	02/01/19 - 06/30/19	0.5	New Hire	Probationary

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
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<b>Ranked Faculty</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Barnes, Johanna	Educational Foundations and Leadership	Associate Professor	\$1,500.00	State	01/07/19-05/08/19	NA	Mentor and facilitator for the Community of Learning Programs Spring 2019 semester	Special
Barnes, Johanna	Educational Foundations and Leadership	Associate Professor	\$50.00	State	12/18/18	NA	Assistance in planning and implementation of Clinical Practice Seminar	Special
Bohnert, David	Music	Professor	\$2,200.00	State	01/07/19-05/08/19	NA	Band activities for the 2019 Spring semester	Special
Bohnert, David	Music	Professor	\$502.00	State	01/26/19	NA	WSC Festival of Honor Bands	Special
Boughn, Alison	Counseling	Assistant Professor	\$47,000.00	State	08/15/19-05/13/20	1.000	New Hire, replaced Kyle Wockenfuss	Tenure Track
Browning, Thomas	Educational Foundations and Leadership	Assistant Professor	\$50.00	State	12/18/18	NA	Assistance in planning and implementation of Clinical Practice Seminar	Special
Calkin, Joshua	Music	Associate Professor	\$108.00	State	01/26/19	NA	WSC Festival of Honor Bands	Special
Davis, Adam	Physical Sciences and Mathematics	Professor	\$71,415.00	State	01/13/20-05/12/20	NA	Sabbatical for Spring 2020	NA
Kolbeck, Karl	Music	Associate Professor	\$208.00	State	01/26/19	NA	Adjudicating auditions for the WSC Festival of Honor Bands	Special
Legler, Christian	Educational Foundations and Leadership	Assistant Professor	\$50.00	State	12/18/18	NA	Assistance in planning and implementation of Clinical Practice Seminar	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Ranked Faculty</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Nelson, Jeryl	Recreation Center	Professor	\$500.00	Revenue Bond	01/01/19-03/31/19	NA	Athletic event staff at rate of \$10 per hour up to \$500.00	Special
Price, Jason	Earth Science	Associate Professor	\$58,000.00	State	08/15/19-5/13/20	1.000	New Hire, replaced Kelly Dillard	Tenure Track
Tiehen, Jeanne	Communication Arts	Assistant Professor	\$50,750.00	State	08/17/17-05/08/19	1.000	Non-Renewal	NA
Vilkas, Ben	Educational Foundations and Leadership	Assistant Professor	\$50.00	State	12/18/18	NA	Assistance in planning and implementation of Clinical Practice Seminar	Special
Walsh, Sara	Educational Foundations and Leadership	Assistant Professor	\$50.00	State	12/18/18	NA	Assistance in planning and implementation of Clinical Practice Seminar	Special
White, Michael	Communication Arts	Assistant Professor	\$48,720.00	State	08/17/17-05/08/19	1.000	Non-Renewal	NA
Whitt, Deborah	Communication Arts	Professor	\$84,197.00	State	01/13/20-05/12/20	NA	Sabbatical for Spring 2020	NA

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Ackerman, George	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CJA 351-00W0 (3 cr hrs)	Special
Adkins-Miller, Angela	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	N/A	ENG 200-0001 (3 cr hrs) and ENG 200-0002 (3 cr hrs)	Special
Arlt, Darron	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	EDU 658-00W0 (3 cr hrs) and EDU 658-00W1 (3 cr hrs)	Special
Beach, Gerald	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 786-00W0 (3 cr hrs)	Special



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bohn, Soshia	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	CSL 218-00W1 (3 cr hrs) and CSL 445/545-00W0 (3 cr hrs)	Special
Boughn, Alison	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	CSL 218-00W0 (3 cr hrs) and CSL 625-00W0 ( 3 cr hrs)	Special
Brasch, Stacy	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	BUS 620-00W1 (3 cr hrs)	Special
Bremer, DeLoy	Adjunct	NA	\$1,387.00	State	01/07/19-05/08/19	NA	EDU 456 (1 cr hr) and EDU 452 (0.66 cr hr)	Special
Browning, Patricia	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	PSY 230-0001 (3 cr hrs), PSY 316-0001 (3 cr hrs), and SOC 101-0003 (3 cr hrs)	Special
Buck, Nina	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CNA 101-00W0 (3 cr hrs)	Special
Buresh, Debra	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 275-81 (3 cr hrs)	Special
Buresh, Debra	Adjunct	NA	\$3,307.00	State	01/07/19-05/08/19	NA	EDU 452 (3.30 cr hrs) and SPD 458/460 (0.66 cr hr)	Special
Calkin, Lauren	Adjunct	NA	\$89.00	State	01/26/19	NA	Assist with auditions for the WSC Honor Band Festival up to a maximum of 5.90 hours at \$15 per hour	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Coffin, Lori	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-00LU (1.5 cr hrs), EDU 651-00LU (1.5 cr hrs), Administrative duties associated with Norfolk #5 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Cone, Cynthia	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 696-00H0 (3 cr hrs)	Special
Curtiss, James	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	EDU 674-00W0 (3 cr hrs) and EDU 674-00W1 (3 cr hrs)	Special
Delimont, Gayln	Adjunct	NA	\$1,520.00	State	01/07/19-05/08/19	NA	EDU 452 (1.32 cr hrs) and EDU 454 (0.50 cr hr)	Special
Dishon, Claudia	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	ART 102-00W0 (3 cr hrs)	Special
Dolesh, Dawn	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	CNA 100-0007 (3 cr hrs), CNA 100-0008 (3 cr hrs), and CNA 100-0009 (3 cr hrs)	Special
Dorcey, Jean	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	SPD 352-01 (3 cr hrs)	Special
Dorcey-McIntosh, Alicia	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CSL 202-01 (3 cr hrs)	Special
Drees, David	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	ENG 102-0001 (3 cr hrs), ENG 102-0002 (3 cr hrs), and ENG 102-0003 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Dvorak, Claudia	Adjunct	NA	\$6,639.00	State	01/07/19-05/08/19	NA	MUS 110-0002 (3 cr hrs), MUS 111-0003 (2.31 cr hrs), and MUS 111-0004 (2.64 cr hrs)	Special
Eaton, Sheri	Adjunct	NA	\$1,670.00	State	01/07/19-05/08/19	NA	GST 102 ND01 (2 cr hrs)	Special
Eilers, Carol	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	FCS 207-00W0 (3 cr hrs)	Special
Elliott, Leland	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	BUS 452-0080 (3 cr hrs)	Special
Endicott, Natalie	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	ART 363-0001 (3 cr hrs) and ART 363-0002 (3 cr hrs)	Special
Fick, Kathy	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	MLC 110-0001 (3 cr hrs), MLC 110-0002 (3 cr hrs), and MLC 120-0001 (3 cr hrs)	Special
Fleming, Angela	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	FCS 305-0001 (4 cr hrs) and ITE 211-0001 (2 cr hrs)	Special
Fox, Katrina	Adjunct	NA	\$5,505.00	State	01/07/19-05/08/19	NA	EDU 656-00LR (1.5 cr hrs), EDU 693-00LR (1.5 cr hrs), Administrative duties associated with West Point #1 Community of Learning up to a maximum of 200 hours at \$15 per hour	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Gasaway, Jennifer	Adjunct	NA	\$5,505.00	State	01/07/19-05/08/19	NA	EDU 656-00LR (1.5 cr hrs), EDU 693-00LR (1.5 cr hrs), Administrative duties associated with West Point #1 Community of Learning up to a maximum of 200 hours at \$15 per hour	Special
Graff, Donald	Adjunct	NA	\$2,906.00	State	01/07/19-05/08/19	NA	EDU 452 (1.32 cr hrs), SPD 458/460 (0.66 cr hr), and EDU 456 (1.50 cr hrs)	Special
Gray, Tricia	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-00LS (1.5 cr hrs), EDU 651-00LS (1.5 cr hrs), Administrative duties associated with Fremont #10 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Guenther, Candra	Adjunct	NA	\$1,938.00	State	01/07/19-05/08/19	NA	EDU 452 (1.32 cr hrs), EDU 452/456 (0.50 cr hr), and EDU 454 (0.50 cr hr)	Special
Gustafson, Cheryl	Adjunct	NA	\$835.00	State	01/07/19-05/08/19	NA	EDU 456 (1 cr hr)	Special
Gutenschwager, Erica	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	IDS 399-0080 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Haas, Mary	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	ART 102-0002 (3 cr hrs), ART 102-0003 (3 cr hrs), and ART 102-0004 (3 cr hrs)	Special
Halvorsen, Crystal	Adjunct	NA	\$1,253.00	State	01/07/19-05/08/19	NA	EDU 250-00H0 (1.5 cr hrs)	Special
Heikes, Tanya	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 303-01 (3 cr hrs)	Special
Henning, Mark	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	ITE 203-0001 (3 cr hrs)	Special
Henning, Samantha	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-00LS (1.5 cr hrs), EDU 651-00LS (1.5 cr hrs), Administrative duties associated with Fremont #10 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Hilker, Carol	Adjunct	NA	\$2,906.00	State	01/07/19-05/08/19	NA	EDU 452 (1.98 cr hrs), EDU 456 (1 cr hr), and EDU 452/456 (0.50 cr hr)	Special
Hurner, Casey	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	SPD 332-H0 (3 cr hrs)	Special
Hurner, Casey	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	SPD 565-00W0 (3 cr hrs) and SPD 565-00W1 (3 cr hrs)	Special
Jeffries, Curtis	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	MUS 110-0003 (3 cr hrs), MUS 110-0004 (3 cr hrs), and MUS 110-0005 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Johnke, Jennifer	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-00LU (1.5 cr hrs), EDU 651-00LU (1.5 cr hrs), Administrative duties associated with Norfolk #5 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Johnson, Kathy	Adjunct	NA	\$2,756.00	State	01/07/19-05/08/19	NA	EDU 452 (3.30 cr hrs)	Special
Jones, Rebecca	Adjunct	NA	\$3,340.00	State	01/07/19-05/08/19	NA	EDU 216-H0 (2 cr hrs) and EDU 216-H1 (2 cr hrs)	Special
King, Melissa	Adjunct	NA	\$102.00	State	01/26/19	NA	Assist with auditions for the WSC Honor Band Festival up to a maximum of 6.80 hours at \$15 per hour	Special
Kleve, Nicholas	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 423-SS80 (3 cr hrs)	Special
Kline, Alexander	Graduate Assistant	NA	\$6,400.00	State	08/17/17-01/28/19	NA	Resignation	NA
Klooz, Lori	Adjunct	NA	\$3,340.00	State	01/07/19-05/08/19	NA	EDU 320-00W0 (2 cr hrs) and EDU 320-00W1 (2 cr hrs)	Special
Kriekemeier, Cheryl	Adjunct	NA	\$2,505.00	State	11/08/18-12/18/18	NA	CSL 568-00H0 (3 cr hrs)	Special
Kriekemeier, Cheryl	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CSL 665-CSH0 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Lafleur, Ross	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-SSLV (1.5 cr hrs), EDU 651-SSLV (1.5 cr hrs), Administrative duties associated with South Sioux City #14 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Larson, Donielle	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CSL 665-01 (3 cr hrs)	Special
Lenhard, Rodger	Adjunct	NA	\$969.00	State	01/07/19-05/08/19	NA	EDU 458/460 (0.66 cr hr) and EDU 456 (0.50 cr hr)	Special
Lenihan, Joseph	Graduate Assistant	NA	\$645.00	Revenue Bond	11/09/18-12/31/18	NA	Athletic Event Staff up to a maximum of 64.5 hours at a rate of \$10 per hour	Special
Lenihan, Joseph	Graduate Assistant	NA	\$1,000.00	Revenue Bond	01/01/19-05/10/19	NA	Athletic Event Staff up to a maximum of 100 hours at a rate of \$10 per hour	Special
Lenihan, Joseph	Graduate Assistant	NA	\$1,000.00	State	01/07/19-05/03/19	NA	Referee for the Intramural sports program up to a maximum of 100 hours at a rate of \$10 per hour	Special
Machacek, Darlene	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	MAT 121-0002 (3 cr hrs) and MAT 121-0003 (3 cr hrs)	Special
Meyer, Blaine	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	PED 103-0007 (3 cr hrs) and PED 103-0008 (3 cr hrs)	Special
Miller, Audra	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 275-04 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Mogenson, Carey	Adjunct	NA	\$835.00	State	01/07/19-05/08/19	NA	EDU 335-SS80 (1 cr hr)	Special
Moore, Susan	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	SOC 110-00W0 (3 cr hrs) and SOC 110-00W1 (3 cr hrs)	Special
Niemann, Jill	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	EDU 423-H0 (3 cr hrs) and EDU 423-H1 (3 cr hrs)	Special
Oeth, Anne	Adjunct	NA	\$1,670.00	State	01/07/19-05/08/19	NA	SPD 260-00W0 (1 cr hr) and SPD 260-00W1 (1 cr hr)	Special
O'Grady, Ryan	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-00LT (1.5 cr hrs), EDU 651-00LT (1.5 cr hrs), Administrative duties associated with Grand Island #3 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Ohlerking, Mary Anne	Adjunct	NA	\$3,280.00	State	01/07/19-05/08/19	NA	EDU 627-SSLV (1.5 cr hrs), EDU 651-SSLV (1.5 cr hrs), Administrative duties associated with South Sioux City #14 Community of Learning up to a maximum of 31 hours at \$25 per hour	Special
Parker, Karen	Adjunct	NA	\$1,670.00	State	01/07/19-05/08/19	NA	CIS 231-0001 (1cr hr) and CIS 232-0001 (1 cr hr)	Special



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Parker, Karen	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CIS 130-00W0 (3 cr hrs)	Special
Pepin, Suzanne	Adjunct	NA	\$4,342.00	State	01/07/19-05/08/19	NA	MUS 214-00W0 (2.60 cr hrs) and MUS 214-00W1 (2.60 cr hrs)	Special
Plager, Tiffany	Adjunct	NA	\$2,775.00	State	01/07/19-05/08/19	NA	Coordinator for the NENTA program up to a maximum of 111 hours at \$25 per hour	Special
Plager, Tiffany	Adjunct	NA	\$5,845.00	State	01/07/19-05/08/19	NA	EDU 250-03 (3 cr hrs), EDU 350-01 (3 cr hrs), and EDU 375-H0 (1 cr hr)	Special
Pulfer, Jodi	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	BUS 142-0001 (3 cr hrs)	Special
Rahn, Kelli	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 318-SS80 (3 cr hrs)	Special
Rasmussen, Annette	Adjunct	NA	\$1,253.00	State	01/07/19-05/08/19	NA	EDU 456 (1.50 cr hrs)	Special
Rodriguez-Kufner, Mytzy	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	ENG 426/526 00W0 (3 cr hrs)	Special
Ruhl, Sylvia	Adjunct	NA	\$1,670.00	State	01/07/19-05/08/19	NA	EDU 310-H0 (2 cr hrs)	Special
Saltsgiver, Theresa	Adjunct	NA	\$4,409.00	State	01/07/19-05/08/19	NA	EDU 452 (4.62 hrs) and SPD 458/460 (0.66 cr hr)	Special
Schmitz, Janet	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	FRE 110-0001 (3 cr hrs)	Special
Short, Donald	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	EDU 275-SS80 (3 cr hrs) and EDU 341-SS80 (3 cr hrs)	Special
Smith, Robbie	Adjunct	NA	\$3,340.00	State	01/07/19-05/08/19	NA	ITE 330-0001 (4 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Spieker, Mollie	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	CNA 101-0002 (3 cr hrs), CNA 101-0003 (3 cr hrs), and CNA 447/EDU 409 (3 cr hrs)	Special
Stogill, Christopher	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 611-00W0 (3 cr hrs)	Special
Svatora, Sarah	Adjunct	NA	\$1,253.00	State	01/07/19-05/08/19	NA	EDU 250-00H0 (1.5 cr hrs)	Special
Swinton, Daniel	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CJA 444-0001 (3 cr hrs)	Special
Tucker, Anne	Adjunct	NA	\$835.00	State	01/07/19-05/08/19	NA	EDU 457/557-00W0 (1 cr hr)	Special
Tusha, Mary	Adjunct	NA	\$1,654.00	State	01/07/19-05/08/19	NA	EDU 452 (1.98 cr hrs)	Special
Uhing, Marlene	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	EDU 610-00W1 (3 cr hrs)	Special
Uhl, Steven	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	BUS 343-00W0 (3 cr hrs) and BUS 343-SS80 (3 cr hrs)	Special
Vander Weil, Zoe	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CNA 100-0004 (3 cr hrs)	Special
Varley, Kayla	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	SPD 254-H0 (3 cr hrs)	Special
Von Glan, Leroy	Adjunct	NA	\$3,340.00	State	01/07/19-05/08/19	NA	ART 251/451 (4 cr hrs)	Special
Von Glan, Leroy	Adjunct	NA	\$4,163.00	State	01/07/19-05/08/19	NA	Studio Arts Technician up to a maximum of 277.50 hours at a rate of \$15 per hour	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Weber, Bradley	Adjunct	NA	\$420.00	State	07/23/18-07/26/18	NA	Revised: Additional duties associated with WSC Music Camp up to a maximum of 28 hours at a rate of \$15 per hour {revised from September Report}	Special
Wheeler, Pamela	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CSL 662-CSH0 (3 cr hrs)	Special
Wheeler, Pamela	Adjunct	NA	\$5,010.00	State	01/07/19-05/08/19	NA	Receiving an additional 6 credits for supervision of 12 or more of the students (0.50 credit/student)	Special
Whitt, Joseph	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	CNA 100-00W0 (3 cr hrs)	Special
Wieser, Janet	Adjunct	NA	\$2,205.00	State	01/07/19-05/08/19	NA	EDU 452 (1.98 cr hrs) and SPD 458/460 (0.66 cr hr)	Special
Willis, Keith	Adjunct	NA	\$1,670.00	State	01/07/19-05/08/19	NA	CSL 688-00W0 (2 cr hrs)	Special
Wriedt, Jeannine	Adjunct	NA	\$2,505.00	State	01/07/19-05/08/19	NA	MAT 105-0001 (3 cr hrs)	Special
Zavdil, Dennis	Adjunct	NA	\$7,515.00	State	01/07/19-05/08/19	NA	MAT 105-0003 (3 cr hrs), MAT 105-0004 (3 cr hrs), and MAT 110-0003 (3 cr hrs)	Special
Zeiss, Don	Adjunct	NA	\$1,670.00	State	01/07/19-05/08/19	NA	EDU 456 (2 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Unionized Professional Staff</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bose, Julie	Learning Skills Specialist	NA	\$36,068.00	State	08/15/13-03/22/19	0.750	Resignation	NA
Darnell, Kenneth Grant	Head Strength and Conditioning Coach	NA	\$2,505.00	State	01/07/19-05/08/19	1.000	PED 103-0006 (3 cr hrs)	Special
DePew, Kim	Assistant Coach	NA	\$11,684.73	State	06/27/18-07/12/18	1.000	2018 Summer Camp Pay	Special
Duke, Andrew	IT Technician	NA	\$40,027.00; Prorated \$18,709.00	State	01/14/19-06/30/19	1.000	New Appointment, replaced Jake Krueger	Special
Frana, Brian	Football Coordinator Offensive	NA	\$2,741.20	State	06/26/18-06/30/18	1.000	2018 Summer Camp Pay	Special
Honnold, Denny	Assistant Coach	NA	\$2,731.15	State	06/26/18-06/30/18	1.000	2018 Summer Camp Pay	Special
Keen, Rebecca	Extended Campus Program Coordinator	NA	\$48,000.00; Prorated \$26,096.00	State	12/17/18-06/30/19	1.000	New Appointment, replaced Lisa Reynolds	Special
McLaughlin, Scott	Football Coordinator Defensive	NA	\$3,653.32	State	06/26/18-06/30/18	1.000	2018 Summer Camp Pay	Special
Mohlfeld, Kathy	Licensed Student Counselor	NA	\$835.00	State	01/07/19-05/08/19	1.000	CSL 105-00W0 (1 cr hr)	Special
Mohlfeld, Kathy	Licensed Student Counselor	NA	\$60,652.00	State	08/15/00-02/08/19	1.000	Resignation	NA
Nelson, Lisa	Director-Service Learning	NA	\$1,253.00	State	01/07/19-05/08/19	1.000	IDS 399-0081 (1.5 cr hrs)	Special
Porter, Erin	Admissions Representative	NA	\$36,000.00	State	07/05/17-02/20/19	1.000	Resignation	NA
Quance, Marilyn	Librarian-Technical Services	NA	\$1,670.00	State	01/07/19-05/08/19	1.000	IDS 120-00W0 (2 cr hrs)	Special
Stover, Nathan	Assistant Coach	NA	\$634.40	State	05/31/18-08/04/18	1.000	2018 Summer Camp Pay	Special
Utecht, Lori	Learning Skills Specialist	NA	\$1,253.00	State	01/07/19-05/08/19	0.750	IDS 399-0081 (1.5 cr hrs)	Special
Winstead, Wendy	Project Coordinator	NA	\$39,000.00; Prorated \$22,750.00	State	12/03/18-06/30/19	1.000	New Appointment	Special

## REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: March 22, 2019

Non-Unionized Professional Staff (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Dorcey McIntosh, Alicia	Director of Counseling	NA	\$67,000.00; Prorated \$26,242.00	State	02/11/19- 06/30/19	1.000	New Appointment; replaced Lin Brummels	Special
Elliott, Steven	Vice President for Academic Affairs	NA	\$148,739.00; Prorated \$37,185.00	State	04/01/19- 06/30/19	1.000	Increase for new areas of supervision	Special
Heinselmann, Gregg	Vice President for Student Affairs	NA	\$130,000.00	State	10/22/18- 12/21/18	1.000	Resignation	NA
Kaminsky, Jeff	Head Men's Basketball Coach	NA	\$631.73	State	05/31/18- 08/04/18	0.960	2018 Summer Camp Pay	Special
Kneifl, Scott	Head Volleyball Coach	NA	\$7,764.20	State	06/27/18- 07/12/18	1.000	2018 Summer Camp Pay	Special
McMahan, David	Interim Vice President for Student Affairs	NA	\$110,000.00; Prorated \$45,834.00	State	02/01/19- 06/30/19	1.000	Interim VPSA	Special
Powicki, Michael	Athletic Director	NA	\$116,764.00; Prorated \$29,191.00	State	04/01/19- 06/30/19	1.000	Increase for new areas of supervision	Special
Vinchattle, John	Assistant to the Vice President for Academic Affairs	NA	\$85,000.00; Prorated \$44,862.00	State	12/21/18- 06/30/19	1.000	New Appointment	Special

Non-Unionized Professional Staff (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Aguirre, Alana	Graduate Assistant	NA	\$1,750.00	State	01/01/19- 05/10/19	NA	Intramurals up to a maximum of 175 hours at a rate of \$10 per hour	Special
Bassett, Brady	Graduate Assistant	NA	\$1,890.00	State	11/18/18- 01/06/19	NA	Assisting the Athletic Trainer up to a maximum of 210 hours at a rate of \$9.00 per hour	Special
Dorcey McIntosh, Alicia	Director of Counseling	NA	\$2,578.00	State	01/18/19- 02/10/19	NA	Duties up to a maximum of 80 hours at a rate of \$32.22 per hour	Special

Attachment: WSC Personnel Report March 2019 (2435 : Reports of Personnel Actions)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 22, 2019**

<b>Unionized Support Staff</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Frideres, Austin	Security Officer II	NA	\$2,500.00/mo.	State/Revenue Bond	12/03/18-06/30/19	1.000	New Hire, Replaced Gunner Tracy	Probationary
Jorgensen, Stephanie	Office Assistant II	NA	\$2,294.25/mo.	Grant	08/14/12-01/31/19	0.917	Resignation	NA
Koch, Kalli	Custodian	NA	\$1,764.58/mo.	Revenue Bond	12/03/18-06/30/19	1.000	New Hire, Replaced Norma Penlerick	Probationary
Marr, Daniel	Electrician	NA	\$4,270.75/mo.	State	09/15/83-07/08/19	1.000	Early Retirement	NA
Schlins, Corey	Maintenance Repair Worker III	NA	\$2,455.17/mo.	State	01/07/19-06/30/19	1.000	New Hire, Replaced Tyler Foote	Probationary

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

March 21, 2019

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**INFORMATION ONLY:      Marketing Activities and Events Update**

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## **Senators Reception Recap**

The Senators Reception had 24 Senators and several staffers in attendance for our 2019 event. The Senators who attended shared that our reception is one of their favorite events to attend each year.

The next year's Senators Reception is scheduled for January 14, 2020, in conjunction with the January Board of Trustees Meeting.

## **Make a Statement Marketing Campaign**

The Make a Statement marketing digital campaign launched in February. It highlights the value the State Colleges bring to Nebraska through quotes from students, infographics, and images of the STEM and Rangeland Management programs offered at CSC, PSC, and WSC.

To view the campaign visit: [www.nscs.edu/makeastatement](http://www.nscs.edu/makeastatement)

## **Scholarship Lunches**

The format of the Scholarship Luncheon is changing for 2019. Each College will hold an event honoring the Board of Trustees Scholarship recipients. The following dates have been set by Chadron, Peru, and Wayne State Colleges:

- April 1, 2019 - Wayne State College
- April 12, 2019 - Peru State College
- April 29, 2019 - Chadron State College

## **Website Redesign**

The NSCS is in the initial stages of redesigning [www.nscs.edu](http://www.nscs.edu) <<http://www.nscs.edu>> site to allow for more functionality and better end-user experience when the site is updated.

## **Upcoming Dates:**

- June 18, 2019 - Photos for Board Member and Staff
- September 16 - 20, 2019 - Counselor Tour

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

March 21, 2019

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**INFORMATION ONLY: Intercollegiate Athletics Report of Institutional Commitment  
to NCAA Principles for Conduct to Enhance Integrity in  
Intercollegiate Athletes**

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

The National Collegiate Athletic Association (NCAA) Constitution 6.3.1 requires Division II member institutions to complete the NCAA Institutional Self-Study Guide (ISSG) to enhance integrity in intercollegiate athletics. The purposes of the ISSG are to:

1. Sensitize top administrators and key campus constituencies of NCAA Division II member institutions to major types of problems that commonly occur in intercollegiate athletics programs.
2. Identify specific areas in their own athletic programs that may represent potential problems and develop written plans for improvement for those areas, and
3. Guide institutions toward review of documentations to support selected areas of study and, as necessary, actions that might prevent or minimize the severity of identified problems.

In compliance with their respective institutional self-studies, Chadron State and Wayne State declare their commitment to the attached Principles for Conduct of Intercollegiate Athletics as specified for Division II member institutions in the NCAA Constitution, Article Two.

**ATTACHMENTS:**

- NCAA Institutional Commitment to Principles of Conduct (PDF)



CONSTITUTION, ARTICLE 2

# Principles for Conduct of Intercollegiate Athletics

2.01	General Principle.....	3	2.9	The Principle of Amateurism .....	4
2.1	The Principle of Institutional Control and Responsibility .....	3	2.10	The Principle of Competitive Equity.....	5
2.2	The Principle of Student-Athlete Well-Being.....	3	2.11	The Principle Governing Recruiting .....	5
2.3	The Principle of Gender Equity.....	4	2.12	The Principle Governing Eligibility.....	5
2.4	The Principle of Sportsmanship and Ethical Conduct.....	4	2.13	The Principle Governing Financial Aid .....	5
2.5	The Principle of Sound Academic Standards.....	4	2.14	The Principle Governing Playing and Practice Seasons.....	5
2.6	The Principle of Nondiscrimination.....	4	2.15	The Principle Governing Postseason Competition and Contests Sponsored by Noncollegiate Organizations .....	5
2.7	The Principle of Diversity Within Governance Structures .....	4	2.16	The Principle Governing the Economy of Athletics Program Operation.....	5
2.8	The Principle of Rules Compliance .....	4			

## 2.01 General Principle. [\*]

Legislation enacted by the Association governing the conduct of intercollegiate athletics shall be designed to advance one or more basic principles, including the following, to which the members are committed. In some instances, a delicate balance of these principles is necessary to help achieve the objectives of the Association.

## 2.1 The Principle of Institutional Control and Responsibility. [\*]

**2.1.1 Responsibility for Control. [\*]** It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures. *(Revised: 10/3/05)*

**2.1.2 Scope of Responsibility. [\*]** The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

## 2.2 The Principle of Student-Athlete Well-Being. [\*]

Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.

**2.2.1 Overall Educational Experience. [\*]** It is the responsibility of each member institution to establish and maintain an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience. *(Adopted: 1/10/95)*

**2.2.2 Cultural Diversity and Gender Equity. [\*]** It is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff. *(Adopted: 1/10/95)*

**2.2.3 Health and Safety. [\*]** It is the responsibility of each member institution to protect the health of and provide a safe environment for each of its participating student-athletes. *(Adopted: 1/10/95)*

**2.2.4 Student-Athlete/Coach Relationship. [\*]** It is the responsibility of each member institution to establish and maintain an environment that fosters a positive relationship between the student-athlete and coach. *(Adopted: 1/10/95)*

**2.2.5 Fairness, Openness and Honesty. [\*]** It is the responsibility of each member institution to ensure that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes. *(Adopted: 1/10/95)*

**2.2.6 Student-Athlete Involvement. [\*]** It is the responsibility of each member institution to involve student-athletes in matters that affect their lives. *(Adopted: 1/10/95)*

## **2.3 The Principle of Gender Equity. [\*]**

**2.3.1 Compliance With Federal and State Legislation. [\*]** It is the responsibility of each member institution to comply with federal and state laws regarding gender equity. *(Adopted: 1/11/94)*

**2.3.2 NCAA Legislation. [\*]** The Association should not adopt legislation that would prevent member institutions from complying with applicable gender-equity laws, and should adopt legislation to enhance member institutions' compliance with applicable gender-equity laws. *(Adopted: 1/11/94)*

**2.3.3 Gender Bias. [\*]** The activities of the Association should be conducted in a manner free of gender bias. *(Adopted: 1/11/94)*

## **2.4 The Principle of Sportsmanship and Ethical Conduct. [\*]**

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: *(Revised: 1/9/96)*

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and *(Adopted: 1/9/96)*
- (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a). *(Adopted: 1/9/96)*

## **2.5 The Principle of Sound Academic Standards. [\*]**

Intercollegiate athletics programs shall be maintained as a vital component of the educational program, and student-athletes shall be an integral part of the student body. The admission, academic standing and academic progress of student-athletes shall be consistent with the policies and standards adopted by the institution for the student body in general.

## **2.6 The Principle of Nondiscrimination. [\*]**

The Association shall promote an atmosphere of respect for and sensitivity to the dignity of every person. It is the policy of the Association to refrain from discrimination with respect to its governance policies, educational programs, activities and employment policies, including on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation. It is the responsibility of each member institution to determine independently its own policy regarding nondiscrimination. *(Adopted: 1/16/93, Revised: 1/11/00)*

## **2.7 The Principle of Diversity Within Governance Structures. [\*]**

The Association shall promote diversity of representation within its various divisional governance structures and substructures. Each divisional governing body must assure gender and ethnic diversity among the membership of the bodies in the division's administrative structure. *(Adopted: 1/9/96 effective 8/1/97)*

## **2.8 The Principle of Rules Compliance.**

**2.8.1 Responsibility of Institution. [\*]** Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

**2.8.2 Responsibility of Association. [\*]** The Association shall assist the institution in its efforts to achieve full compliance with all rules and regulations and shall afford the institution, its staff and student-athletes fair procedures in the consideration of an identified or alleged failure in compliance.

**2.8.3 Penalty for Noncompliance. [\*]** An institution found to have violated the Association's rules shall be subject to such disciplinary and corrective actions as may be determined by the Association.

## **2.9 The Principle of Amateurism. [\*]**

Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.

## **2.10 The Principle of Competitive Equity. [\*]**

The structure and programs of the Association and the activities of its members shall promote opportunity for equity in competition to assure that individual student-athletes and institutions will not be prevented unfairly from achieving the benefits inherent in participation in intercollegiate athletics.

## **2.11 The Principle Governing Recruiting. [\*]**

The recruiting process involves a balancing of the interests of prospective student-athletes, their educational institutions and the Association's member institutions. Recruiting regulations shall be designed to promote equity among member institutions in their recruiting of prospective student-athletes and to shield them from undue pressures that may interfere with the scholastic or athletics interests of the prospective student-athletes or their educational institutions.

## **2.12 The Principle Governing Eligibility. [\*]**

Eligibility requirements shall be designed to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent exploitation of student-athletes.

## **2.13 The Principle Governing Financial Aid. [\*]**

A student-athlete may receive athletically related financial aid administered by the institution without violating the principle of amateurism, provided the amount does not exceed the cost of education authorized by the Association; however, such aid as defined by the Association shall not exceed the cost of attendance as published by each institution. Any other financial assistance, except that received from one upon whom the student-athlete is naturally or legally dependent, shall be prohibited unless specifically authorized by the Association. *(Revised: 1/9/96)*

## **2.14 The Principle Governing Playing and Practice Seasons. [\*]**

The time required of student-athletes for participation in intercollegiate athletics shall be regulated to minimize interference with their opportunities for acquiring a quality education in a manner consistent with that afforded the general student body.

## **2.15 The Principle Governing Postseason Competition and Contests Sponsored by Noncollegiate Organizations. [\*]**

The conditions under which postseason competition occurs shall be controlled to assure that the benefits inherent in such competition flow fairly to all participants, to prevent unjustified intrusion on the time student-athletes devote to their academic programs, and to protect student-athletes from exploitation by professional and commercial enterprises.

## **2.16 The Principle Governing the Economy of Athletics Program Operation. [\*]**

Intercollegiate athletics programs shall be administered in keeping with prudent management and fiscal practices to assure the financial stability necessary for providing student-athletes with adequate opportunities for athletics competition as an integral part of a quality educational experience.

**ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Capital Construction Quarterly Reports**

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

**Chadron**

1. Stadium Renovation - Interim report

**Peru**

1. Delzell Renovation - Interim report
2. Field House Phase II - Interim report
3. Theater Renovation - Interim report

**Wayne**

1. Center for Applied Technology - Interim report
2. Press Box Replacement - Interim report
3. U.S. Conn Library Renovation - Interim report

**ATTACHMENTS:**

- CSC Capital Construction Quarterly Report-Stadium (PDF)
- PSC Capital Construction Quarterly Report-Delzell (PDF)
- PSC Capital Construction Quarterly Report-Field House Phase II (PDF)
- PSC Capital Construction Quarterly Report-Theatre (PDF)
- WSC Capital Construction Quarterly Report-CAT (PDF)
- WSC Capital Construction Quarterly Report-Press Box (PDF)
- WSC Capital Construction Quarterly Report-Library (PDF)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2018

College: Chadron State College		Meeting Date: March 22, 2019		
<b>Project Information</b>	Project Title:	Stadium Facility		
	Program Number:			
	Professional Consultant:	Bahr Vermeer and Haecker (BVH)		
	General Contractor:	Adolfson & Peterson Construction		
	Net Square Footage: 13,014	Gross Square Footage: 20,021 per Program Statement		
	Bid Opening Date	(enter dates)		
	Notice of Proceed Date			
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	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	8/23/18		
Final Completion				
<b>Report Information</b>	Status	Initial Report:	3/24/2017	
		Interim Report:	X	
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 957	\$6,419,545.36		
	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	\$1,394,000.00		
Total Available	\$10,463,545.36			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available	\$0.00		
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning		\$0.00	
	Professional Fees	\$939,815.10	\$903,768.80	\$36,046.30
	Life Cycle Cost Analysis			\$0.00
	Construction			
	1. General, Mech., Elec.	\$9,398,151.00	\$7,451,543.45	\$1,946,607.55
	2. Fixed Equipment			\$0.00
	3. Sitework/Utilities	\$32,999.55	\$33,878.05	-\$878.50
	Furnishings/Moveable Equip.			\$0.00
	Contingency	\$67,653.71		\$67,653.71
	Artwork	\$24,926.00		\$24,926.00
	Other Items			
	1.			\$0.00
	2.			\$0.00
	Change Orders			
	1.			\$0.00
	2.			\$0.00
	<b>TOTALS</b>	\$10,463,545.36	\$8,389,190.30	\$2,074,355.06

This report is prepared on a cash basis.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2018

College: Peru State College		Meeting Date: March 22, 2019	
<b>Project Information</b>	Project Title:	Delzell Renovation	
	Program Number:	829	
	Professional Consultant:	Jackson & Jackson	
	General Contractor:	F&B Contractors, Inc.	
	Current Net Square Footage:	Current Gross Square Footage:	
	Addition Net:	Addition Gross:	
	Renovation Net:	Renovation Gross:	
	Bid Opening Date	3/18/2016	
	Notice to Proceed Date		
	Estimated Completion Date		
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:		
	Needs Statement		
	Program Statement	7/29/2015	
	Professional Services Contract	12/29/2015	
	Bonds Sold	2/4/2016	
	Preliminary Plans		
	Design Development	8/27/2015	
	Construction Contract	7/20/2016	
	Substantial Completion	8/4/2017	
	Final Completion		
<b>Report Information</b>	Status	Initial Report:	
		Interim Report: X	
		Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No: 968		
	Federal Funds		
	LB 691 Funds		
	LB 309 Funds		
	Cash Funds		
	Capital Imp. Fee Commitment		
	Other		
Total Available	\$0.00		
Revenue Bond Buildings	Bonds Sold	\$8,935,000.00	
	Costs of Issuance/Reserves	\$735,000.00	
	Balances of Proceeds	\$8,200,000.00	
Revenue Sources for Construction	1. Bond Proceeds Series 2015	\$8,220,407.30	
	2. Interest Earnings	\$0.00	
	3. Other	\$710,000.00	
	Total Available	\$8,930,407.30	
<b>Expenditure Information</b>			
	Proposed Budget	Expended to Date	Balance
<b>Program Planning</b>			
Professional Fees	\$782,766.00	\$766,583.02	\$16,182.98
<b>Life Cycle Cost Analysis</b>			
Construction	\$6,839,168.08	\$6,839,967.67	-\$799.59
1. General, Mech., Elec.			
2. Fixed Equipment			
3. Sitework/Utilities	\$607,321.00	\$607,321.00	\$0.00
Furnishings/Moveable Equip.	\$200,000.00	\$200,000.00	\$0.00
Contingency	\$153,846.23	\$83,445.86	\$70,400.37
<b>Artwork</b>			
<b>Other Items</b>			
1. Construction Administration	\$226,150.00	\$216,333.99	\$9,816.01
2. Relocation Costs			
<b>Change Orders</b>			
1 F&B	\$36,659.00	\$36,659.00	-
2 F&B	\$21,979.00	\$21,979.00	-
3 F&B	\$32,751.00	\$32,751.00	-
4 F&B	-\$15.00	-\$15.00	-
5 F&B	-\$45,880.00	-\$45,880.00	-
6 F&B	\$16,790.00	\$16,790.00	-
7 F&B	-\$4,806.00	-\$4,806.00	-
8 F&B	\$3,176.00	\$3,176.00	-
9 F&B	\$7,320.00	\$7,320.00	-
10 F&B	\$6,682.00	\$6,682.00	-
11 F&B	-\$3,500.00	-\$3,500.00	-
1 Grace Plastering	\$49,999.99	\$49,999.99	-
<b>TOTALS</b>	<b>\$8,930,407.30</b>	<b>\$8,834,807.53</b>	<b>\$95,599.77</b>

This report is prepared on a cash basis.

Attachment: PSC Capital Construction Quarterly Report-Delzell (2420 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2018

College: Peru State College		Meeting Date: March 22, 2019		
<b>Project Information</b>	Project Title:	Athletic Field House - Phase II		
	Program Number:	997		
	Professional Consultant:	Jackson & Jackson		
	General Contractor:			
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date		7/23/2018	
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement	3/25/2011		
	Professional Services Contract			
	Bonds Sold			
	Preliminary Plans			
	Design Development	8/21/2015		
	Construction Contract			
Substantial Completion				
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 968			
	Federal Funds			
	LB 691 Funds			
	LB 309 Funds			
	Cash Funds	\$10,000.00		
	Capital Imp. Fee Commitment	\$418,000.00		
	Other-Peru State College Foundation	\$100,000.00		
Total Available	\$528,000.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds Series 2011			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning			
	Professional Fees	57,335	39,529	17,806
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	171,830	0	171,830
	2. Fixed Equipment			0
	3. Sitework/Utilities	285,621	4,780	280,841
	Furnishings/Moveable Equip.			
	Contingency			
	Artwork			
	Other Items			
	1. Construction Administration	7,995	2,138	0
	2. Relocation Costs			
	Change Orders			
	1		0	0
	2			
	<b>TOTALS</b>	<b>\$522,781</b>	<b>\$46,446</b>	<b>\$476,335</b>

This report is prepared on a cash basis.

Attachment: PSC Capital Construction Quarterly Report-Field House Phase II (2420 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2018

College: Peru State College		Meeting Date: March 22, 2019		
<b>Project Information</b>	Project Title:	Theater Project		
	Program Number:	904		
	Professional Consultant:	Architectural Design Associates, Inc.		
	General Contractor:			
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date	2/8/2017		
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement	11/13/2015		
	Professional Services Contract	6/28/2016		
	Bonds Sold			
	Preliminary Plans			
	Design Development	9/9/2016		
	Construction Contract	3/1/2017		
	Substantial Completion	11/12/2018		
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 957	\$6,138,234.00		
	Federal Funds			
	LB 691 Funds			
	LB 309 Funds	\$559,603.00		
	Cash Funds	\$200,000.00		
	Capital Imp. Fee Commitment	\$100,000.00		
	Other	\$600,000.00		
Total Available	\$7,597,837.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$ 659,497	622,179	\$37,318	
Life Cycle Cost Analysis				
Construction	\$ 5,542,000	\$5,207,725	\$334,275	
1. General, Mech., Elec.				
2. Fixed Equipment				
3. Sitework/Utilities	\$ 144,319	144,319	\$0	
Furnishings/Moveable Equip.	\$ 340,079	262,136	\$77,943	
Contingency	\$ 704,165	57,600	\$646,565	
1% Artwork	\$ 25,122	2,000	\$23,122	
Other Items				
1. Construction Administration	\$ 36,184	34,471	\$1,713	
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	
<b>TOTALS</b>	<b>\$7,597,837</b>	<b>6,476,900</b>	<b>\$1,120,937</b>	

This report is prepared on a cash basis.

Attachment: PSC Capital Construction Quarterly Report-Theatre (2420 : Capital Construction Quarterly Reports)



**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2018**

College: Wayne State College		Meeting Date: March 22, 2019	
<b>Project Information</b>	Project Title:	Center for Applied Technology	
	Program Number:	905	
	Professional Consultant:	BVH Architecture	
	General Contractor:	Hausmann Construction	
	Net Square Footage: 41,535	Gross Square Footage: 53,165 per Design Development	
	Bid Opening Date		
	Notice of Proceed Date	6/21/17	
Estimated Completion Date	November 2018		
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:	BVH Architecture	
	Needs Statement		
	Program Statement	11/13/15; Revised September 2016	
	Professional Services Contract	10/4/16	
	Bonds Sold	8/17/16	
	Preliminary Plans		
	Design Development	3/24/17	
	Construction Contract	11/28/16 GMP-9/25/17	
	Substantial Completion	11/15/18	
Final Completion			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
<b>Financial Information</b>			
State Buildings	State/Bond Funds--LB No: 957	\$8,931,000.00	
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$4,405,516.32	
	Other-Foundation	\$1,459,342.00	
	Other-Trust	\$1,000,000.00	
	Total Available	\$15,795,858.32	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
<b>Expenditure Information</b>			
	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$1,039,130.00	\$1,023,197.43	\$15,932.57
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$12,345,513.00	\$11,665,961.40	\$679,551.60
2. Fixed Equipment		\$0.00	\$0.00
3. Sitework/Utilities	\$163,146.82	\$163,146.82	\$0.00
Furnishings/Moveable Equip.	\$691,417.00	\$456,545.16	\$234,871.84
Contingency	\$8,306.32	\$0.00	\$8,306.32
Artwork	\$35,189.50	\$12,689.50	\$22,500.00
Other Items			
1. Special technical/lab equip.	\$992,470.00	\$836,068.80	\$156,401.20
2. Misc.(adver., test., signage)	\$66,746.79	\$61,775.97	\$4,970.82
Change Orders			
1.	\$14,676.97	\$14,676.97	\$0.00
2.	\$6,842.25	\$6,842.25	\$0.00
3.	\$17,015.13	\$17,015.13	\$0.00
4.	\$40,703.30	\$40,703.30	\$0.00
5.	\$29,051.90	\$29,051.90	\$0.00
6.	\$92,471.68	\$92,471.68	\$0.00
7.	\$60,656.88	\$60,656.88	\$0.00
8.	\$44,571.32	\$44,571.32	\$0.00
9.	\$49,395.85	\$49,395.85	\$0.00
10.	\$32,507.31	\$32,507.31	\$0.00
11.	\$37,947.37	\$37,947.37	\$0.00
12.	\$28,098.93	\$0.00	\$28,098.93
<b>TOTALS</b>	\$15,795,858.32	\$14,645,225.04	\$1,150,633.28

This report is prepared on a cash basis.

Attachment: WSC Capital Construction Quarterly Report-CAT (2420 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2018**

College: Wayne State College		Meeting Date: March 22, 2019	
<b>Project Information</b>	Project Title:	Press Box Replacement	
	Program Number:	955	
	Professional Consultant:	Jackson Jackson & Assoc.	
	General Contractor:	Rogee 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			
<b>Project Dates</b>	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			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:	\$0.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$360,000.00	
	Cash Funds	\$1,606,026.40	
	Capital Imp. Fee Commitment	\$612,915.38	
	Other-Sports Facilities Cash Fund	\$300,000.00	
	Other-Foundation	\$1,053,042.59	
	Total Available	\$3,931,984.37	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
<b>Expenditure Information</b>			
	Proposed Budget	Expended to Date	Balance
Program Planning	\$12,987.73	\$12,987.73	\$0.00
Professional Fees	\$235,000.00	\$223,590.49	\$11,409.51
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$3,765,000.00	\$3,024,930.60	\$336,103.40
2. Fixed Equipment			\$0.00
3. Sitework/Utilities	\$4,542.69	\$4,542.69	\$0.00
Furnishings/Moveable Equip.	\$92,212.64	\$59,660.41	\$32,552.23
Contingency	\$166,820.48		\$166,820.48
Artwork	\$0.00	\$0.00	\$0.00
Other Items			
1. Advertising/Printing	\$8,933.17	\$8,933.17	\$0.00
2. Testing/Spec Inspections	\$18,450.00	\$16,397.00	\$2,053.00
3. Data/Tele. Cabling	\$32,003.66	\$30,954.56	\$1,049.10
Change Orders			
1.	-\$404,542.00		
2.	\$576.00		
<b>TOTALS</b>	<b>\$3,931,984.37</b>	<b>\$3,381,996.65</b>	<b>\$549,987.72</b>

This report is prepared on a cash basis.

Attachment: WSC Capital Construction Quarterly Report-Press Box (2420 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2018**

College: Wayne State College		Meeting Date: March 22, 2019	
<b>Project Information</b>	Project Title:	U.S. Conn Library Renovation	
	Program Number:	912	
	Professional Consultant:	Jackson Jackson & Assoc.	
	General Contractor:	Beckenhauer Construction, Inc.	
	Net Square Footage: 51,805	Gross Square Footage: 89,914	
	Bid Opening Date		
	Notice of Proceed Date		
Estimated Completion Date			
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:	Jackson Jackson & Assoc.	
	Needs Statement		
	Program Statement	9/7/12	
	Professional Services Contract	10/1/12	
	Bonds Sold	Febr. 2014	
	Preliminary Plans		
	Design Development	9/6/13	
	Construction Contract	8/19/13 GMP-2/27/14	
	Substantial Completion	5/8/17	
Final Completion			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No: 198	\$12,000,000.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$2,900,000.00	
	Cash Funds	\$3,268,643.96	
	Capital Imp. Fee Commitment	\$700,000.00	
	Other-Foundation	\$2,708,574.57	
	Other-Chartwells	\$366,000.00	
Total Available	\$21,943,218.53		
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
Program Planning	\$63,087.85	\$63,087.85	\$0.00
Professional Fees	\$1,420,388.68	\$1,420,388.68	\$0.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$16,791,805.35	\$16,411,726.99	\$380,078.36
2. Fixed Equipment			\$0.00
3. Sitework/Utilities	\$90,825.00	\$74,504.65	\$16,320.35
Furnishings/Moveable Equip.	\$1,249,801.00	\$1,227,360.69	\$22,440.31
Contingency	\$966,373.63		\$966,373.63
Artwork	\$133,159.00	\$123,249.40	\$9,909.60
Other Items			
1. Advertising/Printing	\$35,549.91	\$35,549.91	\$0.00
2. Asbestos tests/abatement	\$532,548.30	\$532,548.30	\$0.00
3. Technical Costs	\$635,000.00	\$578,231.00	\$56,769.00
4. Other Misc	\$24,679.81	\$24,679.81	\$0.00
Change Orders			\$0.00
1.			\$0.00
2.			\$0.00
<b>TOTALS</b>	\$21,943,218.53	\$20,491,327.28	\$1,451,891.25

This report is prepared on a cash basis.

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Contingency Maintenance Progress Reports**

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

**ATTACHMENTS:**

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

## CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT

### Chadron State College Revenue Bond Facilities

**Report Period: As of December 31, 2018**
**Date Prepared: 1/29/2019**

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: 3/18/2016 Projects:					
Andrews Hall Elevator Upgrade	\$100,000.00	\$0.00	-\$100,000.00	\$0.00	Deferred
Andrews Hall Fire Alarm Upgrade	\$45,000.00	\$45,000.00	\$0.00	\$0.00	Complete
Andrews Hall Fire Sprinkler System	\$259,905.00	\$215,185.63	-\$44,719.37	\$0.00	Complete
Crites Hall Windows	\$15,000.00	\$15,000.00	\$0.00	\$0.00	Complete
Edna Work Hall Windows	\$15,000.00	\$15,000.00	\$0.00	\$0.00	Complete
High Rise Showers & Mechanical Upgrades	\$150,000.00	\$140,979.00	-\$9,021.00	\$0.00	Complete
Mechanical Room Upgrades	\$50,000.00	\$68,676.00	\$18,676.00	\$0.00	Complete
Residence Hall Security Cameras	\$144,500.00	\$95,231.95	\$0.00	\$49,268.05	Open
Residence Hall Campus Wireless Upgrades	\$495,595.00	\$463,582.12	-\$22,012.88	\$10,000.00	Open
Revenue Bond Buildings Asbestos Abatement	\$25,000.00	\$25,000.00	\$0.00	\$0.00	Complete
Revenue Bond Buildings Campus Furnishings	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
Revenue Bond Buildings Replacement Flooring	\$50,000.00	\$31,141.33	-\$4,952.98	\$13,905.69	Open
Student Center Specialty Equipment	\$25,000.00	\$54,280.17	\$29,280.17	\$0.00	Complete
West Court Demolition	\$25,000.00	\$25,000.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$1,450,000.00</b>	<b>\$1,244,076.20</b>	<b>-\$132,750.06</b>	<b>\$73,173.74</b>	
Resolution Date: 3/24/2017 Projects:					
Andrews Hall Elevator Upgrade	\$35,000.00	\$0.00	-\$10,060.07	\$24,939.93	Open
Andrews Hall Fire Alarm Upgrade	\$105,000.00	\$170,081.33	\$69,060.25	\$3,978.92	Open
Edna Work & Crites Hall Windows	\$400,000.00	\$421,650.00	\$21,650.00	\$0.00	Complete
High Rise Shower/Mechanical Renovation	\$94,000.00	\$100,926.00	\$6,926.00	\$0.00	Complete
Mechanical Room Infrastructure Upgrades	\$50,000.00	\$62,092.98	\$13,958.00	\$1,865.02	Open
Revenue Bond Buildings Asbestos Abatement	\$20,000.00	\$46,698.63	\$26,698.63	\$0.00	Complete
Revenue Bond Buildings Campus Furnishings	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
Revenue Bond Buildings Lighting Retrofit	\$125,000.00	\$125,000.00	\$0.00	\$0.00	Complete
Revenue Bond Buildings Replacement Flooring	\$51,000.00	\$0.00	\$85,305.01	\$136,305.01	Open
Student Center Specialty Equipment	\$25,000.00	\$25,000.00	\$0.00	\$0.00	Complete
West Court Demolition	\$45,000.00	\$29,109.05	-\$15,890.95	\$0.00	Complete
<b>Resolution Total</b>	<b>\$1,000,000.00</b>	<b>\$1,030,557.99</b>	<b>\$197,646.87</b>	<b>\$167,088.88</b>	
Resolution Date: 4/20/2018 Projects:					
Andrews Hall Elevator Upgrade	\$130,000.00	\$0.00	\$0.00	\$130,000.00	Open
Critews Hall ADA Ramp	\$80,000.00	\$2,625.00	\$0.00	\$77,375.00	Open
Mechanical Room Infrastructure Upgrades	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Open
Revenue Bond Bldgs Asbestos Abatement	\$35,000.00	\$2,931.37	\$0.00	\$32,068.63	Open
Revenue Bond Bldgs Door/Cabinet Repair/Replacement	\$45,000.00	\$0.00	\$0.00	\$45,000.00	Open
Revenue Bond Bldgs Building Envelope Repair	\$45,000.00	\$0.00	\$0.00	\$45,000.00	Open
Revenue Bond Bldgs Furnishings	\$60,000.00	\$48,052.49	\$0.00	\$11,947.51	Open
Revenue Bond Bldgs Replacement Flooring	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Open
Student Center Lighting Upgrade	\$125,000.00	\$120,020.18	\$0.00	\$4,979.82	Open
Student Center Specialty Equipment	\$30,000.00	\$7,494.64	\$0.00	\$22,505.36	Open
<b>Resolution Total</b>	<b>\$650,000.00</b>	<b>\$181,123.68</b>	<b>\$0.00</b>	<b>\$468,876.32</b>	
<b>Grand Total</b>	<b>\$3,100,000.00</b>	<b>\$2,455,757.87</b>	<b>\$64,896.81</b>	<b>\$709,138.94</b>	

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

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

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**  
**Peru State College**  
**Revenue Bond Facilities**

**Report Period: As of December 31, 2018**

**Date Prepared: January 14, 2019**

<b>Resolution Date and Project Description</b>	<b>Approved Amount</b>	<b>Current Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
Resolution Date: 03/26/2015 Projects:					
1. Delzell Hall; Planning	\$710,000.00	\$710,000.00	\$0.00	\$0.00	Complete
2. Residence Hall, Apartment & Student Center; R&R Equipment & Infrastructure	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
3. Residence Hall, Apartment & Student Center; R&R Furnishings	\$60,000.00	\$53,382.17	\$0.00	\$6,617.83	Open
4. Student Center; Food Service Equipment	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$875,000.00</b>	<b>\$868,382.17</b>	<b>\$0.00</b>	<b>\$6,617.83</b>	
Resolution Date: 03/18/2016 Projects:					
1. Neal Hall; Demolition	\$45,000.00	\$48,800.00	\$3,800.00	\$0.00	Complete
2. Residence Hall, Apartment & Student Center; R&R Equipment & Infrastructure	\$60,000.00	\$108,175.00	\$65,000.00	\$16,825.00	Open
3. Residence Hall, Apartment & Student Center; R&R Furnishings	\$90,000.00	\$0.00	-\$90,000.00	\$0.00	Deferred
4. Student Center; Food Service Equipment	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Complete
5. Student Center, Roof Replacement	\$405,000.00	\$327,351.95	-\$77,648.05	\$0.00	Complete
6. Centennial Complex, Electrical	\$0.00	\$6,407.50	\$13,207.50	\$6,800.00	Open
<b>Resolution Total</b>	<b>\$605,000.00</b>	<b>\$495,734.45</b>	<b>-\$85,640.55</b>	<b>\$23,625.00</b>	
Resolution Date: 03/24/2017 Projects:					
1. Apartments	\$30,000.00	\$18,488.54	\$0.00	\$11,511.46	Open
2. Campuswide; R&R Infrastructure	\$10,000.00	\$4,150.79	\$7,648.05	\$13,497.26	Open
3. Centennial Complex, Morgan Hall & Student Center; Install, R&R Fire Sprinklers and Fire A	\$310,000.00	\$398,798.24	\$232,492.50	\$143,694.26	Open
4. Residence Hall, Apartment & Student Center; R&R Mechanical Systems, HVAC, Heat Syst	\$250,000.00	\$123,480.86	-\$24,500.00	\$102,019.14	Open
5. Centennial Complex; Replace of Electrical Panels & Wiring	\$130,000.00	\$0.00	-\$130,000.00	\$0.00	Deferred
6. Student Center; Food Service Equipment	\$35,000.00	\$14,268.00	\$0.00	\$20,732.00	Open
<b>Resolution Total</b>	<b>\$765,000.00</b>	<b>\$559,186.43</b>	<b>\$85,640.55</b>	<b>\$291,454.12</b>	
Resolution Date: 04/20/2018 Projects:					
1. Apartments	\$104,000.00	\$77,305.42	\$0.00	\$26,694.58	Open
2. Campuswide Furnishing	\$200,000.00	\$1,959.98	\$0.00	\$198,040.02	Open
3. Campuswide Repair & Maintenance	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Open
4. Centennial Complex Switchboard	\$85,000.00	\$0.00	\$0.00	\$85,000.00	Open
5. Residence Halls, Student Center and Apartments Repair and Infrastructure	\$241,000.00	\$210,885.41	\$0.00	\$30,114.59	Open
6. Student Center; Food Service Equipment	\$70,000.00	\$3,370.00	\$0.00	\$66,630.00	Open

	\$750,000.00	\$293,520.81	\$0.00	\$456,479.19	
<b>Grand Total</b>	<b>\$2,995,000.00</b>	<b>\$2,216,823.86</b>	<b>\$0.00</b>	<b>\$778,176.14</b>	

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

Open - to be used when project is still in progress

Deferred - to be used when project will not be completed because funds have been used elsewhere

Complete - to be used when project has been completed

This report is prepared on an accrual basis.

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**  
**Wayne State College**  
**Revenue Bond Facilities**

Report Period: As of December 31, 2018

Date Prepared: January 15, 2019

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (03/18/16) Projects:					
1. Anderson Hall - Common Area Ceiling Replacement	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
2. Anderson Hall - Fire Sprinklers	\$90,000.00	\$90,000.00	\$0.00	\$0.00	Complete
3. Berry Hall - Roof Replacement	\$342,000.00	\$277,671.82	-\$64,328.18	\$0.00	Complete
4. Berry Hall - Fire Sprinklers	\$121,000.00	\$121,000.00	\$0.00	\$0.00	Complete
5. Campuswide - Roof Repairs	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Complete
6. Campuswide - Grounds Improvements/Equipment	\$24,000.00	\$24,000.00	\$0.00	\$0.00	Complete
7. Campuswide - Electrical Replacement	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
8. Food Service - Repairs, Equipment	\$21,000.00	\$21,000.00	\$0.00	\$0.00	Complete
9. Neihardt Hall - Voice Over Fire Alarm/Panel Upgrade	\$180,000.00	\$180,000.00	\$0.00	\$0.00	Complete
10. Rec Center - Equipment/Repairs/Furniture/Carpet	\$48,000.00	\$48,000.00	\$0.00	\$0.00	Complete
11. Residence Halls - Equipment/Repairs/Furniture/Carpet	\$185,000.00	\$185,000.00	\$0.00	\$0.00	Complete
12. Student Center - Equipment/Repairs/Furniture/Carpet	\$84,000.00	\$210,434.92	\$126,434.92	\$0.00	Complete
<b>Resolution Total</b>	<b>\$1,250,000.00</b>	<b>\$1,312,106.74</b>	<b>\$62,106.74</b>	<b>\$0.00</b>	<b>CLOSE RESOLUTION</b>
Resolution Date: (03/24/17) Projects:					
1. Anderson Hall - Common Area Ceiling Replacement	\$50,000.00	\$25,777.03	-\$24,222.97	\$0.00	Complete
2. Anderson Hall - Fire Sprinklers	\$91,000.00	\$91,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Roof Repairs	\$13,000.00	\$1,197.61	\$0.00	\$11,802.39	Open
4. Campuswide - Grounds Improvements/Equipment	\$32,000.00	\$32,000.00	\$0.00	\$0.00	Complete
5. Campuswide - Fiber Improvements	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
6. Food Service - Repairs, Equipment	\$14,000.00	\$13,686.40	\$0.00	\$313.60	Open
7. Natatorium - Pool Liner	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
8. Neihardt Hall - Voice Over Fire Alarm/Panel Upgrade	\$130,000.00	\$108,450.00	\$0.00	\$21,550.00	Open
9. Rec Center - Equipment/Repairs/Furniture/Carpet	\$30,000.00	\$18,188.70	\$0.00	\$11,811.30	Open
10. Residence Halls - Equipment/Repairs/Furniture/Carpet	\$250,000.00	\$258,524.88	\$24,222.97	\$15,698.09	Open
11. Student Center - Equipment/Repairs/Furniture/Carpet	\$65,000.00	\$28,371.80	\$0.00	\$36,628.20	Open
12. Student Center - HVAC upgrade	\$375,000.00	\$26,125.00	\$0.00	\$348,875.00	Open
<b>Resolution Total</b>	<b>\$1,200,000.00</b>	<b>\$753,321.42</b>	<b>\$0.00</b>	<b>\$446,678.58</b>	

Attachment: WSC Contingency Maintenance Progress Report (2421 : Contingency Maintenance Progress



**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**  
**Wayne State College**  
**Revenue Bond Facilities**

Report Period: As of December 31, 2018 Date Prepared: January 15, 2019

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (04/20/18) Projects:					
1. Anderson Hall - Air Conditioning & Associated Electrical Upgrades	\$175,000.00	\$120,574.72	\$0.00	\$54,425.28	Open
2. Anderson Hall - Restroom Upgrades	\$130,000.00	\$106,350.00	\$0.00	\$23,650.00	Open
3. Berry Hall - Fire Sprinklers	\$210,000.00	\$109,774.60	\$0.00	\$100,225.40	Open
4. Bowen Hall - Ext Sealant/Elevator Door Roller Replacement	\$165,000.00	\$27,965.00	\$0.00	\$137,035.00	Open
5. Campuswide - Roof Repairs	\$15,000.00	\$0.00	\$0.00	\$15,000.00	Open
6. Campuswide - Grounds/Improvements/Equipment	\$32,000.00	\$8,254.57	\$0.00	\$23,745.43	Open
7. Morey Hall - Fire Sprinklers	\$210,000.00	\$0.00	\$0.00	\$210,000.00	Open
8. Neihardt Hall - Hot Water Heater Replacement	\$95,000.00	\$72,832.00	\$0.00	\$22,168.00	Open
9. Rec Center - Equipment/Repairs/Furniture/Flooring	\$30,000.00	\$0.00	\$0.00	\$30,000.00	Open
10. Residence Halls - Wireless Access Point Replacement	\$120,000.00	\$119,998.59	\$0.00	\$1.41	Open
11. Residence Halls - Lobby Upgrades	\$97,500.00	\$90,717.31	\$0.00	\$6,782.69	Open
12. Residence Halls - Equipment/Repairs/Furniture/Flooring	\$42,500.00	\$0.00	\$0.00	\$42,500.00	Open
13. food Service - Repairs, Equipment	\$21,000.00	\$0.00	\$0.00	\$21,000.00	Open
14. Student Center - Equipment/Repairs/Furniture/Flooring	\$57,000.00	\$0.00	\$0.00	\$57,000.00	Open
<b>Resolution Total</b>	<b>\$1,400,000.00</b>	<b>\$656,466.79</b>	<b>\$0.00</b>	<b>\$743,533.21</b>	
<b>Grand Total</b>	<b>\$3,850,000.00</b>	<b>\$2,721,894.95</b>	<b>\$62,106.74</b>	<b>\$1,190,211.79</b>	

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

This report is prepared on an accrual basis.

Attachment: WSC Contingency Maintenance Progress Report (2421 : Contingency Maintenance Progress

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: LB 309 Project Status Reports**

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

**ATTACHMENTS:**

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

LB 309 DEFERRED MAINTENANCE PROGRESS REPORT							
Chadron State College							
Report Period: As of 12/31/2018				Meeting Date: March 22, 2019			
Project	Approval Date 1) LB 309 2) Board	Original LB 309 Allocation	Sum of Allocation Changes (+/-)	Total Allocation	Expended	Allocation Balance	Status
# 6512T056 King Library ADA Restroom Remodel	1) 2/28/2017 2) 6/16/2017	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	Funded
#6512T059 King Library Lighting Upgrade	1) 2/28/2017 2) 6/17/2017	\$125,000.00	\$31,174.14	\$156,174.14	\$156,174.14	\$0.00	Closed
6512T061 King Library Window Replacement	1) 2/28/2017 2) 6/17/2017	\$22,000.00	\$250,000.00	\$272,000.00	\$5,800.00	\$266,200.00	Funded
#6512T063 Armstrong Building Roof Replacement	1) 7/28/2017 2) 9/15/2017	\$90,000.00	\$1,010,000.00	\$1,100,000.00	\$11,100.00	\$1,088,900.00	Funded
6512T065 Memorial Hall HVAC Compressor Replacement	1) 6/11/2018 2) 9/15/2018	\$60,000.00	-\$10,100.00	\$49,900.00	\$49,900.00	\$0.00	Closed
6512T066 Science and Mathematics Air Handling Unit Repair	1) 8/6/2018 2) 11/16/2018	\$35,000.00	-\$12,096.00	\$22,904.00	\$22,904.00	\$0.00	Closed

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

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

This report is prepared on a cash basis.

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**  
**Peru State College**

Report Period: As of December 31, 2018

Meeting Date: March 21, 2019

Project	Approval Date 1) LB 309 2) Board	Original LB 309 Allocation	Sum of Allocation Changes (+/-)	Total Allocation	Expended	Allocation Balance	Status
BU# 6512J116 Campus Campus Tunnel Geothermal	1) 09/27/2016 2) 11/10/2016	\$75,000.00	-\$9,100.00	\$65,900.00	\$65,900.00	\$0.00	Closed
BU# 6512J117 Theater HVAC, Electrical and ADA	1) 05/19/2017 2) 06/16/2017	\$560,000.00	-\$367.00	\$559,633.00	\$559,633.00	\$0.00	Closed
BU# 6512J118 CATS, Library, Hoyt & Campus Services Campus Fire Alarm Replacement	1) 07/28/2017 2) 09/15/2017	\$35,000.00	\$235,000.00	\$270,000.00	\$20,946.81	\$249,053.19	In Progress
BU# 6512J119 Administration Building HVAC Fluid Cooler Replacement	1) 01/18/2018 2) 04/20/2018	\$25,000.00	\$210,000.00	\$235,000.00	\$187,300.35	\$47,699.65	In Progress
BU# 6512J120 AI Wheeler Activity Center Transformer Replacement	1) 05/21/2018 2) 06/19/2018	\$50,000.00	-\$8,620.00	\$41,380.00	\$41,380.00	\$0.00	Closed
BU# 6512J121 AI Wheeler Activity Center Water Heater and Condensate Tank	1) 06/06/2018 2) 09/15/2018	\$60,000.00	-\$30,077.00	\$29,923.00	\$29,923.00	\$0.00	Closed
(BU#) (Name of Facility) (Description)	1) 2)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(BU#) (Name of Facility) (Description)	1) 2)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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

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

This report is prepared on a cash basis.

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**

**Wayne State College**

**Report Period: As of December 31, 2018**

**Meeting Date: March 22, 2019**

Project	Approval Date	Original LB 309 Allocation	Sum of Allocation Changes (+/-)	Total Allocation	Expended	Allocation Balance	Status
	1) LB 309 2) Board						
6512N135 Connell Hall Exterior Molding Replacement & Windows	1) 09/02/16 2) 11/10/16	\$190,000.00	\$495,000.00	\$685,000.00	\$514,295.19	\$170,704.81	In Progress
6512N136 Gardner Hall Roof Replacement	1) 07/28/17 2) 9/15/17	\$30,000.00	\$140,000.00	\$170,000.00	\$120,956.64	\$49,043.36	Complete
6512N137 Stadium Geothermal, Masonary, FLS	1) 07/28/17 2) 9/15/17	\$360,000.00	\$0.00	\$360,000.00	\$360,000.00	\$0.00	Closed
6512N138 Energy Plant Efficiency Improvements	1) 07/28/17 2) 9/15/17	\$10,000.00	\$725,000.00	\$735,000.00	\$12,960.78	\$722,039.22	In Progress
6512N139 Carhart Science Exterior Repairs	1) 07/17/18 2) 9/15/18	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	Complete

This is a semi-annual report for the Board of Trustees:

As of December 31 report is for March/April Board meeting.

As of June 30 report is for September Board meeting.

Descriptions to be used in Status column of LB 309 Deferred Maintenance Progress Report:

Funded - to be used when project has been funded but not yet under construction.

In Progress - to be used when project is under construction.

Complete - to be used when project construction has been completed.

Closed - to be used when all payments made and LB309 has closed the allocation. Remove project from next report.

This report is prepared on a cash basis.

**Attachment: WSC LB 309 Project Status Report (2422 : LB 309 Project Status Reports)**

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Physical Plant Status Reports**

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

**ATTACHMENTS:**

- CSC Physical Plant Status Report (PDF)
- PSC Physical Plant Status Report (PDF)
- WSC Physical Plant Status Report (PDF)

<b>PHYSICAL PLANT STATUS REPORT</b>		
As of December 31, 2018		
College: Chadron State College		Meeting Date: March 22, 2019
Project Description	Status	Fund Source
<b>LB 309 Projects</b>		
<b>Armstrong Building</b> Roof Replacement	Funded	LB 309
<b>King Library</b> ADA Restroom Remodel	In Progress	LB 309
<b>King Library</b> Window Upgrade	In Progress	LB 309
<b>Contingency Maintenance Projects</b>		
<b>Andrews Hall</b> Fire Alarm Upgrade	Complete	Contingency Maintenance
<b>Andrews Hall</b> Elevator Upgrade	In Progress	Contingency Maintenance
<b>Crites Hall</b> ADA Ramp	In Progress	Contingency Maintenance
<b>Mechanical Room</b> Upgrades	In Progress	Contingency Maintenance
<b>Residence Hall</b> Security Cameras	In Progress	Contingency Maintenance
<b>Residence Hall</b> Campus Wireless Upgrades	Substantially Complete	Contingency Maintenance
<b>Revenue Bond Buildings</b> Asbestos Abatement	In Progress	Contingency Maintenance
<b>Revenue Bond Buildings</b> Door/Cabinet Repair/Replacement	Funded	Contingency Maintenance
<b>Revenue Bond Buildings</b> Envelope Repair	Funded	Contingency Maintenance
<b>Revenue Bond Buildings</b> Flooring Replacement	In Progress	Contingency Maintenance
<b>Revenue Bond Buildings</b> Furnishings	In Progress	Contingency Maintenance
<b>Revenue Bond Buildings</b> Lighting Retrofit	In Progress	Contingency Maintenance
<b>Student Center</b> Specialty Equipment	In Progress	Contingency Maintenance
<b>Other Capital Construction Projects</b> (Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
<b>Stadium/Track</b> Improvement Project	In Progress	LB 957

**PHYSICAL PLANT STATUS REPORT  
As of December 31, 2018**

College: Peru State College

Meeting Date: March 21, 2019

<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
<b>LB 309 Projects</b>		
Campus Fire Alarm Replacement	In Progress	LB 309
Administration Building Geothermal	Complete	LB 309
<b>Revenue Bond Projects</b>		
Delzell Hall Renovation	Substantially Complete	Bond Funds
<b>Contingency Maintenance Projects</b>		
Delzell Hall & Student Center Repairs	In Progress	Contingency Maintenance
R&R Equipment Infrastructure	In Progress	Contingency Maintenance
R&R Furnishings	In Progress	Contingency Maintenance
Centennial Complex Main Switchboard	In Progress	Contingency Maintenance
Fire Alarm Replacement	In Progress	Contingency Maintenance
Centennial Complex Common Areas Updates	In Progress	Contingency Maintenance
<b>Other Capital Construction Projects</b>		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
Athletic Field House Phase II	In Progress	Capital Improvement Fees College Cash Funds Foundation
Theatre Renovation	Substantially Complete	State Appropriation LB 957 Foundation Capital Improvement Fees College Cash Funds LB 309

Attachment: PSC Physical Plant Status Report (2423 : Physical Plant Status Reports)



## PHYSICAL PLANT STATUS REPORT

As of December 31, 2018

College: Wayne State College

Meeting Date: March 22, 2019

<b>LB 309 Projects</b>		
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
Connell Hall Exterior Molding/ Window/Entry System Replacement	In Progress	LB 309
Gardner Hall Roof Replacement- Phase 2	Complete	LB 309
Energy Plant Efficiency Improvements	In Design	LB 309
Carhart Exterior Repairs	Complete	LB 309
<b>Contingency Maintenance Projects</b>		
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
Neihardt Hall Fire Alarm Replacement	Complete	Contingency Maint.
Berry Hall Fire Sprinkler Install- East Wing & Center	Complete	Contingency Maint.
Neihardt Hall Hot Water Heater Replacement	Complete	Contingency Maint.
Berry Hall Fire Sprinkler Install- West Wing	In Design	Contingency Maint.
Morey Hall Fire Sprinkler Install	In Design	Contingency Maint.
Student Center HVAC Upgrade	In Design	Contingency Maint.
Bowen Exterior Sealant	In Design	Contingency Maint.
<b>Other Capital Construction Projects</b>		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
U.S. Conn Library Renovation	Substantially complete; 1% for Art and other misc items remain	Gen./Cash/LB 309/ Cap Impr Fees/ WS Foundation
Stadium Press Box	Substantially Complete	Cap Impr Fees/LB 309/Sport Facilities Cash/ WS Foundation/Cash
Center for Applied Technology	Substantially Complete	State Appropriation- LB605 Bonds/Cash/WS Foundation
Criminal Justice Crime Scene Investigation Facility	Substantially Complete	Capital Improvement Fees/WS Foundation

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Financial Reports**

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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.

**ATTACHMENTS:**

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

**Chadron State College**  
**Financial Report -- Fiscal Year 2018-19**  
**For the Six Months Ending December 31, 2018**

	DAS ACCOUNTS					LOCAL ACCOUNT	TOTALS
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	CONSTRUCTION	TRUST FUNDS	1st National Chadron	
<b>STATEMENT OF POSITION</b>							
<b>ASSETS:</b>							
Cash and Investments Held - DAS	\$ 6,159,636	\$ 178,726	\$ 242,466	\$ 2,365	\$ 821,263	\$ -	\$ 7,404,45
Cash Held - Local Bank	-	-	-	-	-	32,687	32,68
Investments - Local Bank	-	-	-	-	-	-	-
Undisbursed Appropriations	7,862,664	-	-	-	-	-	7,862,66
Undisbursed Federal Funds	-	7,761,123	-	-	-	-	7,761,12
<b>TOTAL ASSETS</b>	<b>\$ 14,022,300</b>	<b>\$ 7,939,849</b>	<b>\$ 242,466</b>	<b>\$ 2,365</b>	<b>\$ 821,263</b>	<b>\$ 32,687</b>	<b>\$ 23,060,93</b>
<b>LIABILITIES &amp; FUND BALANCES:</b>							
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-	-
Unencumbered Fund Balance	14,022,300	7,939,849	242,466	2,365	821,263	32,687	23,060,93
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 14,022,300</b>	<b>\$ 7,939,849</b>	<b>\$ 242,466</b>	<b>\$ 2,365</b>	<b>\$ 821,263</b>	<b>\$ 32,687</b>	<b>\$ 23,060,93</b>
<b>STATEMENT OF REVENUE AND EXPENDITURES</b>							
<b>REVENUE:</b>							
Tuition & Fees	\$ 5,632,065	\$ -	\$ -	\$ -	\$ 1,104,960	\$ -	\$ 6,737,02
Deferred Revenue	-	-	-	-	-	-	-
State Appropriation	17,508,452	-	-	-	-	-	17,508,45
Grants & Contracts	-	6,993,201	-	-	-	-	6,993,20
Trustee Transfers	-	-	1,350,000	-	-	-	1,350,00
Other Transfers	-	-	-	27	-	-	2
Local Accounts	-	-	7,587	-	-	959,861	967,44
<b>TOTAL REVENUE</b>	<b>\$ 23,140,517</b>	<b>\$ 6,993,201</b>	<b>\$ 1,357,587</b>	<b>\$ 27</b>	<b>\$ 1,104,960</b>	<b>\$ 959,861</b>	<b>\$ 33,556,15</b>
<b>EXPENDITURES:</b>							
State Treasurer Accounts	\$ 16,154,880	\$ 6,179,346	\$ 1,382,493	\$ -	\$ 951,086	\$ -	\$ 24,667,80
Local Banks	-	-	-	-	-	964,237	964,23
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,154,880</b>	<b>\$ 6,179,346</b>	<b>\$ 1,382,493</b>	<b>\$ -</b>	<b>\$ 951,086</b>	<b>\$ 964,237</b>	<b>\$ 25,632,04</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES:</b>	<b>\$ 6,985,637</b>	<b>\$ 813,856</b>	<b>\$ (24,906)</b>	<b>\$ 27</b>	<b>\$ 153,873</b>	<b>\$ (4,376)</b>	<b>\$ 7,924,11</b>
<b>FUND BALANCE JUNE 30, 2018</b>	<b>\$ 7,036,663</b>	<b>\$ 7,125,993</b>	<b>\$ 267,373</b>	<b>\$ 2,338</b>	<b>\$ 667,389</b>	<b>\$ 37,063</b>	<b>\$ 15,136,81</b>
<b>FUND BALANCE DECEMBER 31, 2018</b>	<b>\$ 14,022,300</b>	<b>\$ 7,939,849</b>	<b>\$ 242,467</b>	<b>\$ 2,365</b>	<b>\$ 821,262</b>	<b>\$ 32,687</b>	<b>\$ 23,060,93</b>

Attachment: CSC Financial Report (2424 : Financial Reports)

Peru State College  
 Financial Report -- Fiscal Year 2018-2019  
 For the Period Ending December 31, 2018

	DAS ACCOUNTS					LOCAL ACCOUNT	TOTALS
	GENERAL OPERATIONS	GRANTS & CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	BANK OF PERU	
<b>STATEMENT OF POSITION</b>							
<b>ASSETS:</b>							
Cash and Investments Held - DAS	\$ 4,308,310	\$ 45,049	\$ 1,231,856	\$ 16,071	\$ 355,050	\$ -	\$ 5,956,336
Cash Held - Local Bank	-	-	-	-	-	35,039	35,039
Investments - Local Bank	-	-	-	-	-	-	-
Undisbursed Appropriations	6,190,372	-	-	-	-	-	6,190,372
Undisbursed Federal Funds	-	6,123,878	-	-	-	-	6,123,878
<b>TOTAL ASSETS</b>	<b>\$ 10,498,682</b>	<b>\$ 6,168,927</b>	<b>\$ 1,231,856</b>	<b>\$ 16,071</b>	<b>\$ 355,050</b>	<b>\$ 35,039</b>	<b>\$ 18,305,625</b>
<b>LIABILITIES &amp; FUND BALANCES:</b>							
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-	-
Unencumbered Fund Balance	10,498,682	6,168,927	1,231,856	16,071	355,050	35,039	18,305,625
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 10,498,682</b>	<b>\$ 6,168,927</b>	<b>\$ 1,231,856</b>	<b>\$ 16,071</b>	<b>\$ 355,050</b>	<b>\$ 35,039</b>	<b>\$ 18,305,625</b>
<b>STATEMENT OF REVENUE AND EXPENDITURES</b>							
<b>REVENUE:</b>							
Tuition & Fees	\$ 4,289,279	\$ -	\$ -	\$ -	\$ 1,248,349	\$ -	\$ 5,537,628
Deferred Revenue	-	-	-	-	-	-	-
State Appropriation	9,857,936	-	-	-	-	-	9,857,936
Grants & Contracts	-	10,969,960	-	-	-	-	10,969,960
Trustee Transfers	-	-	675,526	-	-	-	675,526
Other Transfers	-	-	-	1,058	-	-	1,058
Local Accounts	-	-	-	-	-	30,533	30,533
<b>TOTAL REVENUE</b>	<b>\$ 14,147,215</b>	<b>\$ 10,969,960</b>	<b>\$ 675,526</b>	<b>\$ 1,058</b>	<b>\$ 1,248,349</b>	<b>\$ 30,533</b>	<b>\$ 27,072,641</b>
<b>EXPENDITURES:</b>							
State Treasurer Accounts	\$ 9,245,863	\$ 5,812,437	\$ 750,327	\$ 238,124	\$ 1,223,990	\$ -	\$ 17,270,741
Local Banks	-	-	-	-	-	30,689	30,689
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,245,863</b>	<b>\$ 5,812,437</b>	<b>\$ 750,327</b>	<b>\$ 238,124</b>	<b>\$ 1,223,990</b>	<b>\$ 30,689</b>	<b>\$ 17,301,430</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES:</b>	<b>\$ 4,901,352</b>	<b>\$ 5,157,523</b>	<b>\$ (74,801)</b>	<b>\$ (237,066)</b>	<b>\$ 24,359</b>	<b>\$ (156)</b>	<b>\$ 9,771,211</b>
<b>FUND BALANCE JUNE 30, 2018</b>	<b>\$ 5,597,330</b>	<b>\$ 1,011,404</b>	<b>\$ 1,306,657</b>	<b>\$ 253,137</b>	<b>\$ 330,691</b>	<b>\$ 35,195</b>	<b>\$ 8,534,414</b>
<b>FUND BALANCE DECEMBER 31, 2018</b>	<b>\$ 10,498,682</b>	<b>\$ 6,168,927</b>	<b>\$ 1,231,856</b>	<b>\$ 16,071</b>	<b>\$ 355,050</b>	<b>\$ 35,039</b>	<b>\$ 18,305,625</b>

Attachment: PSC Financial Report (2424 : Financial Reports)

**Wayne State College**  
**Financial Report - Fiscal Year 2018-2019**  
**For the Period Ending December 31, 2018**

	DAS ACCOUNTS					LOCAL ACCOUNTS	TOTALS
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	ELKHORN VALLEY BANK & TRUST	
<b>STATEMENT OF POSITION</b>							
<b>ASSETS:</b>							
Cash and Investments Held - DAS	\$ 15,801,555	\$ 5,684	\$ 731,144	\$ 2,015,424	\$ 996,752	\$ -	\$ 19,550,559
Cash Held - Local Bank	-	-	-	-	-	38	38
Investments - Local Bank	-	-	-	-	-	37,237	37,237
Undisbursed Appropriations	10,527,005	-	-	-	-	-	10,527,005
Undisbursed Federal Funds	-	4,478,008	-	-	-	-	4,478,008
<b>TOTAL ASSETS</b>	<b>\$ 26,328,560</b>	<b>\$ 4,483,692</b>	<b>\$ 731,144</b>	<b>\$ 2,015,424</b>	<b>\$ 996,752</b>	<b>\$ 37,275</b>	<b>\$ 34,592,847</b>
<b>LIABILITIES &amp; FUND BALANCES:</b>							
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-	-
Unencumbered Fund Balance	26,328,560	4,483,692	731,144	2,015,424	996,752	37,275	34,592,847
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 26,328,560</b>	<b>\$ 4,483,692</b>	<b>\$ 731,144</b>	<b>\$ 2,015,424</b>	<b>\$ 996,752</b>	<b>\$ 37,275</b>	<b>\$ 34,592,847</b>
<b>STATEMENT OF REVENUE AND EXPENDITURES</b>							
<b>REVENUE:</b>							
Tuition & Fees	\$ 8,634,912	\$ -	\$ -	\$ -	\$ 4,968,596	\$ -	\$ 13,603,508
Deferred Revenue	-	-	-	-	-	-	-
State Appropriation	21,913,213	-	-	-	-	-	21,913,213
Grants & Contracts	-	10,261,113	-	-	-	-	10,261,113
Trustee Transfers	-	-	2,432,855	-	-	-	2,432,855
Other Transfers	-	-	-	-	-	-	-
Local Accounts	-	-	-	-	-	56,044	56,044
<b>TOTAL REVENUE</b>	<b>\$ 30,548,125</b>	<b>\$ 10,261,113</b>	<b>\$ 2,432,855</b>	<b>\$ -</b>	<b>\$ 4,968,596</b>	<b>\$ 56,044</b>	<b>\$ 48,266,733</b>
<b>EXPENDITURES:</b>							
State Treasurer Accounts	\$ 19,516,375	\$ 9,384,345	\$ 2,251,352	\$ 4,889,249	\$ 5,179,245	\$ -	\$ 41,220,566
Local Banks	-	-	-	-	-	59,475	59,475
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,516,375</b>	<b>\$ 9,384,345</b>	<b>\$ 2,251,352</b>	<b>\$ 4,889,249</b>	<b>\$ 5,179,245</b>	<b>\$ 59,475</b>	<b>\$ 41,280,041</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES:</b>	<b>\$ 11,031,750</b>	<b>\$ 876,768</b>	<b>\$ 181,503</b>	<b>\$ (4,889,249)</b>	<b>\$ (210,649)</b>	<b>\$ (3,431)</b>	<b>\$ 6,986,692</b>
<b>FUND BALANCE JUNE 30, 2018</b>	<b>\$ 15,296,810</b>	<b>\$ 3,606,924</b>	<b>\$ 549,641</b>	<b>\$ 6,904,673</b>	<b>\$ 1,207,401</b>	<b>\$ 40,706</b>	<b>\$ 27,606,155</b>
<b>FUND BALANCE DECEMBER 31, 2018</b>	<b>\$ 26,328,560</b>	<b>\$ 4,483,692</b>	<b>\$ 731,144</b>	<b>\$ 2,015,424</b>	<b>\$ 996,752</b>	<b>\$ 37,275</b>	<b>\$ 34,592,847</b>

Attachment: WSC Financial Report (2424 : Financial Reports)

## ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 21, 2019

### **INFORMATION ONLY: Operating Expenditure Reports**

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

Board Policy 6011 requires that expenditure reports be submitted every six (6) months of the fiscal year.

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

The bottom line on the display below supplies information on percentage of expenditures versus budgeted amounts. The budgeted amount and the expenditures may include carry-over funds from the 2017-18 fiscal year.

One-time payments that have occurred during the first six-month period may affect the ratio of expenditures to budgeted amounts. The budget amount impacted by the amount of carryforward each College had from the 2017-18 fiscal year. Therefore, the percentages should be viewed as benchmark information. All Colleges and the System Office are at or below the 50% mark on expenditures as compared to budget as of December 31, 2018.

General/Cash Funds	Chadron	Peru	Wayne	System Office
Budget	\$33,832,643	\$21,770,522	\$45,359,904	\$2,344,635
Expenditures	\$15,848,881	\$9,245,863	\$19,516,374	\$1,086,568
% of Budget Expended	46.84%	42.47%	43.03%	46.34%

### **ATTACHMENTS:**

- CSC Expenditures Report (PDF)
- PSC Expenditure Report (PDF)
- WSC Expenditures Report (PDF)
- SO Expenditures Report (PDF)

**Chadron State College**  
**Expenditure Report -- Fiscal Year 2018-19**  
**For the 6 Months Ending December 31, 2018**

<u>EXPENDITURE TYPE</u>	<u>PCS 1.0 INSTRUCTION</u>	<u>PCS 2.0 RESEARCH</u>	<u>PCS 3.0 PUBLIC SERVICE</u>	<u>PCS 4.0 ACAD SUPPORT</u>	<u>PCS 5.0 STUDENT SRVS</u>	<u>PCS 6.0 ADMIN</u>	<u>PCS 7.0 PHYSICAL PLANT</u>	<u>PCS 8.0 STUDENT AID</u>	<u>TOTAL</u>
<b>PERSONAL SERVICES</b>									
<u>Permanent Staff</u>									
Salaries	3,416,764	-	80,219	1,084,914	1,152,022	1,364,571	593,698	-	7,692,188
Benefits	1,031,209	-	57,560	406,278	339,031	604,670	287,828	-	2,726,576
<b>TOTAL PERMANENT SALARIES &amp; BENEFITS</b>	<b>4,447,973</b>	<b>-</b>	<b>137,779</b>	<b>1,491,192</b>	<b>1,491,053</b>	<b>1,969,240</b>	<b>881,527</b>	<b>-</b>	<b>10,418,764</b>
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	363,012	-	43,099	49,952	258,577	71,542	30,966	-	817,147
Benefits	27,770	-	3,297	3,821	19,781	5,473	2,369	-	62,511
<b>TOTAL TEMPORARY SALARIES &amp; BENEFITS</b>	<b>390,782</b>	<b>-</b>	<b>46,396</b>	<b>53,773</b>	<b>278,358</b>	<b>77,015</b>	<b>33,335</b>	<b>0</b>	<b>879,658</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>4,838,755</b>	<b>-</b>	<b>184,175</b>	<b>1,544,965</b>	<b>1,769,411</b>	<b>2,046,255</b>	<b>914,861</b>	<b>-</b>	<b>11,298,422</b>
TOTAL OPERATING EXPENDITURES	272,400	130	11,355	500,374	682,382	1,212,343	985,015	-	3,663,998
TOTAL TRAVEL	62,447	1,678	-	16,582	217,468	74,932	486	-	373,594
TOTAL CAPITAL OUTLAY	-	-	-	22,220	-	5,692	240,671	-	268,583
REMISSIONS AND EXEMPTIONS	10,610	-	-	-	54,759	(1,480)	-	180,394	244,283
<b>TOTAL GENERAL/CASH EXPENDITURES</b>	<b>5,184,212</b>	<b>1,808</b>	<b>195,530</b>	<b>2,084,141</b>	<b>2,724,020</b>	<b>3,337,742</b>	<b>2,141,034</b>	<b>180,394</b>	<b>15,848,881</b>
TOTAL GENERAL/CASH BUDGET*	11,395,114	53,878	909,576	4,665,309	5,331,733	6,919,407	4,208,824	348,803	33,832,643
% OF GENERAL/CASH BUDGET EXPENDED	45.50%	3.36%	21.50%	44.67%	51.09%	48.24%	50.87%	51.72%	46.84%
TOTAL FEDERAL FUNDS	-	19,065	10,923	-	274,525	-	-	5,874,833	6,179,346
<b>TOTAL EXPENDITURES</b>	<b>5,184,212</b>	<b>20,873</b>	<b>206,452</b>	<b>2,084,141</b>	<b>2,998,545</b>	<b>3,337,742</b>	<b>2,141,034</b>	<b>6,055,227</b>	<b>22,028,226</b>
<u>Fund Sources</u>									
General Funds	4,235,817	-	1,510	1,504,489	1,378,058	1,678,923	846,992	-	9,645,788
Cash Funds	948,395	1,808	194,020	579,651	1,345,963	1,658,819	1,294,042	180,394	6,203,092
Federal Funds	-	19,065	10,923	-	274,525	-	-	5,874,833	6,179,346
<b>TOTAL FUNDS</b>	<b>5,184,212</b>	<b>20,873</b>	<b>206,452</b>	<b>2,084,141</b>	<b>2,998,545</b>	<b>3,337,742</b>	<b>2,141,034</b>	<b>6,055,227</b>	<b>22,028,226</b>

General Funds: Includes new appropriation of 17,508,452 but does not include program 933 expenditures of 1,108,000

Cash Funds: Includes new appropriation of 13,247,792, tuition and fees adjustment 286,375, adjustment for NOG funding 348,803, and carryforward encumbrances of 2,441,221 but does not include program 906 expenditures of 306,000

Attachment: CSC Expenditures Report (2425 : Operating Expenditure Reports)

**PERU STATE COLLEGE**  
**Expenditure Report - Fiscal Year 2019**  
**For Six Months Ending December 31, 2018**

<u>Expenditure Type</u>	<u>PCS 1.0</u> <u>Instruction</u>	<u>PCS 2.0</u> <u>Research</u>	<u>PCS 3.0</u> <u>Public Svc</u>	<u>PCS 4.0</u> <u>Acad Supp</u>	<u>PCS 5.0</u> <u>Student Svc</u>	<u>PCS 6.0</u> <u>Gen Admin</u>	<u>PCS 7.0</u> <u>Plant O&amp;M</u>	<u>PCS 8.0</u> <u>Student Aid</u>	<u>Total</u>
<b><u>Personal Services</u></b>									
<u>Permanent Staff:</u>									
Salaries	2,126,225	-	-	610,642	475,481	943,187	304,127	-	4,459,662
Benefits	659,195	-	-	187,327	173,806	438,003	122,556	-	1,580,887
<b>Total Permanent Salaries &amp; Benefits</b>	<b>2,785,420</b>	<b>-</b>	<b>-</b>	<b>797,969</b>	<b>649,287</b>	<b>1,381,190</b>	<b>426,683</b>	<b>-</b>	<b>6,040,549</b>
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	284,457	-	4,008	20,150	80,484	20,614	9,747	-	419,460
Benefits	21,761	-	113	1,541	6,157	1,577	345	-	31,494
<b>Total Temporary Salaries &amp; Benefits</b>	<b>306,218</b>	<b>-</b>	<b>4,121</b>	<b>21,691</b>	<b>86,641</b>	<b>22,191</b>	<b>10,092</b>	<b>-</b>	<b>450,954</b>
<b>Total Personal Services</b>	<b>3,091,638</b>	<b>-</b>	<b>4,121</b>	<b>819,660</b>	<b>735,928</b>	<b>1,403,381</b>	<b>436,775</b>	<b>-</b>	<b>6,491,503</b>
Total Operating Expenses	157,086	-	-	533,081	441,964	528,448	605,854	-	2,266,433
Total Travel	17,714	-	-	12,937	68,368	34,830	79	-	133,928
Total Capital Outlay	-	-	-	9,218	11,069	49,243	-	-	69,530
Tuition Remissions and Exemptions	-	-	-	1,300	106,070	66	-	177,033	284,469
<b>Total General/Cash Expenditures</b>	<b>3,266,438</b>	<b>-</b>	<b>4,121</b>	<b>1,376,196</b>	<b>1,363,399</b>	<b>2,015,968</b>	<b>1,042,708</b>	<b>177,033</b>	<b>9,245,863</b>
<b>Total General/Cash Budget</b>	7,954,904	-	31,702	2,744,848	2,471,123	5,364,314	2,805,229	398,402	21,770,522
% of General/Cash Budget Expended	41.06%	0.00%	13.00%	50.14%	55.17%	37.58%	37.17%	44.44%	42.47%
<b>Total Federal Funds</b>	<b>-</b>	<b>1,985</b>	<b>-</b>	<b>-</b>	<b>139,992</b>	<b>-</b>	<b>-</b>	<b>5,627,546</b>	<b>5,769,523</b>
<b>Total Expenditures</b>	<b>3,266,438</b>	<b>1,985</b>	<b>4,121</b>	<b>1,376,196</b>	<b>1,503,391</b>	<b>2,015,968</b>	<b>1,042,708</b>	<b>5,804,579</b>	<b>15,015,386</b>
<b><u>Fund Sources</u></b>									
General Funds (1)	1,623,209	-	-	539,424	303,948	774,900	426,083	-	3,667,564
Cash Funds (2)	1,643,229	-	4,121	836,772	1,059,451	1,241,068	616,625	177,033	5,578,299
Federal Funds (3)	-	1,985	-	-	139,992	-	-	5,627,546	5,769,523
<b>Total Funds</b>	<b>3,266,438</b>	<b>1,985</b>	<b>4,121</b>	<b>1,376,196</b>	<b>1,503,391</b>	<b>2,015,968</b>	<b>1,042,708</b>	<b>5,804,579</b>	<b>15,015,386</b>

(1) General Funds Appropriation \$9,857,936.

(2) Cash Funds \$8,350,011, BAA Funds \$275,000, Total of \$8,625,011 Carry Forward \$2,889,173, NOG \$398,402.

(3) Federal Funds \$12,820,000, Carry Forward \$304,239.

Attachment: PSC Expenditure Report (2425 : Operating Expenditure Reports)



**Wayne State College**  
**Expenditure Report -- Fiscal Year 18-19**  
**For the Six Month Period Ending December 31, 2018**

EXPENDITURE TYPE	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SRVS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID	TOTAL
<b>PERSONAL SERVICES</b>									
<u>Permanent Staff</u>									
Salaries	5,054,139	0	36,400	943,727	1,371,594	1,509,789	719,584	0	9,635,233
Benefits	1,556,157	0	5,551	288,669	472,942	744,626	318,699	0	3,386,644
<b>TOTAL PERMANENT SALARIES &amp; BENEFITS</b>	<b>6,610,296</b>	<b>0</b>	<b>41,951</b>	<b>1,232,396</b>	<b>1,844,536</b>	<b>2,254,415</b>	<b>1,038,283</b>	<b>0</b>	<b>13,021,877</b>
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	514,129	0	14,888	77,252	156,713	109,252	38,739	0	910,973
Benefits	35,644	0	965	2,466	4,066	3,577	1,585	0	48,303
<b>TOTAL TEMPORARY SALARIES &amp; BENEFITS</b>	<b>549,773</b>	<b>0</b>	<b>15,853</b>	<b>79,718</b>	<b>160,779</b>	<b>112,829</b>	<b>40,324</b>	<b>0</b>	<b>959,276</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>7,160,069</b>	<b>0</b>	<b>57,804</b>	<b>1,312,114</b>	<b>2,005,315</b>	<b>2,367,244</b>	<b>1,078,607</b>	<b>0</b>	<b>13,981,153</b>
TOTAL OPERATING EXPENDITURES	308,352	0	54,812	1,036,521	450,450	1,613,859	1,074,934	0	4,538,928
TOTAL TRAVEL	35,560	0	24	11,394	242,051	41,460	579	0	331,068
TOTAL CAPITAL OUTLAY	50,006	0	416	6,402	9,800	0	202,689	0	269,313
REMISSIONS AND EXEMPTIONS	-5,060	0	0	0	-21,794	0	0	422,766	395,912
<b>TOTAL GENERAL/CASH EXPENDITURES</b>	<b>7,548,927</b>	<b>0</b>	<b>113,056</b>	<b>2,366,431</b>	<b>2,685,822</b>	<b>4,022,563</b>	<b>2,356,809</b>	<b>422,766</b>	<b>19,516,374</b>
TOTAL GENERAL/CASH BUDGET*	19,119,681	11,806	318,467	4,505,879	5,915,222	9,419,903	5,369,552	699,394	45,359,904
% OF GENERAL/CASH BUDGET EXPENDED	39.48%	0.00%	35.50%	52.52%	45.41%	42.70%	43.89%	60.45%	43.03%
TOTAL FEDERAL FUNDS	61,908	0	0	0	148,856	0	0	9,173,581	9,384,345
<b>TOTAL EXPENDITURES</b>	<b>7,610,835</b>	<b>0</b>	<b>113,056</b>	<b>2,366,431</b>	<b>2,834,678</b>	<b>4,022,563</b>	<b>2,356,809</b>	<b>9,596,347</b>	<b>28,900,719</b>
<u>Fund Sources</u>									
General Funds	4,726,701	0	0	1,209,243	1,911,939	2,469,987	1,068,338	0	11,386,208
Cash Funds	2,822,226	0	113,056	1,157,188	773,883	1,552,576	1,288,471	422,766	8,130,166
Federal Funds	61,908	0	0	0	148,856	0	0	9,173,581	9,384,345
<b>TOTAL FUNDS</b>	<b>7,610,835</b>	<b>0</b>	<b>113,056</b>	<b>2,366,431</b>	<b>2,834,678</b>	<b>4,022,563</b>	<b>2,356,809</b>	<b>9,596,347</b>	<b>28,900,719</b>

\*General Funds: Includes new appropriation of \$21,913,213.

\*Cash Funds: Includes new appropriation of \$15,328,510, adjustment for tuition/fee increases of \$1,213,277, carryforward balance of \$6,551,621 and 18-19 NOG funds of \$679,283 less base budget adjustment of \$326,000.

Attachment: WSC Expenditures Report (2425 : Operating Expenditure Reports)

**SYSTEM OFFICE - EXPENDITURE REPORT**  
December 31, 2018

**FUND 1000 - GENERAL FUNDS**

		APPROP + CARRYOVER	YEAR TO-DATE EXPEND.	ENCUMB- RANCES	REMAINING BALANCE	% OF BUDGET EXPEND.
100	PERSONAL SERVICES	1,806,546	912,464	0	894,082	50.51%
200	OPERATING EXPENSES	453,089	102,579	0	350,510	22.64%
700	TRAVEL EXPENSES	85,000	71,525	0	13,475	84.15%
800	CAPITAL OUTLAY	0	0	0	0	0.00%
	<b>TOTALS</b>	<b>2,344,635</b>	<b>1,086,568</b>	<b>0</b>	<b>1,258,067</b>	<b>46.34%</b>

**FUND 6501 - STATE COLLEGE ENDOWMENT FUNDS**  
December 31, 2018

	<b>BEGINNING CASH/INVESTMENTS</b>		<b>710,530</b>
Income:			
	Interest	7,980	
	Reimbursements	0	
	Transfer In	4,005	
	Buffet Grant		
	<b>Total Income</b>		<b>11,985</b>
Expenditures:			
	Personal Services (Buffet Grant)	0	
	Dues & Subscriptions	250	
	Conference Registration	0	
	Insurance	-970	
	Travel	0	
	Other Operating	0	
	<b>Total Expenditures</b>		<b>-720</b>
	<b>ENDING CASH/INVESTMENT BALANCE</b>		<b>723,235</b>

Attachment: SO Expenditures Report (2425 : Operating Expenditure Reports)

## ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 21, 2019

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### **INFORMATION ONLY: Revenue Bond Expenditure Reports (July - December 2018)**

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

The reports are intended to demonstrate that the Colleges' revenue bond programs are operating at the financial level necessary to provide services to students while maintaining the revenue stream needed to retire the debt obligations. This is reflected in the Colleges' 6-month revenue and expenditures as compared to budgeted amounts.

	<b>Chadron</b>	<b>Peru</b>	<b>Wayne</b>
Revenue	\$2,857,299	\$2,362,020	\$5,273,664
% of Budget	43.72%	50.53%	56.11%
O & M Expenditures	\$1,096,775	\$ 742,069	\$1,906,477
% of Budget	35.38%	47.59%	39.98%

All three Colleges' revenue bond activity appears is generally in line with budgeted amounts. Revenues for Chadron are running below budget, however, expenditures are also running well below budget and the College made internal adjustments for its lower occupancy numbers. The bottom line "Debt Service Coverage Ratios" through the first 6-months of the year are not included because they are impacted by the debt service schedules for each College and do not provide a good reflection of the anticipated debt service coverage for June 30.

#### **ATTACHMENTS:**

- CSC Revenue Bond Expenditure Report (PDF)
- PSC Revenue Bond Expenditure Report (PDF)
- WSC Revenue Bond Expenditure Report (PDF)

**Revenue Bond Expenditure Report**  
**For the 6 Months Ending December 31, 2018**

Report Period: FY 2019

	<b>Budgeted FY 2019</b>	<b>Year-to-Date FY 2019</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Dormitory Rentals	\$2,450,000	\$1,042,735	42.56%
Apartment/House Rentals	\$61,500	\$3,964	6.45%
Facilities Rentals	\$35,500	\$0	0.00%
Food Service Contracts	2,444,000	1,026,283	41.99%
Food Service Commissions	391,000	181,109	46.32%
Facilities Fees*	982,000	502,921	51.21%
Bookstore Commissions	34,000	20,534	60.39%
Investment/Interest Income	63,000	41,121	65.27%
Other Income	75,000	38,632	51.51%
<b>Total Revenues</b>	<b>\$6,536,000</b>	<b>\$2,857,299</b>	<b>43.72%</b>
<b><u>Expenditures:</u></b>			
FTE 34.75			
Salaries and Benefits	\$1,875,000	\$603,114	32.17%
Utilities	625,000	285,144	45.62%
Insurance	30,000	23,410	78.03%
Equipment & Furnishings	10,000	0	0.00%
Capital Outlay	10,000	0	0.00%
Telephone/Cable T.V & Internet Services	75,000	34,892	46.52%
Supplies & Other Expenses	300,000	114,832	38.28%
Repairs and Maintenance	175,000	35,384	20.22%
Subtotal - Operations and Maintenance	<b>\$3,100,000</b>	<b>\$1,096,775</b>	<b>35.38%</b>
Food Service Payments	2,154,600	992,304	46.06%
Debt Service	887,888	766,289	86.30%
<b>Total Expenditures</b>	<b>\$6,142,488</b>	<b>\$2,855,369</b>	<b>46.49%</b>
<b>Available for Distribution to Subsidiary Funds</b>	<b>\$393,512</b>	<b>\$1,930</b>	<b>0.49%</b>

\*All student derived fees

Attachment: CSC Revenue Bond Expenditure Report (2438 : Revenue Bond Expenditure Reports)

**Peru State College**  
**Revenue Bond Expenditure Report**  
**For the 6 Months Ending December 31, 2018**

Report Period: FY 2019

	<b>Budgeted FY19</b>	<b>Year-to-Date FY19</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Residence Hall/Dormitory Rentals	1,661,217	\$746,006	44.91%
Apartment/House Rentals	151,069	81,717	54.09%
Facilities Rentals	0	0	0.00%
Food Service Contracts	1,743,722	924,571	53.02%
Food Service Commissions	0	0	0.00%
Facilities Fees*	1,024,766	518,861	50.63%
Bookstore Commissions/Income	36,309	11,560	31.84%
Parking Fees/Fines	0	0	0.00%
Trustee Investment/Interest Income	25,000	52,608	210.43%
Other Income	32,674	26,698	81.71%
<b>Total Revenues</b>	<b>\$4,674,757</b>	<b>\$2,362,020</b>	<b>50.53%</b>
<b><u>Expenditures:</u></b>			
<b>Total FTE 14.33</b>			
Salaries and Benefits	743,425	\$384,326	51.70%
Utilities	302,500	107,386	35.50%
Insurance	42,047	50,199	119.39%
Equipment & Furnishings	75,000	0	0.00%
Capital Outlay	0	0	0.00%
Communication	37,015	13,729	37.09%
Supplies	85,000	51,927	61.09%
Repairs and Maintenance	119,470	30,409	25.45%
Other Operating Expenses	154,894	104,093	67.20%
Subtotal - Operations and Maintenance	<b>\$1,559,351</b>	<b>\$742,069</b>	<b>47.59%</b>
Food Service Payments	1,452,257	713,540	49.13%
Debt Service	944,565	753,910	79.82%
<b>Total Expenditures</b>	<b>\$3,956,173</b>	<b>\$2,209,519</b>	<b>55.85%</b>
<b>Available for Distribution</b>			
to Subsidiary Funds	<b>\$718,584</b>	<b>\$152,501</b>	<b>21.22%</b>

\*All student derived fees

Attachment: PSC Revenue Bond Expenditure Report (2438 : Revenue Bond Expenditure Reports)

**Wayne State College**  
**Revenue Bond Expenditure Report**  
**For the Six Month Period Ending December 31, 2018**

Report Date: March 22, 2019

Report Period: July 1, 2018-Dec. 31, 2018

	<b>Budgeted</b>	<b>Year-to-Date</b>	<b>Percent of</b>
	<b>18-19</b>	<b>18-19</b>	<b>Budget</b>
<b><u>Revenues:</u></b>			
Residence Hall/Dormitory Rentals	\$3,672,000	\$2,204,765	60.04%
Apartment/House Rentals	0	0	#DIV/0!
Facilities Rentals	0	2,490	#DIV/0!
Food Service Contracts	4,058,359	2,120,816	52.26%
Food Service Commissions	71,500	33,713	47.15%
Facilities Fees*	1,250,000	641,731	51.34%
Bookstore Commissions/Income	104,500	67,171	64.28%
Parking Fees/Fines	40,000	26,655	66.64%
Trustee Investment/Interest Income	113,000	71,574	63.34%
Other Income	89,340	104,749	117.25%
<b>Total Revenues</b>	<b>\$9,398,699</b>	<b>\$5,273,664</b>	<b>56.11%</b>
<b><u>Expenditures:</u></b>			
Total FTE 42.74			
Salaries and Benefits	\$2,403,185	\$902,131	37.54%
Utilities**	1,120,000	314,398	28.07%
Insurance	37,000	26,659	72.05%
Equipment & Furnishings	180,000	68,102	37.83%
Capital Outlay	0	0	#DIV/0!
Telephone/Cable Television/Internet	170,000	66,492	39.11%
Supplies	230,000	81,056	35.24%
Repairs and Maintenance	365,000	313,041	85.76%
Other Operating Expenses	263,535	134,598	51.07%
<b>Subtotal - Operations and Maintenance</b>	<b>\$4,768,720</b>	<b>\$1,906,477</b>	<b>39.98%</b>
Food Service Payments	\$2,124,237	\$1,252,596	58.97%
Debt Service	1,395,968	1,131,524	81.06%
<b>Total Expenditures</b>	<b>\$8,288,925</b>	<b>\$4,290,597</b>	<b>51.76%</b>
<b>Available for Distribution</b>			
<b>to Subsidiary Funds</b>	<b>\$1,109,774</b>	<b>\$983,067</b>	<b>88.58%</b>

\*All student derived fees

\*\*All Energy Plant chargebacks not yet completed for July-December 2018

Attachment: WSC Revenue Bond Expenditure Report (2438 : Revenue Bond Expenditure Reports)

# ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 21, 2019

## INFORMATION ONLY: Fall Occupancy and Income Reports

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

As required by the bond indentures, the Colleges have provided information on occupancy and the income earned by their revenue bond facilities during fall 2018.

In summary, the following ratios are noted:

	% Residence Hall Bed Occupancy Fall 2018	% Residence Hall Room Occupancy Fall 2018	% Actual Residence Hall Income Fall 2018
Chadron State	51%	69%	52%
Peru State	72%	73%	65%
Wayne State	78%	90%	75%

	Bed Occupancy			Room Occupancy		
	Chadron	Peru	Wayne	Chadron	Peru	Wayne
Fall 08	867	408	1,346	628	236	762
Fall 09	889	438	1,348	638	240	763
Fall 10	888	455	1,376	641	247	742
Fall 11	943	415 <sup>(1)</sup>	1,380 <sup>(2)</sup>	636	224 <sup>(1)</sup>	711 <sup>(2)</sup>
Fall 12	871	435	1,386	611	255	743
Fall 13	913	483	1,333	625	273	715
Fall 14	970	478	1,335	681	255	712
Fall 15	941	454	1,282	666	245	699
Fall 16	858	450 <sup>(3)</sup>	1,014 <sup>(3)</sup>	615	217 <sup>(3)</sup>	550 <sup>(3)</sup>
Fall 17	804	428 <sup>(4)</sup>	1,056 <sup>(5)</sup>	580	222 <sup>(4)</sup>	611 <sup>(5)</sup>
Fall 18	678	426	1,206	499	227	703

<sup>(1)</sup>36 rooms in Morgan Hall were off-line during fall 2011

<sup>(2)</sup>Pile Hall rooms were not available due to renovation during fall 2011

<sup>(3)</sup>Due to renovation, the residence hall rooms and beds in PSC Delzell and WSC Bowen were not available for occupancy fall 2016

<sup>(4)</sup>Due to renovation, the residence hall rooms and beds in Clayburn/Mathews were not available for occupancy fall 2017

<sup>(5)</sup>Bowen Hall bed and room capacity updated for fall 2017 to reflect changes due to renovation

### **ATTACHMENTS:**

- CSC Fall 2018 Occupancy and Income Report (PDF)
- PSC Fall 2018 Occupancy and Income Report (PDF)

- WSC Fall 2018 Occupancy and Income Report (PDF)



**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2018

REPORT DATE: January 15, 2019  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2017	Beds Occupied Fall 2018	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2017	Rooms Occupied Fall 2018	Percent Room Occupancy
Residence Hall										
ANDREWS	304	284	177	149	-15.82%	52.46%	148	133	115	77.70%
BROOKS	110	84	9	0	-100.00%	0.00%	40	8	0	0.00%
EDNA WING	94	94	63	60	-4.76%	63.83%	49	44	42	85.71%
EDNA WORK	92	92	52	52	0.00%	56.52%	46	45	44	95.65%
HIGH RISE	400	422	286	272	-4.90%	64.45%	218	199	193	88.53%
KENT HALL	304	275	163	105	-35.58%	38.18%	151	97	64	42.38%
EAGLE RIDGE	69	69	54	40	-25.93%	57.97%	69	54	41	59.42%
<b>SUBTOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>804</b>	<b>678</b>	<b>-15.67%</b>	<b>51.36%</b>	<b>721</b>	<b>580</b>	<b>499</b>	<b>69.21%</b>

	Apartments Available	Apartments Occupied Fall 2017	Apartments Occupied Fall 2018	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	0	0	0	0.00%	0.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>TOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>804</b>	<b>-15.67%</b>	<b>51.36%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	1765-2625	2,142,414	1,120,151	52.28%
Student Apartments						
Family Housing	16	0		0	0	
Faculty Apartments Summer, Guest Housing & Rentals				20,000	3,964	19.82%
Other						
<b>TOTALS</b>				<b>\$2,162,414</b>	<b>\$1,124,115</b>	<b>51.98%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: Fall 2018

REPORT DATE: March 21, 2019  
Final Report

**OCCUPANCY**

Residence Hall	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2017	Beds Occupied Fall 2018	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2017	Rooms Occupied Fall 2018	Percent Room Occupancy
ELIZA MORGAN	148	144	142	122	-14.08%	84.72%	88	79	67	76.14%
DELZELL	146	151	137	111	-18.98%	73.51%	73	69	58	79.45%
CLAYBURN/MATHEWS **	120	119	0	64	#DIV/0!	53.78%	60	0	34	56.67%
DAVIDSON/PALMER	116	116	100	77	-23.00%	66.38%	58	50	41	70.69%
NICHOLAS/PATE	24	60	49	52	6.12%	86.67%	30	25	27	90.00%
<b>SUBTOTALS</b>	<b>554</b>	<b>590</b>	<b>428</b>	<b>426</b>	<b>-0.47%</b>	<b>72.20%</b>	<b>309</b>	<b>223</b>	<b>227</b>	<b>73.46%</b>

Student Apartments	Actual Apartments Available	Beds Occupied Capacity	Beds Occupied Fall 2017	Beds Occupied Fall 2018	Percent of Change	Percent Occupancy
Oak Hill	10	36	24	26	8%	72.22%
<b>TOTALS</b>	<b>554</b>	<b>609</b>	<b>472</b>	<b>458</b>	<b>1</b>	<b>75.21%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	554	426	2269-3962	\$1,156,980	\$749,331	64.77%
Student Apartments	10	10	1933-3388	\$69,588	\$56,725	81.52%
Faculty Apartments	9	9	3540-4638	\$36,858	\$24,992	67.81%
Summer, Guest Housing & Rentals					\$14,680	
Other					\$3,520	
<b>TOTALS</b>				<b>\$1,263,426</b>	<b>\$849,248</b>	<b>67.22%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables.

\*\*Clayburn/Mathews Halls closed for sprinkler system upgrade, reopen Fall 2018

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: FALL 2018

REPORT DATE: MARCH 22, 2019  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2017	Beds Occupied Fall 2018	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2017	Rooms Occupied Fall 2018	Percent Room Occupancy
Residence Hall	165	159	108	134	24.07%	84.28%	66	60	63	95.45%
Anderson Hall	328	306	108	180	66.67%	58.82%	159	68	123	77.36%
Berry Hall	432	420	373	379	1.61%	90.24%	200	189	194	97.00%
Morey Hall	240	231	86	147	70.93%	63.64%	119	60	93	78.15%
Neihardt Hall	185	161	151	144	-4.64%	89.44%	91	91	86	94.51%
Pile Hall	142	139	133	125	-6.02%	89.93%	75	74	73	97.33%
Terrace Hall	147	140	97	97	0.00%	69.29%	74	69	71	95.95%
<b>SUBTOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,056</b>	<b>1,206</b>	<b>14.20%</b>	<b>77.51%</b>	<b>784</b>	<b>611</b>	<b>703</b>	<b>89.67%</b>

	Apartment Available	Apartment Occupied Fall 2017	Apartment Occupied Fall 2018	Percent of Change	Percent Occupancy
Family Housing					

SUBTOTALS	0	0	0	0	0	0
<b>TOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,056</b>	<b>1,206</b>	<b>14.20%</b>	<b>77.51%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,639	1,556	\$1845-\$2910	\$ 2,934,250	\$ 2,204,765	75.14%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$ -	\$ -	NA
Other				\$ 61,522	\$ 61,522	100.00%
<b>TOTALS</b>				<b>\$ 2,995,772</b>	<b>\$ 2,266,287</b>	<b>75.65%</b>

\*Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Potential Occupancy and Income Reports**

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Board Policy 2101 requires occupancy/income estimated reports at the first meeting after February 1 each year.

The Fall 2019 and Spring 2020 Potential Occupancy and Income Reports from each of the Colleges are provided to the Board for information.

The attached reports provide the estimated occupancy and related income expected at each College, given certain assumptions.

The Colleges are projecting stable occupancies.

Bed occupancy rates are projected for fall 2019 at 51% by CSC, 72% by PSC and 78% by WSC.

Room occupancy rates, based on the market demand for private rooms at the Colleges, are projected at 69% for CSC, 73% for PSC and 90% for WSC for the fall 2019 semester.

**ATTACHMENTS:**

- CSC Potential Fall 2019 Occupancy and Income Report (PDF)
- CSC Potential Spring 2020 Occupancy and Income Report (PDF)
- PSC Potential Fall 2019 Occupancy and Income Report (PDF)
- PSC Potential Spring 2020 Occupancy and Income Report (PDF)
- WSC Potential Fall 2019 Occupancy and Income Report (PDF)
- WSC Potential Spring 2020 Occupancy and Income Report (PDF)

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2019

REPORT DATE: January 15, 2019  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2018	Beds Occupied Fall 2019	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2018	Rooms Occupied Fall 2019	Percent Room Occupancy
Residence Hall										
ANDREWS	304	284	149	149	0.00%	52.46%	148	115	115	77.70%
BROOKS	110	84	0	0	0.00%	0.00%	40	0	0	0.00%
EDNA WING	94	94	60	60	0.00%	63.83%	49	42	42	85.71%
EDNA WORK	92	92	52	52	0.00%	56.52%	46	44	44	95.65%
HIGH RISE	400	422	272	272	0.00%	64.45%	218	193	193	88.53%
KENT HALL	304	275	105	105	0.00%	38.18%	151	64	64	42.38%
EAGLE RIDGE	69	69	40	40	0.00%	57.97%	69	41	41	59.42%
<b>SUBTOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>678</b>	<b>678</b>	<b>0.00%</b>	<b>51.36%</b>	<b>721</b>	<b>499</b>	<b>499</b>	<b>69.21%</b>

	Apartment Available	Apartment Occupied Fall 2018	Apartment Occupied Fall 2019	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	0	0	0	0.00%	0.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>TOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>678</b>	<b>0.00%</b>	<b>51.36%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Potential Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	1855-2755	2,268,894	1,176,159	51.84%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				20,000	4,162	20.81%
Other						
<b>TOTALS</b>				<b>\$2,288,894</b>	<b>\$1,180,321</b>	<b>51.57%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

Attachment: CSC Potential Fall 2019 Occupancy and Income Report (2427 : Potential Occupancy and

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: SPRING 2020

REPORT DATE: January 15, 2019  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2019	Beds Occupied Spring 2020	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2019	Rooms Occupied Spring 2020	Percent Room Occupancy
Residence Hall										
ANDREWS	304	284	148	148	0.00%	52.11%	148	115	115	77.70%
BROOKS	110	84	0	0	0.00%	0.00%	40	0	0	0.00%
EDNA WING	94	94	52	52	0.00%	55.32%	49	38	38	77.55%
EDNA WORK	92	92	47	47	0.00%	51.09%	46	40	40	86.96%
HIGH RISE	400	422	244	244	0.00%	57.82%	218	173	173	79.36%
KENT HALL	304	275	91	91	0.00%	33.09%	151	53	53	35.10%
EAGLE RIDGE	69	69	37	37	0.00%	53.62%	69	37	37	53.62%
<b>SUBTOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>619</b>	<b>619</b>	<b>0.00%</b>	<b>46.89%</b>	<b>721</b>	<b>456</b>	<b>456</b>	<b>63.25%</b>

	Apartments Available	Apartments Occupied Spring 2018	Apartments Occupied Spring 2019	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0	0.00%
WEST COURT	0	0	0	0%	0.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0.00%</b>
<b>TOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>619</b>	<b>0%</b>	<b>46.89%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Potential Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	1855-2755	2,285,689	1,185,975	51.89%
Student Apartments N/A						
Family Housing						
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				20,000	12,075	60.38%
Other						
<b>TOTALS</b>				<b>\$2,305,689</b>	<b>\$1,198,050</b>	<b>51.96%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: Fall 2019

REPORT DATE: March 21, 2019  
Potential Report

**OCCUPANCY**

Residence Hall	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2018	Beds Occupied Fall 2019	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2018	Rooms Occupied Fall 2019	Percent Room Occupancy
ELIZA MORGAN	148	144	142	122	-14.08%	84.72%	88	79	67	76.14%
DELZELL	146	151	137	111	-18.98%	73.51%	73	69	58	79.45%
CLAYBURN/MATHEWS **	120	119	0	64	#DIV/0!	53.78%	60	0	34	56.67%
DAVIDSON/PALMER	116	116	100	77	-23.00%	66.38%	58	50	41	70.69%
NICHOLAS/PATE	24	60	49	52	6.12%	86.67%	30	25	27	90.00%
<b>SUBTOTALS</b>	<b>554</b>	<b>590</b>	<b>428</b>	<b>426</b>	<b>-0.47%</b>	<b>72.20%</b>	<b>309</b>	<b>223</b>	<b>227</b>	<b>73.46%</b>

Student Apartments	Apartment Available	Actual Bed Capacity	Beds Occupied Fall 2018	Beds Occupied Fall 2019	Percent of Change	Percent Occupancy
Oak Hill	10	36	24	26	8%	72.22%
<b>TOTALS</b>	<b>554</b>	<b>609</b>	<b>472</b>	<b>458</b>	<b>1</b>	<b>75.21%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	554	426	2337-4080	\$1,191,636	\$771,810	64.77%
Student Apartments	10	10	1990-3489	\$71,640	\$58,426	81.55%
Faculty Apartments	9	9	3646-4777	\$37,964	\$25,741	67.80%
Summer, Guest Housing & Rentals					\$15,120	
Other					\$3,625	
<b>TOTALS</b>				<b>\$1,301,240</b>	<b>\$874,722</b>	<b>67.22%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables.

\*\*Clayburn/Mathews Halls closed for sprinkler system upgrade, reopen Fall 2018

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: Spring 2020

REPORT DATE: March 21, 2019  
Potential Report

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2019	Beds Occupied Spring 2020	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2019	Rooms Occupied Spring 2020	Percent Room Occupancy
Residence Hall										
ELIZA MORGAN	148	144	142	121	-14.79%	84.03%	88	79	66	75.00%
DELZELL	146	151	137	110	-19.71%	72.85%	73	69	57	78.08%
CLAYBURN/MATHEWS **	120	119	0	63	#DIV/0!	52.94%	60	0	33	55.00%
DAVIDSON/PALMER	116	116	100	76	-24.00%	65.52%	58	50	40	68.97%
NICHOLAS/PATE	24	60	49	51	4.08%	85.00%	30	25	26	86.67%
<b>SUBTOTALS</b>	<b>554</b>	<b>590</b>	<b>428</b>	<b>421</b>	<b>-1.64%</b>	<b>71.36%</b>	<b>309</b>	<b>223</b>	<b>222</b>	<b>71.84%</b>

	Apartment Available	Actual Bed Capacity	Beds Occupied Spring 2019	Beds Occupied Spring 2020	Percent of Change	Percent Occupancy
Student Apartments						
Oak Hill	10	36	24	26	8%	72.22%
Family Housing						
FACULTY	9	8	8	0		88.89%
<b>TOTALS</b>	<b>554</b>	<b>609</b>	<b>472</b>	<b>453</b>	<b>1</b>	<b>74.38%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	554	421	2337-4080	\$1,191,636	\$764,091	64.12%
Student Apartments	10	10	1990-3489	\$71,640	\$57,841	80.74%
Faculty Apartments	9	9	3646-4777	\$37,964	\$25,483	67.12%
Summer, Guest Housing & Rentals					\$14,968	
Other					\$3,588	
<b>TOTALS</b>				<b>\$1,301,240</b>	<b>\$865,971</b>	<b>66.55%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables.

\*\*Clayburn/Mathews Halls closed for sprinkler system upgrade, reopen Fall 2018



**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: FALL 2019

REPORT DATE: MARCH 22, 2019  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Fall 2018	Projected Beds Occupied Fall 2019	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Actual Rooms Occupied Fall 2018	Projected Rooms Occupied Fall 2019	Percent Room Occupancy
Residence Hall	165	159	134	134	0.00%	84.28%	66	63	63	95.45%
Anderson Hall	328	306	180	180	0.00%	58.82%	159	123	123	77.36%
Berry Hall	432	420	379	379	0.00%	90.24%	200	194	194	97.00%
Bowen Hall**	240	231	147	147	0.00%	63.64%	119	93	93	78.15%
Morey Hall	185	161	144	144	0.00%	89.44%	91	86	86	94.51%
Neihardt Hall	142	139	125	125	0.00%	89.93%	75	73	73	97.33%
Pile Hall	147	140	97	97	0.00%	69.29%	74	71	71	95.95%
Terrace Hall										
<b>SUBTOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,206</b>	<b>1,206</b>	<b>0.00%</b>	<b>77.51%</b>	<b>784</b>	<b>703</b>	<b>703</b>	<b>89.67%</b>

	Projected Apartments Occupied Fall 2018	Projected Apartments Occupied Fall 2019	Percent of Change	Percent Occupancy
Family Housing				

SUBTOTALS	0	0	0	0	0	0
<b>TOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,206</b>	<b>1,206</b>	<b>0.00%</b>	<b>77.51%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,639	1,556	\$2030-\$3055	\$3,141,210	\$2,360,000	75.13%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	0	NA
Other				\$60,000	60,000	100.00%
<b>TOTALS</b>				<b>\$3,201,210</b>	<b>\$2,420,000</b>	<b>75.60%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: SPRING 2020

REPORT DATE: MARCH 22, 2019  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Spring 2019	Projected Beds Occupied Spring 2020	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Actual Rooms Occupied Spring 2019	Projected Rooms Occupied Spring 2020	Percent Room Occupancy
Residence Hall	165	159	125	125	0.00%	78.62%	66	61	61	92.42%
Anderson Hall	328	306	169	169	0.00%	55.23%	159	121	121	76.10%
Berry Hall	432	420	320	320	0.00%	76.19%	200	180	180	90.00%
Bowen Hall	240	231	133	133	0.00%	57.58%	119	97	97	81.51%
Morey Hall	185	161	138	138	0.00%	85.71%	91	83	83	91.21%
Neihardt Hall	142	139	112	112	0.00%	80.58%	75	71	71	94.67%
Pile Hall	147	140	96	96	0.00%	68.57%	74	72	72	97.30%
Terrace Hall										
<b>SUBTOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,093</b>	<b>1,093</b>	<b>0.00%</b>	<b>70.24%</b>	<b>784</b>	<b>685</b>	<b>685</b>	<b>87.37%</b>

	Projected Apartments Occupied Spring 2019	Projected Apartments Occupied Spring 2020	Percent of Change	Percent Occupancy
Family Housing				

SUBTOTALS	0	0	0	0	0	0
<b>TOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,093</b>	<b>1,093</b>	<b>0.00%</b>	<b>70.24%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,639	1,556	\$2030-\$3055	\$3,158,810	\$1,858,492	58.84%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	0	NA
Other				\$25,000	25,000	100.00%
<b>TOTALS</b>				<b>\$3,183,810</b>	<b>\$1,883,492</b>	<b>59.16%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Optimal Enrollment Report**

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The Optimal Enrollment Report is provided to the Board for information.

In April 2007, the Board approved the NSCS Optimal Enrollment Model. The model was developed by System Office and College representatives to measure enrollment capacities for each of the colleges.

The attached document provides data for five years. The information will assist in determining enrollment potential and capacity in four defined areas including:

- Resident Hall Capacity
- Resident Parking Capacity
- Commuter Parking Capacity
- Cafeteria Capacity

**ATTACHMENTS:**

- NSCS Optimal Enrollment Report (PDF)

## NSCS Optimal Enrollment Capacity Model

### #1 Resident Hall Capacity

Source: Occupancy & Income Report - Fall 2014

	Room Capacity	Rooms Occupied	% Occupied
CSC*	721	681	<b>94%</b>
PSC**	309	255	<b>83%</b>
WSC	792	712	<b>90%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,320	970	<b>73%</b>
590	478	<b>81%</b>
1,571	1,335	<b>85%</b>

\*Three rooms were divided and others were made available as assignable rooms.

\*\*Full explanation is available on Fall 2013 occupancy report.

Source: Occupancy & Income Report - Fall 2015

	Room Capacity	Rooms Occupied	% Occupied
CSC*	721	666	<b>92%</b>
PSC**	309	245	<b>79%</b>
WSC	792	699	<b>88%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,373	946	<b>69%</b>
590	454	<b>77%</b>
1,571	1,282	<b>82%</b>

\*Three rooms were divided and others were made available as assignable rooms.

\*\*Full explanation is available on Fall 2013 occupancy report.

Source: Occupancy & Income Report - Fall 2016

	Room Capacity	Rooms Occupied	% Occupied
CSC	721	615	<b>85%</b>
PSC*	236	217	<b>92%</b>
WSC**	584	550	<b>94%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,373	858	<b>62%</b>
554	479	<b>86%</b>
1,136	1,014	<b>89%</b>

\*Reduced room and current bed capacity due to Delzell Hall renovation and some of Delzell beds were moved to other dorm rooms for 3-beds per room

\*\*Reduced room capacity and current bed capacity due to Bowen Hall being offline.

Source: Occupancy & Income Report - Fall 2017

	Room Capacity	Rooms Occupied	% Occupied
CSC	721	580	<b>80%</b>
PSC*	309	222	<b>72%</b>
WSC**	784	611	<b>78%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,373	804	<b>59%</b>
590	452	<b>77%</b>
1,556	1,056	<b>68%</b>

\*Reduced room and current bed capacity due to Delzell Hall renovation and some of Delzell beds were moved to other dorm rooms for 3-beds per room

\*\*Bowen Hall was back online beginning Fall 2017.

Source: Occupancy & Income Report - Fall 2018

	Room Capacity	Rooms Occupied	% Occupied
CSC*	701	499	<b>71%</b>
PSC	309	196	<b>63%</b>
WSC	784	703	<b>90%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,341	678	<b>51%</b>
590	426	<b>72%</b>
1,556	1,206	<b>78%</b>

\*Reduced room and current bed capacity due to rooms off-line in High Rise, Edna Hall, Edna Wing and Eagle Ridge

**#2 Parking Capacity Resident**

Source: Facility Master Plan or actual count  
 Fall 2013 End of Term Report/Enrollment  
 Fall 2014 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	762	970	1.27	1.5
PSC	391	478	1.22	1.5
WSC	906	1,335	1.47	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

Fall 2015 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	762	946	1.24	1.5
PSC	391	454	1.16	1.5
WSC	906	1,282	1.42	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

Fall 2016 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	768	858	1.12	1.5
PSC	391	479	1.23	1.5
WSC	906	1,014	1.12	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

Fall 2017 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	768	802	1.04	1.5
PSC	391	452	1.16	1.5
WSC	956	1,056	1.10	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

Fall 2018 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	772	677	0.88	1.5
PSC	391	426	1.09	1.5
WSC	956	1,206	1.26	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

**#3 Parking Capacity Commuter**

Source: Facility Master Plan or actual count  
Fall 2014 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	782	1.14	3
PSC	470	543	1.16	3
WSC**	383	1,531	4.00	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*WSC commuter parking is down one space from 2012 due to adjustments made when the City of Wayne took over parking enforcement on 10th Street south of Berry Hall. WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces.

Fall 2015 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	820	1.19	3
PSC	487	543	1.11	3
WSC**	383	1,536	4.01	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*WSC commuter parking is down one space from 2012 due to adjustments made when the City of Wayne took over parking enforcement on 10th Street south of Berry Hall. WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces. WSC commuter headcount based on total headcount less resident headcount

Fall 2016 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	719	1.05	3
PSC	487	564	1.16	3
WSC**	389	1,633	4.20	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*An additional six spaces were added to Commuter parking due to the completion of the Lindahl Drive project. WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces.

Fall 2017 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	704	1.02	3
PSC	487	469	0.96	3
WSC**	406	1,512	3.72	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*WSC - The increase in parking capacity was primarily due to spaces freed up in Lot #4 after construction completion. In addition a parking analysis was completed in Fall 2017, and several small adjustments were made in a number of lots. WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces. WSC commuter headcount based on total headcount less resident headcount

Fall 2018 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	608	667	1.10	3
PSC	487	480	0.99	3
WSC**	406	1,477	3.64	3

\*CSC commuter parking space decreased due to actual physical count and commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*WSC - The increase in parking capacity was primarily due to spaces freed up in Lot #4 after construction completion. In addition a parking analysis was completed in Fall 2017, and several small adjustments were made in a number of lots. WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces. WSC commuter headcount based on total headcount less resident headcount

**#4 Cafeteria Capacity**

Source: Building Inventory  
Fall 2014 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	970	385	600	1,200	81%
PSC	452	277	554	831	54%
WSC**	1,335	618	1,236	1,854	72%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.  
\*\*WSC - slight reduction in square footage from Fall 2012 due to Cat's Corner renovation.

Fall 2015 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	946	385	600	1,200	79%
PSC	454	277	554	831	55%
WSC**	1,282	616	1,232	1,848	69%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.  
\*\*WSC - slight reduction in square footage from Fall 2014 due to an adjustment for a ramp.

Fall 2016 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	858	385	600	1,200	72%
PSC	479	277	554	831	58%
WSC	1,014	616	1,232	1,848	55%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

Fall 2017 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	802	385	600	900	89%
PSC	452	277	554	831	54%
WSC	1,056	616	1,232	1,848	57%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

Fall 2018 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	677	345	690	1,035	65%
PSC	426	277	554	831	51%
WSC	1,206	616	1,232	1,848	65%

\*CSC - Number of dining stations is based on actual count from Food Service personnel January 2019.

**ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT**

March 21, 2019

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**INFORMATION ONLY: Grant Applications and Awards for Information**

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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 Grant Application**

- Crumb Rubber Grant (Nebraska Department of Environmental Quality Waste Reduction and Recycling) -- \$103,910

**Peru State Grant Application**

- Nebraska EPSCoR Undergraduate Research Experience (National Science Foundation Infrastructure Grant) -- \$5,000

**Wayne State Grant Application**

- Nebraska EPSCoR Undergraduate Research Experience (National Science Foundation Infrastructure Grant) -- \$5,000

**ATTACHMENTS:**

- CSC Grant Application-Crumb Rubber (PDF)
- PSC Grant Application-EPSCoR (PDF)
- WSC Grant Application-EPSCoR (PDF)



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

College: Chadron State College		Date: March 22, 2019
Notice of Intent	Application: X	Accept Award:
Name of Program: Crumb Rubber Grant		
Funding Source: Nebraska Department of Environmental Quality Waste Reduction and Recycling Also indicate if the source is federal, state or private: State		
Is this grant a <b>Sub-Award</b> ?	Yes:	No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$103,910.00	Amount Awarded:	Funding Period: March 2019 Please indicate specific dates for the grant.
Closing Date for Application Submission: February 13, 2019		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? No		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?	Yes: X	No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): Stadium construction already paid for in the amount of \$311,730.00		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: -0-	
How many of these are new positions?	New FTE:	
Briefly describe the purpose(s) of this application/award: The CSC football stadium and field project replaced a crumbling cement stadium and press box with a newly constructed stadium and press box. The natural turf field was replaced with a synthetic turf field as part of the project using recycled tires, as well. This grant program aids in the payment of waste reduction and recycling initiatives.		
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, VPAF		
Administrator responsible for approving the application: Dr. Randy Rhine, President		

Attachment: CSC Grant Application-Crumb Rubber (2429 : Grant Applications and Awards for Information)

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

College: Peru State College		Date: March 22, 2019
Notice of Intent	Application: X	Accept Award:
Name of Program: Nebraska EPSCoR Undergraduate Research Experience		
Funding Source: National Science Foundation Infrastructure Grant Also indicate if the source is federal, state or private Federal		
Is this grant a <b>Sub-Award</b> ?		Yes: X    No:
If a sub-award, indicate the agency the sub-award is through: Nebraska EPSCoR		
Amount Requested: \$5,000	Amount Awarded:	Funding Period:7-1-19 to 6-30-20 Please indicate specific dates for the grant.
Closing Date for Application Submission: Feb. 1, 2019		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:    No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require <b>State Matching Funds</b> ?		Yes:    No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?		Yes:    No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:    No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: X    No:
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This grant will fund the travel of faculty and students to Costa Rica as part of a research project involving global public health.		
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. Tim Borchers		
Administrator responsible for approving the application: VP Debbie White		

Attachment: PSC Grant Application-EPSCoR (2429 : Grant Applications and Awards for Information)

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

College: Wayne State College		Date: March 22, 2019
Notice of Intent	Application: X	Accept Award:
Name of Program: Nebraska EPSCoR Undergraduate Research Experience		
Funding Source: National Science Foundation Infrastructure Grant Also indicate if the source is federal, state or private: Federal		
Is this grant a <b>Sub-Award</b> ?		Yes: X No:
If a sub-award, indicate the agency the sub-award is through: Nebraska EPSCoR		
Amount Requested:\$5,000	Amount Awarded:	Funding Period: 8/26/19-4/18/20 Please indicate specific dates for the grant.
Closing Date for Application Submission: February 1, 2019		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes: No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require <b>State Matching Funds</b> ?		Yes: No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?		Yes: No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes: No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: X No:
How many FTE positions will the grant fund?		FTE: 0.11
How many of these are new positions?		New FTE: 0.11
Briefly describe the purpose(s) of this application/award: The purpose of this program is to provide a research experience for students in small colleges or universities that offer an undergraduate degree related to science, technology, engineering or math to increase the pool of students choosing careers in these areas. This proposal requests funds for a dedicated desktop computer, wages and travel expenses for an undergraduate student. The student will work with Dr. Paul Karr, Wayne State College professor, on computational Chemistry required by a research team to develop newer, more efficient and affordable solar energy power sources.		
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. Paul Karr, Professor, Physical Sciences and Mathematics Department		
Administrator responsible for approving the application: Ms. Angela Fredrickson, Vice President Administration & Finance		

# ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 21, 2019

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

### Chadron State Contract

- High Rise Dormitory (shower unit modifications design, plans, specs, estimates and contract management -- \$10,500

### Chadron State Change Order

- Football Stadium and Track (#2-addition of track and practice field) -- \$26,907.50 plus \$2,250 for reimbursable expenses

### Peru State Contracts

- Centennial Complex (develop construction documents) -- \$49,500
- Performing Arts Center (Steinway piano) -- \$96,603

### Peru State Change Orders

- Performing Arts Center (#3-additional design services) -- \$29,720
- Administration Building (#1-electrical line and curb repair - (-\$3,051)

### Wayne State Contract

- Morey Hall (fire sprinkler system professional services) -- \$28,500

### Wayne State Change Orders

- Connell Hall (#2-install additional wood trim to cover back-up wood blocking/framing members at center mullions and head/jam extensions to cover sub-framing) -- \$8,532.46
- Center for Applied Technology (#12-modify walls to obtain 1-hr fire rating in MEP 1-16, lintel and stud modifications at link to Gardner, paint stair shafts, sidewalk/road repairs, site modifications) -- \$28,098.93
- Morey Hall (#1-additional services required for fire sprinkler system install: [additional architectural design and CA for additional work with removing 2 existing ceilings and installing new lay-in ceiling and electrical design for new lighting and additional speaker]) -- \$13,750
- U.S. Conn Library (#18-attic stock credit, door hardware, handrail, plumbing insulation, window soffit expansion joint credit, window detail changes, general conditions adjustment, contingency adjustment) - (\$162,057.79)

### Nebraska State College System Contracts

- System Office and Colleges (IntegraReport hotline services) -- \$3,250 annually for 3 years
- System Office and Colleges (contract software) -- \$11,750/year one; \$12,000/year two; \$12,250/year three; \$12,500/year four; and \$12,750/year five
- System Office and Colleges (Washington DC Federal consulting services) -- \$12,000 annually

**ATTACHMENTS:**

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

**CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor’s approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor’s approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Chadron State College</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	High Rise Dormitory – Shower Unit Modifications Design, Plans, Specs, Estimates and Contract Management \$10,500 Contingency Maintenance COE Engineering
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	

**CHANGE ORDERS** – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less than \$50,000. If approval of change order is critical to project schedule, \$50,000 to \$100,000 range change orders may be approved by the Chancellor and reported for ratification at the next Board meeting.

<b>Chadron State College</b>	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Football Stadium and Track Change Order #2 Addition of Track & Practice Field \$26,907.50 Plus \$2,250 for reimbursable expenses Cash BVH Architects

Attachment: CSC Contracts and Change Orders for Information (2430 : Contracts and Change Orders for Information)

**PERU STATE COLLEGE  
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:	Centennial Complex
Contracted Work:	Develop Construction Documents
Contract Amount:	\$49,500.00
Fund Source:	CMR 04/20/18, Line 4
Contractor:	Advanced Engineering Systems, Inc.
Location on Campus:	Performing Arts Center
Contracted Work:	Steinway Piano
Contract Amount:	\$96,603.00
Fund Source:	Bond Proceeds LB957
Contractor:	Schmitt Music Buyer

**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 for ratification at the next Board meeting.

Peru State College	
Location on Campus:	Performing Arts Center
No. & Description:	No. 3; additional design services
Change Order Amount:	\$29,720.00
Fund Source:	Bond Proceeds LB957
Contractor:	Architectural Design Associates, P.C.
Location on Campus:	Administration Building
No. & Description:	No. 1; Electrical line and curb repair
Change Order Amount:	\$3,051.00 CREDIT
Fund Source:	N/A
Contractor:	Grunwald Mechanical

Attachment: PSC Contracts and Change Orders for Information (2430 : Contracts and Change Orders for Information)

**CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$70,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor’s approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor’s approval; and f) contracts that the Board has authorized the Chancellor to approve.

Wayne State College	
Location on Campus:	Morey Hall
Contracted Work:	Fire Sprinkler System Professional Services
Contract Amount:	\$28,500.00
Fund Source:	Contingency Maintenance & Special Projects - Aux
Contractor:	Advanced Engineering Systems, Inc., Lincoln, 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 for ratification at the next Board meeting.

Wayne State College	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Connell Hall #2 – Install additional wood trim to cover back-up wood blocking/framing members at center mullions and head/jam extensions to cover sub-framing \$8,532.46 LB 309 Christiansen Construction Co., Pender, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Center for Applied Technology #12 – Modify walls to obtain 1-hr fire rating in MEP 1-16, lintel & stud modifications at link to Gardner, paint stair shafts, sidewalk/road repairs, site modifications \$28,098.93 Construction Bond Funds/Cash/Wayne State Foundation/Trust Hausmann Construction, Inc., Lincoln, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Morey Hall #1– Additional services required for fire sprinkler system install: (add'l architectural design & CA for add'l work w/ removing 2 existing ceilings and installing new lay-in ceiling & electrical design for new lighting & add'l speaker) \$13,750.00 Contingency Maintenance & Special Projects – Aux Advanced Engineering Systems, Inc., Lincoln, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	U.S. Conn Library #18 – Attic stock credit, door hardware, handrail, plumbing insulation, window soffit expansion joint credit, window detail changes, general conditions adjustment, contingency adjustment -\$162,057.79 Foundation/Cash Beckenhauer Construction Company, Norfolk, NE

Attachment: WSC Contracts and Change Orders for Information (2430 : Contracts and Change Orders for Information)



**CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$70,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor’s approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor’s approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Nebraska State College System</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	System Office and Colleges IntegraReport Hotline Services \$3,250 annually for 3 years Cash BKD
Location on Campus: Contracted Work: Contract Amount:  Fund Source: Contractor:	System Office and Colleges Contract Software \$11,750/year one; \$12,000/year two; \$12,250/year three; \$12,500/year four; and \$12,750/year five Cash ionWave Technologies, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Washington, DC Federal Consulting Services \$12,000 annually Cash Federal Management Strategies

Attachment: NSCS Contracts and Change Orders for Information (2430 : Contracts and Change Orders for Information)



## CHANCELLOR'S REPORT

Board of Trustees Meeting  
March, 2019

### Legislative Session

Since the Legislative Session began on January 9<sup>th</sup>, the Chancellor has been meeting with Senators to build relationships and discuss priorities for the NSCS.

The System office is preparing for the NSCS Appropriations Committee hearing on March 5, 2019. As part of the Chancellor's testimony, he will advocate for the Nebraska Talent Scholarship Initiative, the Math Science Building Renovation and Addition, as well as the core needs of the Colleges.

### Nebraska Talent Scholarship Initiative

On January 7<sup>th</sup>, the Governor unveiled the new Nebraska Talent Scholarship Initiative, designed to connect Nebraskans to high-paying jobs and great educational opportunities. Since this announcement, the Nebraska State College System has been advocating for this initiative to Senators on the Appropriations and Education Committees. The System is also in the preliminary planning stages for an awareness campaign.

### Math Science Building Renovation and Addition

Chadron State and the NSCS are responding to Governor Ricketts' questions and communicating the importance of the Math Science Building project. The NSCS is proposing an accelerated timeline to be able to positively impact the number of STEM graduates for Nebraska under an expedited timeline if legislative support exists.

### Campus Visits

Chancellor Turman has visits planned to Chadron, Peru, and Wayne State Colleges to meet with students, faculty, and staff. During the visits, the Chancellor plans to share his vision for the System and its colleges, discuss the strategic plan, as well as get input from each group on unique issues emerging at the various campus locations.

### Department of Labor

The NSCS is developing a data-sharing agreement with the Department of Labor to analyze student success and workforce outcomes. The analytics from data sharing will become a useful tool for the System by allowing us to identify trends, new markets, and areas for improvement. They will also be necessary to meet the reporting requirements outlined for the Nebraska Talent Scholarship Initiative.

## Administrative Notes for the Board of Trustees

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### Travel Report

In accordance with NSCS policy, the Chancellor traveled on:

- No travel expenses to report for the Chancellor

**MISCELLANEOUS ACTION AND INFORMATION ITEMS**

March 21, 2019

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***ACTION:* First and Final Round Approval of Revisions to By-Laws**

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The By-Laws are being revised to establish the Executive Committee which will consist of the Board Chair, Vice Chair and one additional member appointed by the Board. The committee will meet with the Chancellor to develop, review and assess performance goals and objectives.

The System Office recommends approval of the Revisions to By-Laws.

**ATTACHMENTS:**

- Revisions to By-Laws (PDF)

## GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

### BY-LAWS

Page 1 of 6

#### ARTICLE I -- NAME

The legal name of the Board is the Board of Trustees of the Nebraska State Colleges, herein after referred to as "Board."

#### ARTICLE II -- PURPOSE

The Board is a body corporate created by the State Constitution and empowered by statutory authority with the general government of the State Colleges as now existing, and such other State Colleges as may be established by law.

#### ARTICLE III -- MEMBERSHIP

The Board consists of seven (7) members, six (6) of whom shall be appointed by the Governor, with the advice and consent of the Legislature, two (2) each for terms of two (2), four (4), and six (6) years, and two (2) each biennium thereafter for a term of six (6) years, and the Commissioner of Education shall be a member ex-officio. Board appointees, even if the appointment is for a specified term, hold office until their successors are duly appointed and qualified. The duties and authorities of the Board shall be prescribed by law.

#### Student Members on the Board

An undergraduate student enrolled full time shall be appointed by the Governor from each of the Nebraska State Colleges to serve a one (1) year term. An ad hoc selection committee shall be established on each campus by the respective current Student Trustee and the Student Senate President. The selection committee shall consist of the current Student Trustee, unless the current Student Trustee is seeking an additional term; one (1) Student Senate faculty advisor; the Vice President/Dean of Student Affairs, and four (4) other students as appointed by the current Student Trustee and Student Senate President. Only students serving on the committee shall have a vote. The committee shall nominate at least three (3) candidates to the Student Senate for approval. After October 1, but before December 1, the Student Senate or similar body shall nominate three (3) candidates to the Governor of Nebraska. The representatives appointed by the Governor will serve one (1) year terms ending May 1. If, during the term of the appointment, the representative is no longer enrolled as a student, a vacancy shall be created requiring the Chair of the Board to appoint another qualified representative for the balance of the appointment. Student Trustees are accorded full Board membership and participation except for certain personnel and legal matters, and that they are non-voting members.

#### ARTICLE IV -- OFFICERS

Board Officers shall consist of a Chair and Vice-Chair, and are elected from the appointed membership of the Board for a term of one (1) year. Term of office begins July 1, except that said two (2) officers shall hold office until their successors are elected and qualified. Any such officer may be removed from office by five (5) affirmative votes. A vote for removal of an officer must be at a regular or special meeting of the Board, preceded by the mailing of notice to each Board member and to such officer five (5) days prior to such meeting which notice shall set out the proposed action.

The Secretary shall be selected by the Board and hold office of indefinite tenure at the pleasure of the Board. The State Treasurer shall be Treasurer of the Board by virtue of his/her office.

## GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

### BY-LAWS

Page 2 of 6

The Chair's principal duties shall be to provide leadership in planning the work of the Board; to aid the Chancellor in interpreting the educational needs of the colleges and in devising effective ways to present them to the Board, to preside at meetings of the Board; to recommend to the Board the appointment of committees; to act for the Board, when such action is required by law, in signing contracts and other official documents; to represent the Board or to designate a representative upon occasions when such representation is deemed desirable; and to perform such other duties as may be prescribed by law or state regulation or assigned by the Board.

The Board Chair shall preside at its meetings with full power to vote on and discuss all matters, and shall submit information and recommendations, as that officer may consider proper, concerning the business and interests of the colleges. The Chancellor and/or College President will sign all contracts approved by the Board.

A Vice-Chair shall be elected by the Board at the annual meeting and shall assume the duties in the Chair's absence or incapacity. In the event of the permanent disability or death of the Chair, the Vice-Chair shall become Chair for the remainder of that term and the Board shall elect a new Vice-Chair.

### ARTICLE V -- MEETINGS

The Board shall meet at least quarterly and will hold its official annual meeting at or near the close of the spring semester. The election of officers for the next fiscal year will occur at the annual meeting.

All meetings of the Board shall be held within the state of Nebraska at such place as determined by the Board or the Board's delegates, including a meeting at each institution under its jurisdiction at least once each year, absent extenuating circumstances.

All regular or special meetings of the Board shall be publicized as required by State law and provided in Board policy.

Board of Trustees Business Meetings are open to the public. Committee meetings and executive sessions are not open to the public but must be held in accordance with the provisions of state law. One (1) current copy of the Open Meetings Act shall be posted in the business meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of the law shall be complied with in conducting emergency meetings.

The Board may hold a work session preceding regular or special Board meetings upon request and/or concurrence of the Board. The purpose of a work session shall be to provide information concerning items of in-depth interest in education, briefing and background information items related to the Nebraska State Colleges activities, items to be proposed for future consideration, and a review of items on the public agenda in order to assume adequate information has been provided to the Board. A work session agenda stating the time and place of the session shall be included with the agenda for the regular Board meeting. Work sessions shall be open to the public. No formal action shall be taken at a work session.

## GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

### BY-LAWS

Page 3 of 6

#### ARTICLE VI -- QUORUM

Four members of the Board in actual attendance of all meetings of the Board shall constitute a quorum. Action may be taken by a majority of a quorum on all matters not requiring a positive vote of a majority of the Board as specified in these policies or by-laws or by statute.

#### ARTICLE VII -- MEETING AGENDA

The Chancellor, with the approval of the Chair, shall prepare an agenda to be furnished each member of the Board and each college president three (3) days in advance of the meeting, describing briefly the nature of each item and providing background information which will enable parties to weigh the subject in advance and research such facts as may be helpful in Board deliberation.

#### ARTICLE VIII -- ORDER OF BUSINESS

At all regular meetings and special meetings the order of business will be determined by the Chancellor and Chair.

#### ARTICLE IX – CLOSED SESSIONS

The Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, the reason for the closed session, and the time of commencement and conclusion of the closed session shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed session to only those purposes set forth in the minutes' motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. Any formal official action on any question or motion duly moved and seconded shall be taken only by roll call vote of the Board in open session convened and the record shall show how each member voted. Any formal action of any type, including expenditure of funds, adopted or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty (120) days of the meeting at which the alleged violation occurred. Any formal action in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty (120) days after but within one (1) year of the meeting at which the alleged violation occurred.

Any board member shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is not necessary. Such challenge shall be overruled only by a majority vote of the board members. Such challenge and disposition shall be recorded in the minutes.

**GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM**

**BY-LAWS**

**ARTICLE X -- COMMITTEES**

All committees of the Board shall be appointed by the Chair. Committees shall serve one (1) year commencing July 1, and thereafter until the committees are reconstituted or discharged.

- Academic and Personnel
- Student Affairs, Marketing and Enrollment
- Fiscal, Facilities and Audit
- Executive Committee

Committees shall have no fewer than two (2) members and no more than three (3), and the Board Chair shall be an ex-officio member of all committees. Other regular committees may be created as the Board directs. The first named member of each committee shall act as Chair, call the meeting and direct the proceedings, but shall not otherwise have greater power or authority than other members.

Special committees may be created to take charge of subjects specifically referred to them. Such committees shall be appointed as ordered by the Board at the time they are created, and shall cease to exist when their work has been completed or when discharged by Board action.

The Executive Committee shall consist of the Board Chair, Vice Chair and one additional member appointed by the Board Chair. The purpose of the Executive Committee shall be to meet with the Chancellor to develop, review and assess performance goals and objectives.

**ARTICLE XI -- PARLIAMENTARY PROCEDURE**

Robert's Rules of Order (current) shall govern the consideration of all business and debate as far as applicable to this body and when not in conflict with Board policies or law.

A record of the Board's vote shall be preserved in the minutes on all propositions involving the creation of indebtedness; the sale, purchase, or leasing of any real estate; or on any contract for the construction, alteration, or repair of any building; or area which requires Board action; or on any amendment to the policies and by-laws of the Board; and also on any proposition submitted at the request of any members of the Board made before the announcement of a vote otherwise taken.

**ARTICLE XII -- AMENDMENT OF BY-LAWS**

These by-laws may be altered, repealed, amended or added to by a majority vote of all members of the Board at any regular meeting of the Board or at any special meeting called for that purpose, provided notice is given to the Board and each Board member shall have been furnished a copy of the proposed amendment or change (at least ten (10) days) prior to the meeting at which such amendment or change is to be acted on.

**ARTICLE XIII -- FORMULATION OF POLICIES**

When policies are found to be inadequate, contradictory or unclear, the appropriate committee of the Board or the Chancellor shall propose a policy for consideration by the Board for adoption to guide future related action. Such new policies as adopted shall be incorporated in the policy manual.

Attachment: Revisions to By-Laws (2455 : Revisions to By-Laws)



**GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM**

**BY-LAWS**

Policies may be adopted after consideration at one (1) or two (2) meetings of the Board by a majority vote. The Board can decide on the number of meetings required for adoption of the new policy based on the subject matter of the policy and the urgency of need for the new policy. Formal adoption of the policies shall be recorded and noted in the minutes of the Board.

Policies are subject to amendment only by a majority vote and after consideration at one (1) or two (2) meetings. The Board can decide on the number of meetings required to make amendments to current policies based on the extent of the amendment and the urgency of need for the amendment. All amendments of the policies shall be recorded and noted in the minutes of the Board.

A policy may be waived at any meeting, with a quorum of the Board, to permit a specific action.

**ARTICLE XIV – REVISOR OF BOARD BY-LAWS AND POLICIES**

The Chancellor is hereby designated as the Revisor of Bylaws and Policies adopted by the Board of Trustees. The Chancellor shall, from time to time as he or she shall deem necessary, prepare amendments, corrections or clarifications to Board bylaws and policies for publication and distribution. Publication and distribution is to be accomplished in such manner as the Chancellor determines to be most appropriate. In preparing any amendment, correction or clarification for publication and distribution, the Chancellor shall not alter the sense, meaning or effect of any act of the Board of Trustees, but may:

- 1) renumber sections and parts of sections;
- 2) rearrange sections;
- 3) change reference numbers to agree with renumbered sections or subsections;
- 4) change capitalization for the purpose of uniformity;
- 5) correct manifest clerical or typographical errors;
- 6) remove obsolete matter within any section;
- 7) remove within any section language that conflicts with any lawful and controlling statute or regulation of the State of Nebraska or of the United States, or that has been determined to be unlawful as a result of a controlling decision of a court of the State of Nebraska or of the United States, when the same can be accomplished without impairing the sense or legality of the remainder of the section;
- 8) omit any section or sections that conflict with any lawful and controlling statute or regulation of the State of Nebraska or of the United States, or that have been determined to be unlawful as a result of a controlling decision of a court of the State of Nebraska or of the United States;
- 9) correct faulty internal references, and
- 10) harmonize provisions with former acts of the Board of Trustees in these By-laws or former policies adopted by the Board.

**ARTICLE XV -- CONFLICT OF INTEREST; BOARD MEMBERS**

No member of the Board shall in any manner, directly or indirectly, participate in the deliberation upon or the determination of any question affecting his or her personal interests, or the interests of any corporation, partnership or association in which the Board member is directly or indirectly personally interested. In addition, each member of the Board will file a disclosure statement as required by state law.

**ARTICLE XVI – MEMBERS; REIMBURSEMENT AND REMUNERATION**

Members of the Board shall receive no compensation for the performance of their Board duties, but may be reimbursed for their actual expenses incurred on Board affairs, including telephone and telegraph charges, postage, and travel expenses.

Attachment: Revisions to By-Laws (2455 : Revisions to By-Laws)

# GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

## BY-LAWS

Legal Reference:	Article VII, Section 13	Constitution
	RRS 49-1106	Disclosure; contracts; filing; fines or incomplete filing penalty
	RRS 83-306	Director of administrative services; claims against the state; limitations
	RRS 84-302	Board of Trustees; officers
	RRS 84-306.1	Claims against the state; claim; content; automobile; airplane; statement required; receipts; personal maintenance expense
	RRS 84-1410	Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions or workshops
	RRS 84-1411	Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body
	RRS 84-1412	Meetings of public body; rights of public; public body; powers and duties
	RRS 84-1414	Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties
	RRS 85-301	State Colleges; official names; board of trustees; appointment; no compensation; traveling expenses
	RRS 85-303	Board of Trustees; secretary; duties
	RRS 85-304	Board of Trustees; rules and regulations
	RRS 85-304	Board of Trustees; powers; enumerated
	RRS 85-314	Board of Trustees; utilities, service, sale or lease

- By-Laws Adopted: 1/28/77
- By-Laws Revised: 6/5/93
- By-Laws Revised: 12/3/98
- By-Laws Revised: 9/17/04
- By-Laws Revised: 3/31/06
- By-Laws Revised: 9/15/06
- By-Laws Revised: 11/14/08
- By-Laws Revised: 3/26/10
- By-Laws Revised: 9/9/11
- By-Laws Revised: 6/10/14
- By-Laws Revised: 1/16/18
- By-Laws Revised: 6/19/18
- By-Laws Revised:

Attachment: Revisions to By-Laws (2455 : Revisions to By-Laws)

## MISCELLANEOUS ACTION AND INFORMATION ITEMS

March 21, 2019

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*INFORMATION ONLY:*     **Proposed Board of Trustees Meeting Schedule for 2019-2020**

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### 2019-2020 Proposed Board Meeting Schedule (Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING-CHADRON</b>	<b>September 12-13, 2019</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING-WAYNE</b>	<b>November 14-15, 2019</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>January 14, 2020</b> Tuesday
<b>APRIL</b>	<b>BOARD OF TRUSTEES MEETING-PERU</b>	<b>April 23-24, 2020</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>June 18, 2020</b> Thursday

### 2019-2020 Proposed Board Meeting Schedule (Six Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING-CHADRON</b>	<b>September 12-13, 2019</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING-WAYNE</b>	<b>November 14-15, 2019</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>January 14, 2020</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>March 12, 2020</b> Thursday
<b>APRIL</b>	<b>BOARD OF TRUSTEES MEETING-PERU</b>	<b>April 23-24, 2020</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>June 18, 2020</b>

Thursday

## Presidents' Reports

### Chadron State College March 2019

Music has been part of Chadron State College's curriculum since the college was founded in 1911. However, Music, Theatre, and Art students did not have a building to call their own until Memorial Hall opened in 1954. That original structure still houses those academic disciplines and produces successful students and graduates, but Memorial Hall also plays an important role in the community and region because it hosts numerous events every year that bring in learners of all ages.

The first event hosted in Memorial Hall was a somber one – the funeral for Chadron attorney Edwin Crites, a longtime member of the State Normal Board and supporter of the college – but many joyous events followed soon after, including a performance from the Tucson Boys Chorus and the building's dedication speech from former Nebraska Governor Robert Crosby.

During his speech, Gov. Crosby said, Memorial Hall “is a hopeful building, expressive of the confidence which the state of Nebraska has in the Chadron community.”

That confidence has undoubtedly proven the former Governor was correct. For nearly seven decades, Memorial Hall has been at the center of cultural and community activities in northwest Nebraska, numerous college plays, student and faculty music recitals, community concerts, operas, art shows, graduation ceremonies, distinguished speakers, class convocations, and the inauguration of several college presidents. The building's practice rooms and studios have also nurtured the talents of countless student artists and musicians.

And for 47 years, Memorial Hall has hosted the High Plains Band and Choir Festival, the crown jewel of the Music Department's outreach and recruiting efforts. On average, the two-day festival brings in hundreds of high school students from more than 20 high schools each year.

The High Plains Band and Choir Festival's primary focus is to create an honor band and honor choir for high school students, as well as foster instruction for those students from guest musical conductors. According to Staff Accompanist Bobby Pace, colleges throughout the country have their own honor bands and choirs, and CSC's festival provides students who have a passion for music in the region an opportunity to perform with peers. The honor band and honor choir rehearse for two days and close the festival with a free performance open to the community.

There is rigor involved because each musician must audition. Students send audio recordings to the Music faculty in the fall in order to apply. Pace said the 2019 event featured 149 students, but more than 250 auditioned. The students who successfully join either the honor band or honor choir for at least three years receive special recognition following rehearsal.

“To be an honor musician for three years is really hard to do,” Pace said. “To have that distinction shows that those students have talent and dedication.”

The High Plains Band and Choir Festival also serves other purposes. The festival allows the high school band and choir directors – many of those directors also happen to be CSC alumni – to gain professional development from guest conductors, as well as learn from the Music faculty. The festival is also an opportunity for current Music students. They have some logistical responsibility, serve as campus tour guides, monitor rehearsals, and learn from guest conductors.

Last but not least, the festival is the largest recruiting event for the Music Department. Pace said the festival does a wonderful job showcasing Memorial Hall and the rest of the campus, and it gives high school students first-hand experience of being involved with a collegiate music program. Seniors also have an opportunity to audition for collegiate scholarships during the festival.

“A good amount of the students who attend the festival end up at CSC,” he said.

The Music Department’s commitment to the college’s mission of “...providing educational opportunities, research, service, and programs that contribute significantly to the vitality and diversity of the region” should be applauded. Because of the Music Department’s efforts, regional students get a chance to learn in a college setting from exemplary musicians and teachers. And for 47 years the festival has given high school students something to look forward to and be excited about. Certainly the students benefit from the festival, but there is no doubt the college values the experience, as well. I am proud the Music Department works diligently to preserve Memorial Hall’s reputation as “a rendezvous of youth and hope and opportunity.”

**Peru State College  
March 2019**

Peru State College's current strategic plan, Engaging the Future, is a comprehensive plan focused on academic excellence, transformative student experiences, increased prominence and preparing for a strong future. Several strategies in the plan are focused on strengthening the future through investment in the development of human, physical and financial resources. Most critical to ensuring a strong and stable financial future for the College is the ability to grow enrollment. Consequently, over the past eighteen months, a Strategic Enrollment Management (SEM) committee has led efforts to research and develop the best ways to strengthen the College through both the retention of current students and recruitment of new students.

The committee was co-chaired by the Vice President of Academic Affairs (Dr. Tim Borchers) and the Vice President of Enrollment Management and Student Affairs (Dr. Jesse Dorman). The committee worked closely with academics, admissions, athletics, financial aid, marketing and other departments. The committee also met with groups across campus to brainstorm how to improve all aspects of enrollment. Every idea was carefully considered, with suggestions that were not strategic in nature referred to departments for consideration. This has resulted in many operational and process improvements that will positively impact recruitment and retention. Of particular note has been a revision of the College's financial aid awarding model to target more students who can be successful at the College.

Strategic Enrollment Management is about more than new students. It also directly addresses how to best retain students until they are ready to graduate. For several years the College has been focused on enhancing student retention and persistence to graduation. In a report to the Board for the September 2017 meeting, the Mapworks retention program was discussed. This program gathers information from student self-reports and from departments across campus in order to project success indicators. Our retention specialist coordinates responses to intervene with students who are at risk. The recently finished strategic plan reemphasizes this commitment to enhancing student retention and persistence rates. The SEM process further explored how to improve the retention and graduation rates of Peru State students. Those ideas were directly referred to the appropriate departments for implementation.

What may be most strategic and innovative for the College has been the intentional work by SEM to create new programs and/or activities to attract students who in the past would not have chosen Peru State College. This process included the following:

- Identification of key performance indicators
- Development of a comprehensive situation analysis including external and internal data compilation
- Strategy identification from both external data and the campus community
- Action plan development (for each potential strategy)
- Strategy prioritization
- Development of quantifiable goals and funding strategies
- Execution, evaluation and modification

More than 50 initiatives were identified by the campus community and referred to the SEM Committee. Each initiative was carefully researched. The budgetary needs of those initiatives were among the many factors considered. For example, the job demand in the region and the graduation rates of academic programs at other institutions were directly compared throughout the state to show future growth of that program.

Ultimately, the SEM Committee took the ideas voiced, after working to prove how these initiatives would best improve campus enrollment, and presented the final product to the campus community, Cabinet and my office. The following initiatives were announced in November:

- Exploration of a new academic program in Communications (Media Strategies and Design)
- Elevating the Cheer program by making it a varsity sport
- Establishment of four junior varsity sports: Men and Women's Basketball, Baseball and Softball

The SEM Committee presented clear and quantifiable goals for each strategy to the campus community. A funding plan was outlined for each strategy moving forward. Part of those presentations included how enrollment strategies were prioritized, with a clear mission to continue working on enrollment management. The SEM Committee will continue its work to evaluate the College's need for new enrollment initiatives and its ability to implement them. While the strategic plan gave a clear mandate to strengthen enrollment, the College's ongoing need to prioritize enrollment continues to highlight the good these efforts can bring – both in large scale efforts and in possible contributions to daily operations.



**Wayne State College  
March 2019**

Wayne State College's ties to education and business run the gamut from pathways aimed at high school students interested in careers as educators to co-op and internship opportunities designed to help students in a variety of fields land a position after college that suits their passion and serves Nebraska workforce development. From the Students to Teachers through Educator Pathways (STEP) initiative and cooperative education, internship experiences, and career fairs to the Industrial Technology External Advisory Council, the College focuses on laying out clear paths for students.

Wayne State College and the Students to Teachers through Educator Pathways (STEP) Initiative are guided by the tenets of equity, affordability, and excellence. Wayne State College's STEP Initiative is a unique pathways project blending two enduring education reform movements – Career Academies and Guided Pathways – for the purpose of supporting high school students interested in becoming teachers. This pathway initiative, which utilizes dual-credit opportunities with high school partners, is an innovative, affordable, and equitable approach to degree completion. Eligible and capable students are given access to college-level pre-professional education courses at a reduced rate. Furthermore, by completing key pre-professional courses, students will have greater accessibility to a variety of teaching endorsement options and opportunities while at Wayne State College, thus increasing their marketability by adding valuable skillsets to their pedagogical repertoire to better serve future students and schools.

STEP works with the high school's career and technical education curriculum model to help deliver critical pre-professional teacher education courses. For example, many CTE curricula prescribe three kinds of courses: an introductory course, a best-practices course, and a practicum course. Wayne State College will help deliver its three pre-professional courses as the CTE curriculum in order to more adequately prepare high school students for their career as a teacher.

Ideally through STEP, students could graduate from high school ready to start the professional sequence of coursework. First, this immediately reduces the cost of tuition to earn a college degree by providing the pre-professional sequence as dual-credit. Second, the student will then have the opportunity to earn multiple endorsements prior to graduation, endorsements making that student more marketable and valuable to school districts. And third, school districts will have access to candidates who are day-one-ready to make an impact on all students through the high-leverage skills and techniques learned while earning multiple teaching endorsements in Nebraska.

Once at Wayne State, students from a variety of majors benefit from opportunities to spend time in the workforce in cooperative education settings while completing their degree. Valmont Industries, the Lozier Corporation, and Royal Engineered Composites have volunteered to pilot the co-op program that will form an important component of the new manufacturing majors resulting from the addition of the Center for Applied Technology (CAT). The cooperative education program provides students with a capstone learning experience during the last seven to eight months of their college career. Leading up to their final semester(s), students will have the opportunity to complete internship experiences during the summer months or at various times during the school year, dependent upon their class schedule.

In addition to the cooperative education model, we have between 180 and 200 students every year participating in traditional internships through the Career Services office that result in college credit and/or transcript notation. This number does not include the unreported internships our students undertake for the experience, which are non-credit bearing. Our students typically intern with companies such as Great West Casualty, Hausmann Construction, National Geospatial Intelligence Agency, Mutual of Omaha, the U.S. Marshalls Service, TD Ameritrade, Boys Town, First National Bank of Omaha, State of Nebraska Probation Office, Timpte Manufacturing, Lozier

Corporation, UNMC Autopsy Program (as well as other programs throughout the years), Nucor Steel, and PriceWaterhouseCoopers.

The bottom line of pathways, co-ops, and internships is employment for our students. In a survey of 2017-18 graduates, 100 percent of the students who responded to the survey reported that they were either employed in a related or non-related field or attending graduate or professional school. The 100 percent rate is based on a response rate of 88 percent of the graduates surveyed. Of those employed, 89 percent are working in their field of study. Of those students who responded to the survey, 81 percent reported that they are attending graduate/professional school or working in Nebraska.

Success in the employment market hinges on preparation. The College's Fall 2018 Career Fair featured 85 employers ranging from the U.S. military, law enforcement agencies, manufacturers, social service agencies, colleges and universities, banks, insurance companies, corrections, hospitals and care centers, and publishing companies. Students are encouraged to take advantage of the range of resume and interview preparation opportunities through the Career Services office prior to visiting with employers at the Career Fair.

The Industrial Technology External Advisory Council was formed during planning and construction of the Center for Applied Technology to provide counsel and feedback regarding strategic initiatives and future direction to the Dean of the School of Business and Technology, Technology and Applied Sciences Department Chair or representative, and faculty in the industrial technology area. The council's assistance in enhancing the curriculum ensures the academic program is relevant to industry and education. Furthermore, the council provides a mechanism to retain a strong relationship and connection between the school's industrial technology program, industry, and education. Membership consists of six members from industry and six from K-12 education, along with the Dean of the School of Business and Technology and the Technology and Applied Sciences Department Chair as ex-officio members.

The council was instrumental in the formation of the college's Manufacturing Management concentration, which is one of the marquee programs housed in the CAT. The concentration arose out of conversations related to Nebraska's position as one of the top three states with the fastest growth in technology jobs. For companies to grow and prosper, employees who have the ability to design, deploy, integrate, and manage emerging (advanced manufacturing, robotics, and 3-D printing) and traditional (construction, manufacturing, and planning/design) technologies are needed. The manufacturing management concentration at Wayne State prepares students for a career as a production supervisor or an applied engineer. With a degree in manufacturing management, students are prepared for introductory supervisory roles in business and industry. Combining technical content with business courses, this program was developed with the awareness and assistance of the business, industry, and education advisory council, which means students can count on an education well-suited for their pursuit of a leadership role in manufacturing and manufacturers and industry leaders can count on a workforce to meet the needs of the state of Nebraska.

Wayne State has deep roots as a teacher's college, which are strengthened by programs such as STEP. The college also has grown over the decades to provide excellent, affordable, and accessible pathways to an array of career pathways that combine high-quality teaching and facilities with dynamic co-op, internship, and employment opportunities. Our continued relationships with K-12 educators and pathways, business and industry leaders, and a wide range of employers, ensure a solid future for our students.