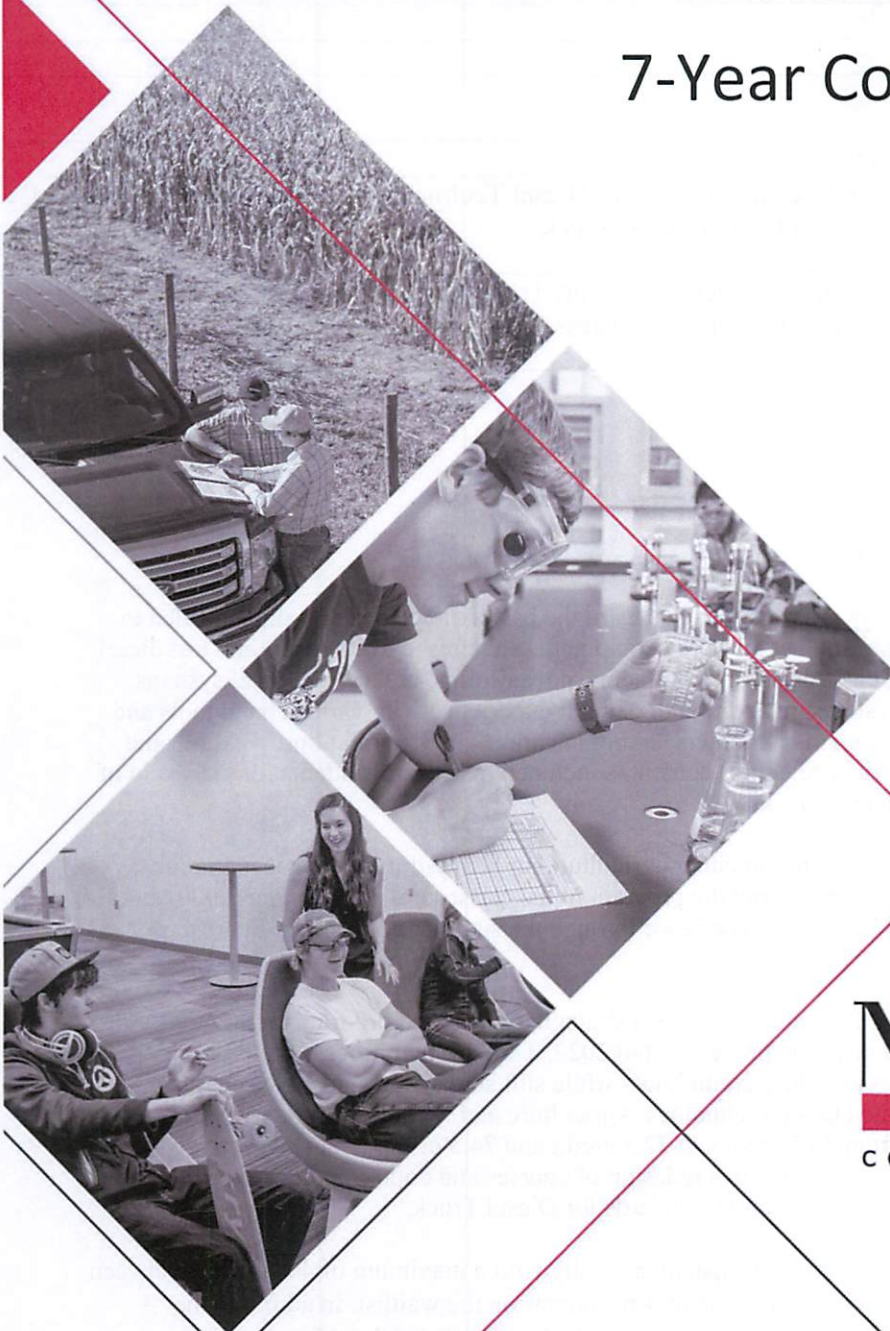


Diesel Technology 7-Year Comprehensive Program/ Discipline Review

2023-2024



Northeast
community college



Diesel Technology

Academic Year 2023-2024

Division	Applied Technology
Department/Program	Diesel Technology
Dean & Program Director (if applicable)	Brad Ranslem
Prepared by	Tony Milenkovich
Credentials awarded by Program (list credit and non-credit)	Associate of Applied Science Degree in Diesel Technology -Ag, Associate of Applied Science Degree in Diesel Technology-Truck
Faculty (List/Indicate Full-time and Part-time)	Tony Milenkovich-Diesel Truck Instructor, Travis Kaup-Diesel Ag. Instructor, John Lance-Diesel Ag/Truck Instructor, and Jess Slosser- Diesel Ag/Truck Instructor

I. Program Overview

A. Program Description/Mission

In the Diesel Technology program students learn the basic knowledge and skills needed to service and repair diesel and gas-powered equipment. Students learn to repair and test diesel fuel systems, engines, electronic control systems, power trains, brakes, electrical systems, and air conditioning systems, in addition to gaining experience with various hand tools and test equipment. Related math, computers, communications, human relations, welding, and personal and business finance course content is included to prepare students for the world of work and to enhance technical skills.

Students can focus their studies on either agricultural or heavy-duty truck concentration. Students in the program learn about the program in the classroom, receive over 1,000 hours of lab training, and 360 hours of experience through the summer cooperative internship program.

Part of operationalizing the guided pathways strategic priority led program faculty to complete an extensive mapping process in fall 2022. Through that process the program identified opportunities to reduce credit hours while still supporting student success and industry needs. Both the Diesel Technology Agriculture and Diesel Technology Truck reduced credit hours from 80.5 credits to 72.5 credit and 74.5 credit hours respectively. In addition, the mapping process led to a redesign of courses and course content to enable closer alignment with NATEF accreditation standards for Diesel Truck.

Both concentrations fill to student capacity annually with a maximum of 44 students between the two concentrations with an average of 4-6 students on the waitlist. In addition, the program is seeing increasing requests from organizations such as CLAAS to establish flexible programming specific to their needs. The program has been serving the needs of students for the past 28 years. During that time, diesel technology has become increasingly complex, the size of the equipment has increased, and the number of students being served has also grown.

B. Accreditation

Neither Diesel Technology Agriculture nor Diesel Technology Truck are accredited. The Diesel Technology Truck Concentration has aligned its curriculum with NATEF requirements and is undergoing evaluation of the industry demand and benefits of becoming accredited. Once completed, faculty will send the recommended plan to the Dean and Vice President of Educational Services for review.

II. Program Support and Partnerships

A. Program Advisory Committee

Partnerships remain at the heart of developing and maintaining an effective program. The diesel technology program partners serve the program in many capacities including agreeing to participate in the advisory committee. The advisory committee helps faculty members develop relationships that promote collaboration, information sharing, and knowledge creation. Northeast advisory members are essential to inform faculty about industry changes and make recommendations for improving existing curriculum and equipment.

Diesel Advisory Committee Members

First Name	Last Name	Organization
Larry	Carley	Cornhusker International Trucks
Jason	Cook	Dinkel Implement
Bryce	Dennis	Manzer Equipment
Chad	Dorcy	Titan Machinery
Jim	Eskens	Ziegler Cat
Bill	Fehringer	Green Line, Inc
Nick	Folkers	Folkers Brothers Garage
Dale	Kavan	Norfolk Truck Center
Bill	McKay	RDO
James	Wordekemper	Affiliated Carriers, Inc
Dennis	Zimmerer	Peterbilt of Norfolk

B. Community Partnerships

Partnerships have been vital in supporting the program through scholarships, financial donations, and in-kind donations. Four diesel specific scholarships are available for students. In addition, the program has received financial support for industry partners including funding from the NMC provided a \$25,000 donation for equipment that was matched from the CAT Foundation \$25,000. Omaha Truck Center also provided a \$25,000 donation. Additional program funding has been provided by the New Car and Truck Dealers association.

Community partners support the program and students in several ways as well. Many students can attend the program through industry sponsorships. At least 75% of current AG students are provided work opportunities through cooperative internships and part-time work experiences. Forty-three companies supported the Diesel Technology job fair to recruit and hire graduates which has contributed to the program's 100 percent employment rates. A few of the organizations that offer or contribute to program specific scholarships are Titan Machinery, Manzer Equipment, Kayton IH, Grossenburg Implement., AKRS, Truck Center, and Peterbilt.

The Diesel program is sometimes approached by companies requesting partnering on training

including CLAAS, Komatsu, and AKRS. The program is investigating means to build flexibility in its programming to better serve our industry partners. The following noncredit courses have been offered to industry partners in the area:

- Air Brake Systems
- Federal Annual DOT Inspection Training
- 608 & 609 Refrigerant Training
- Electrical and Electronic System Training

Overall, the industry is pleased with the graduates being produced by the program. Of the employers responding to the Graduate Survey, 83% rated student performance and knowledge either good or excellent by. Interpersonal skills and problem-solving ability tend to trend lower and show improvement with experience (see chart below).

Ratings	Job-Related Conceptual Knowledge	Job-Related Applied Knowledge	Accept of Diverse Pop.	Quality of Work	Comm. Skills - Oral	Comm. Skills - Written	Inter- personal Skills	Teamwork	Math Skills	Problem Solving Ability	Ethical and Responsible Behavior	Overall Job Prep.	Would Hire Future Grads	Overall Rating
Excellent	33%	50%	50%	50%	17%	33%	17%	50%	33%	33%	50%	50%	83%	17%
Good	50%	17%	33%	33%	83%	34%	34%	33%	50%	17%	33%	33%	0%	66%
Fair	17%	33%	17%	17%	0%	33%	66%	17%	17%	50%	17%	17%	0%	0%
Poor	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
No Response													17%	17%

C. Post-Secondary Partnerships

Partnerships with post-secondary entities are primarily in the form of collaboration. While Northeast maintains generalized transfer agreements with organizations such as Wayne State College, diesel curriculum is accepted solely as an elective.

D. K-12 Partnerships/Activities

The Applied Tech career day is the largest recruiting event hosted by the division each year. During the event this past year the diesel technology program hosted 100 students in three 45-minute sessions. Although the Applied Tech career Day is generally the largest career day on campus there has been some decline in attendance at this event in the past few years. The division leadership and faculty have recently been working with the recruiting team and are looking at how we can improve upon or change this day to meet the needs of our schools to attend.

Program faculty also participate in the 9th grade career day and Hawk visit days hosted by the Marketing and Recruitment Team. In fall 2023, program faculty provided about 30 individual campus tours to prospective students and their families.

The Diesel Technology Program faculty also recruit at the NECC booth during the 3-day Husker Harvest event.

E. Other Activities and Partnerships

Program faculty are working with the Dean and administration to determine how to build a flexible schedule and develop additional course-offering models to support industry needs. As part of the curriculum, students are required to complete a 360-hour cooperative internship over the summer between the first and second years. There are generally 26-35 diesel students completing internships annually.

The College began offering a non-credit apprenticeship in Summer 2023 with 6 participants. Due to scheduling, the apprenticeship classes did not align with credit programming. Work continues in building ladders between credit and non-credit programming to better promote student success.

The program has been a leader in Skills USA at Northeast. Faculty have encouraged diesel students to accept leadership roles by serving as a campus officer for Northeast's Skills USA Chapter. We have had multiple students act as president of the Northeast SkillsUSA chapter. Diesel Students were also state champions in 2016, 2017, 2019 and went to Nationals twice.

Other career training and opportunities include:

- Nebraska Super Tech Competition
- Collaborative projects / RDO M-drive Automated Transmissions Class for students
- Collaborative projects / Truck Center Companies Service Training Academy Daimler Trucks North America
- Collaborative projects / Cummins Central Power Cummins Virtual College

III. Continuous Improvement

Provide and list significant improvements or plans to improve to the program, to include improvements made because of academic assessment of student learning, faculty professional development, collaboration with outreach events, recruiting, program partnerships, guided pathways, etc. Also list improvements or plans for how noncredit course work is a focus area for improvement.

As with any successful program, there is the need to continually evaluate, modify, and measure improvement goals. This is done in part by the annual assessment of the program, graduation surveys, and input from the advisory board.

There have been several improvements to the program over the past few years:

- One of the biggest changes was restructuring classes to include a Truck Hydraulics class, adding Hydraulic Brakes, ending Truck Electronics classes, and moving the electronics curriculum into each of the existing classes.
 - Examples of this would be teaching advanced Driver Assistance Systems such as ABS, Stability Control, & Collision Mitigation in Air and Hydraulic Brakes, Electronic Fuel Controls & Emission Controls in Engines & Fuels classes, Automated Transmissions in Powertrains classes, Climate Control Systems in Air Conditioning classes.
 - Along with the restructuring and creating of new classes, the Diesel program reduced total credit hours from 81 to 74.5 by eliminating the duplication of subjects being taught in multiple classes.
 - Moving these courses helps ensure that the program is in alignment with ASE requirements.
- Renumbered Electrical and Airconditioning into a single CRN to ensure that students can take either of the two courses without redundancy and without having to wait a year.
- Adopted new textbooks from CDX Learning Systems which are endorsed by the ASE Education Foundation and must be updated every 5 years to meet ASE Standards.
- During our 2021 Advisory Committee meeting, Bill McKay with RDO noted that the program needed to address safety issues with missing guards on some of our equipment. A new Drill Press was purchased to replace our old unit that was unguarded and missing

other components. A Chain Mesh Safety Guard was added to our 150 Ton Hydraulic Press. New face shields and welding helmets were hung on the wall at grinders and benches, and new goggles at cutting torches. New tool storage cabinets were purchased to update the tool room and many new hand tools were purchased to replace missing and damaged or broken tools.

- The need to keep up with industry trends was also discussed in advisory meetings. Recent equipment acquisitions have been necessary to keep up with technology and replace worn outdated equipment such as a new Counterboring Tool, Electronic Fuel Nozzle Test Stand, Engine Dynamometers, Valve and Seat Grinding Equipment, Hunter Wheel Alignment System, Hunter HD Wheel Balancer, 2 new HD Truck Lifts and High Rise Component Jacks, a y1234a and 2 R134a Refrigerant Recovery Machines, Refrigerant Identifier, 2 new Electronic Load Testers, and 2 J-Pro Diagnostic Laptops with access to Nextstep Repair Information.

New this year to the program review process is the Quality Improvement Opportunities (QIO) identification process. Program faculty are asked to analyze potential equipment, space, and professional development needs for the next 5 years based on program data. After analyzing the data, the program creates goals that align with the enVision strategic plan and identify how that goal will tie into the budget. The QIOs will improve as the programs get more familiar with the process.

Improvements identified in the QIO process include:

- Possible application for Diesel Truck accreditation through the National Institute for Automotive Service Excellence (ASE)
- Analyze and review setting a goal for Diesel Technology to apply for the Master Truck Service Technology (MTST) accreditation level.
 - This accreditation level will ensure that the program is nationally recognized and listed as a program meeting the highest levels of training.
 - To obtain, the program must meet 12 program standards. While the program meets many of the standards, other standards, such as ASE certification of all faculty, are in progress.
- Because tire pressure monitoring systems for heavy trucks are expected to become a federal mandate in the next few years, tires are the second largest expense in the trucking industry, and servicing tires requires special training, faculty are recommending purchasing of a Hunter HD Tire mounting Machine and implementing its use in the Steering, Brakes, & Suspension classes
- Currently, Tony Milenkovich is the only Diesel faculty member currently ASE certified, and he holds a master heavy truck certification and a L2 Electronics specialist (expires Dec 31st. 2026). In the past instructors were given 1 year from date of hire to become ASE certified. If the program moves toward ASE accreditation, all faculty must be ASE certified in their area and retest every 5 years. Jesse Slosser would complete the ASE certification in diesel engines and Jon Lance would complete the ASE certifications in electrical and air conditioning. Currently faculty are exploring if Travis Kaup needs to be certified as he does not work on the truck side. Faculty are moving forward with the testing in the next year.

Faculty Member Professional Development

Faculty Member	Training	Date
Tony Milenkovich	4 Days HD Air Brake Systems & Advanced Driver Assistance Systems Bendix/Norr	2019
	12 Online web-based Courses 60 series Engine, Service	2020

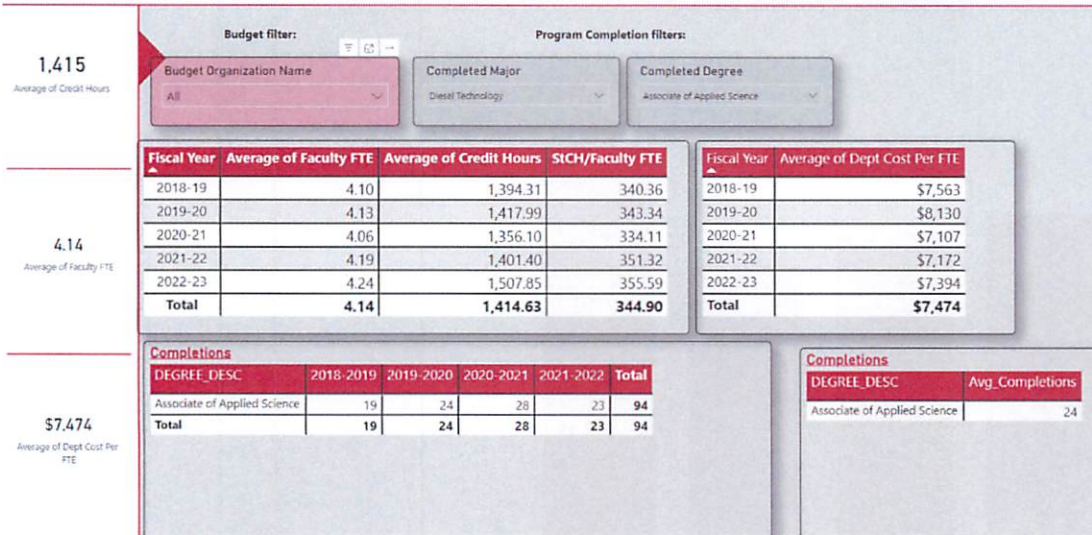
	Training Academy Daimler Trucks North America	
	22 Online web-based Courses DD13/ DD15 Diesel Engine, Service Training Academy Daimler Trucks North America	2020
	7 Online web-based Courses on Detroit Axles, Service Training Academy Daimler Trucks North America	2020
	5 Online web-based Courses on Freightliner A/C Systems, Service Training Academy Daimler Trucks North America	2020
	13 Online web-based Courses on Meritor Steering & Drum and Disc Air Brake Systems, Service Training Academy Daimler Trucks North America.	2021
	Online web-based Courses on Freightliner Electrical, Electronics Trouble Shooting, Service Training Academy Daimler Trucks North America	2021
	Online web-based Courses on Jost 5 th Wheel Troubleshooting, Maintenance, & Repair	2021
	M-Drive Automated Transmission Training Volvo/Mack through RDO Truck Centers	2021
	Premium Tech Tool & Emissions Training Volvo/Mack through RDO Truck Centers	2021
	ASE HD Truck Master and L2 Recertification	2021
	5 Hours Web based Update Courses on Electronics ASE Meetings	2022
	4 Days HD Fundamental and Advanced Wheel Alignment, Hunter Engineering Company	2023
	8 Hours Web based Update Courses on Electronics, Gas & Diesel Fuel Injection, Safety, ADAS Systems, Fluids, Hybrid Systems	2023
Travis Kaup	Biofuel Seminar	
	Recertified NC3 Touque and Precision Measurement	

Jon Lance	609 Refrigerant Certification Protector ESCO	
	A/C Clinic Weldon Truck Parts	
	Biofuel Seminar	

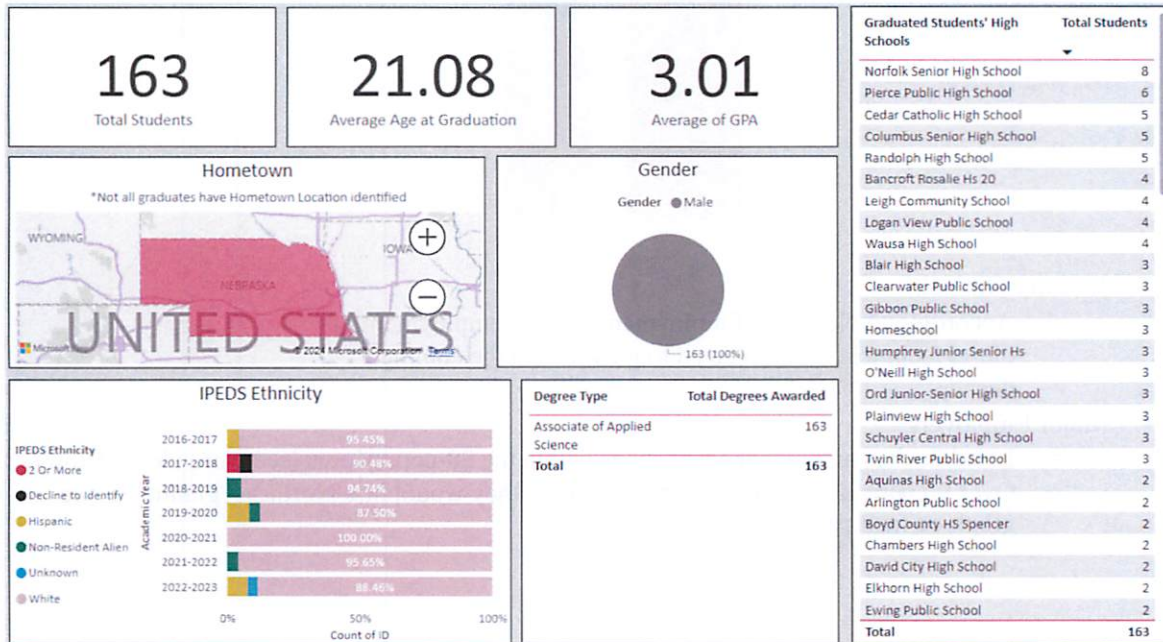
IV. Program Demand and Efficiency

Provide an analysis of demand from the following sources, and address the increase/decrease, including contributing factors, along with the existing strategy for improvement.

- Enrollment/FTE (and noncredit enrollment where applicable) --Credit Hours / Faculty FTE
 - Credit load for fall 2023 semester
 - Jon L 15.5hrs
 - Travis K 17.5hrs
 - Tony M 21hrs
 - Credit hours vary from semester to semester but averages 14 to 17 credit hours per semester per faculty member. In fall 2023, credit hours per faculty member was up significantly as load was distributed between three faculty members instead of four. As the program requires two years and offers two concentrations, the overall credit hour production requires four full-time faculty members.
- Credit Hours
 - Beginning with the 2024-2023 academic year the program reconfigured the program credit hour requirement by decreasing the overall credit hours from 80.5 credit hours to 72.5 credit hours and 74.5 credit hours. This was accomplished by switching lecture hours in the lab to lab contact hours. Overall time on task remains the same but provides a cost saving to students.
 - The program has an average credit hour total of 1,414 and an average cost per FTE of \$7,474 (see graph below).



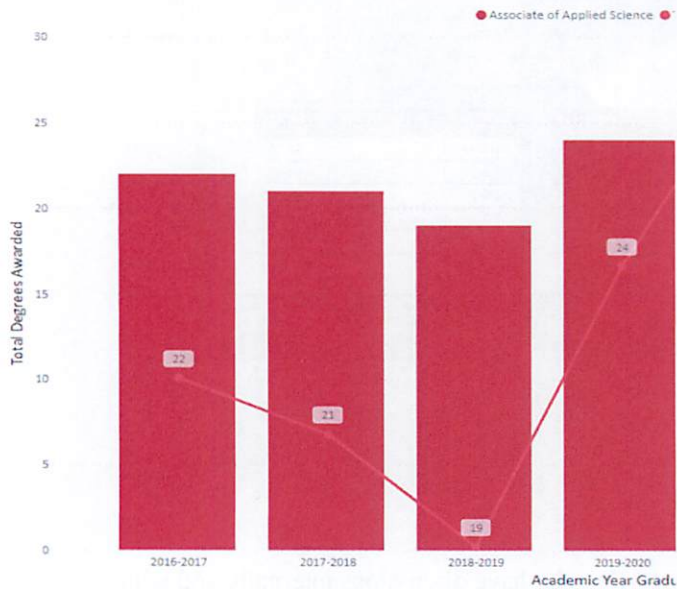
- Program Enrollments and Completions – Faculty have discussions internally and with the advisory board to determine changes leading to an increase in qualified graduates.
 - Most program students come from Norfolk and earn an average GPA of 3.01.
 - All program students over the last seven years have male and the majority have been white (see graph on next page).



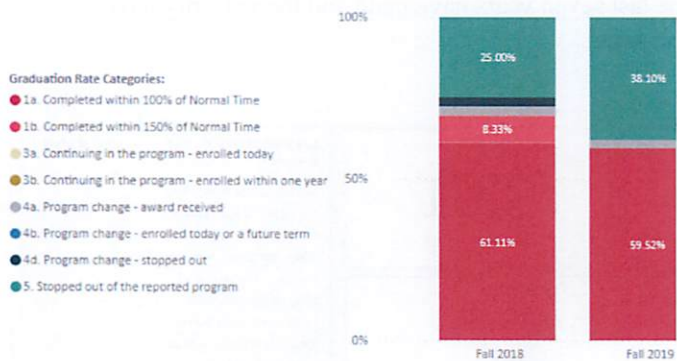
- Award trends over the last 7 years average out to 23 graduates per year (see graph on the next page).
- The last four academic years are over the seven-year average of the 23 and the program has maintained a 63% success rate

(see graphs below and on next page).

Total Degrees Awarded and Total Graduates by Academic Year



Graduation Rates: Fall Start



- Industry Outlook
 - According to Nebraska Employment Trends, employment of diesel technicians is projected to grow 8% in the coming decade.
- Major Employers
 - Local dealers and independent shops within the 20-county area (see word cloud below).
 - Over 90 percent of employers surveyed say they would hire Northeast graduates (see graph on next page).

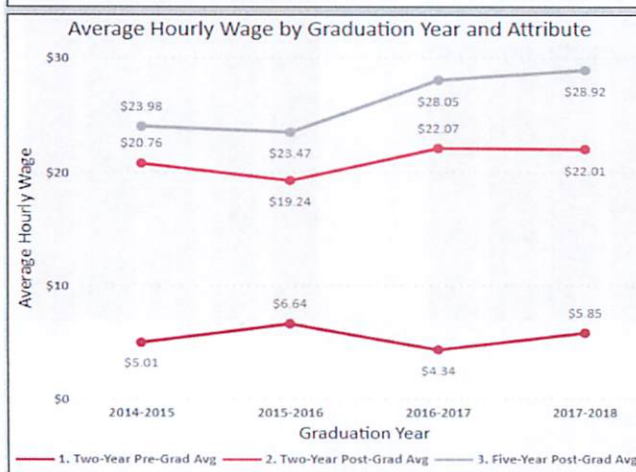
Graduate survey data - % employed in Nebraska (if applicable, include larger reach)

- 98.4 % of graduates seek and obtain employment in their field of study.
- 87.5% of graduates were employed in Nebraska. The program will continue to work with industry to ensure that there are properly trained graduates ready for the workforce.
- 9.16% of graduates were employed out of state (see graph below).

	2019	2020	2021	2022	2023
Number of Graduates	19	24	28	23	26
Continuing Education	0	1	0	0	1
Employed In NE	16	22	24	19	24
Employed Out of State	3	1	2	4	1
% Employed/Cont. Ed	100%	100%	100%	100%	100%
% Related Employment	100%	100%	92%	100%	100%
High Wage	\$21.00	\$27.00	\$26.00	\$31.25	\$28.00
Low Wage	\$13.00	\$15.00	\$18.00	\$15.00	\$18.00
Average Hourly Wage	\$17.00	\$18.73	\$20.15	\$20.02	\$22.42

- Wage analysis 5 years post-program completion (compare to living wage - \$16.60)
- The average hourly wage 5 years post-graduation for the 2017-18 graduating class was \$28.92. This is significantly higher than the living wage of \$16.60.
- In 2017-2018 the average starting wages were \$16.21. This comparison to 5 years post-graduation shows a 78.4 percent increase in pay for that graduating class.
- The average wage according to the 2023 graduation survey is \$22.42 (see Average, Minimum, and Maximum Wages below).

Program Name	Grad Year	Number of Graduates Identified	Two Yr Pre-Graduation - Two Yr Post-Graduation (% Change in Salary)	Two Yr Post-Graduation - Five Yr Post-Graduation (% Change in Salary)	Two Yr Pre-Graduation - Five Yr Post-Graduation (% Change in Salary)
Diesel Mechanics Technology	2014-2015	31		314.58%	378.84%
Diesel Mechanics Technology	2015-2016	26		189.56%	253.20%
Diesel Mechanics Technology	2016-2017	22		408.52%	546.11%
Diesel Mechanics Technology	2017-2018	21		276.09%	394.23%



- Trends/demographic enrollment compared to Northeast aggregate, and 20-county service area show that most program students are between 18 and 24 years old and begin the program as freshmen (see graph on next page).



Observations:

1. The job market is consistently strong for our graduates.
2. Over 87.5% of graduates are currently employed in Nebraska.
3. There is a steady wage increase for our graduates every year.

VI. Student Outcomes and Success

Provide an analysis of data from the following sources, and address the increase/decrease, including contributing factors, along with the existing strategy for improvement:

- Certification / Licensure Rates (include industry credentials)
 - 609-98%
 - 608-50%
 - 609 mobile ac systems. All students need this to be able to work on cars trucks tractors. 608 certification only required to work on transport refrigeration.
- Average time to program completion.
 - The average time to program completion for all majors at Northeast is currently 1.85 years. Diesel Technology is currently averaging 1.84 years to completion (see chart below).

	Degrees Awarded		Associate of Applied Science		Total	
	Academic Year Graduation	Avg Years to Graduation	Degrees Awarded	Avg Years to Graduation	Degrees Awarded	Degrees Awarded
2016-2017		1.83	22	1.83	22	22
Fall 2016		2.33	1	2.33	1	1
Spring 2017		1.81	21	1.81	21	21
2017-2018		1.79	21	1.79	21	21
Fall 2017		2.31	1	2.31	1	1
Spring 2018		1.76	20	1.76	20	20
2018-2019		2.10	19	2.10	19	19
Fall 2018		3.82	2	3.82	2	2
Spring 2019		1.90	16	1.90	16	16
Summer 2019		1.95	1	1.95	1	1
2019-2020		1.86	24	1.86	24	24
Fall 2019		2.31	2	2.31	2	2
Spring 2020		1.82	22	1.82	22	22
2020-2021		1.88	28	1.88	28	28
Fall 2020		2.27	1	2.27	1	1
Spring 2021		1.87	26	1.87	26	26
Summer 2021		1.99	1	1.99	1	1
2021-2022		1.72	23	1.72	23	23
Fall 2021		1.66	3	1.66	3	3
Total		1.84	163	1.84	163	163

***This table examines the average length in calendar years to graduation. For example, if a student completes an Associates degree in two academic years, that equates to approximately 1.75 calendar years. In addition, the underlying logic for this dataset includes transfer students and students who changed their major. Thus, the average length to degree completion may be shorter than expected.

VII. Final Analysis

Provide a final analysis of the program, revealing the strengths and challenges, in addition to external factors that may be opportunities or threats to the program viability. This is a good place to include need for new equipment/facilities.

Strengths:

- Job placement of students
- Qualified graduates
- All our graduates have completed a cooperative internship with local employers.
- Continued strong relationship and communication with our industry partners.

Challenges:

Adequate lab space

- Adequate lab space which relates directly to the safety of our students within the shop. Ex. Basic electrical and A/C students often work in the alley way so movement throughout the shop with equipment is difficult. Quick evacuation of shop in case of emergency would also be difficult. Students working on A/C or electrical are limited on the projects they can bring in due to space which limits them on learning how different manufacturing systems operate. Because of the limited space, students often have to stop working on projects and move the materials for the forklift or other equipment or parts to move from one side of the building to the other.
- The size of the facility is a challenge in terms of student safety. Students often work inches apart creating trip hazards. Even with the lower number of students in the program this year, the Ag and electrical students still must work in the alley way.
- The facility shows wear and tear taking away from the visual image of the college upon entering the doors, but also detracts from the core mission of promoting student success and student access. The roof leaks in certain spots of the building causing water damage to projects/parts.
- Mechanics who specialize in diesel repairs must adapt to new technology, more

complex systems, more electronic components, and retrofits to meet changing regulatory requirements. This is coupled with having a sound understanding of older equipment that still spans the region. Each of these pose a significant problem in terms of equipment for the student and for the program. The program relies on students to supply projects and utilizes program owned equipment when projects are not available. As the number of students in the program increases, the ability to provide enough quality school-owned projects decreases. One of the top complaints by the students is the lack of equipment and lab space, both within verbal communications and end of course evaluations. The program needs both newer trucks and tractors to ensure students have access to the rapidly changing technologies.

Cost of equipment

- New technologies pose additional concerns. To purchase the equipment used in the two electronic classes alone comes with an estimated cost of over one million dollars. The cost to purchase the equipment directly is unrealistic given college-wide budgetary constraints, so instructors have and will continue to partner with local dealers to supply new or late model equipment for those classes. The diesel instructors have successfully built relationships for which some dealers will truck the equipment in from over one hundred miles at no cost to the college, as they have seen a return on investment through the quality of students they have hired. Through donations and the College's capital equipment funds, the program has replaced worn and outdated equipment. This includes a new drill press, transmission jack, alignment machine, dynamometer, tooling, tire balancer, R134 refrigerant recovery machine, and safety equipment, new storage.

Inexperienced students

- Students coming into the program often have little or no basic mechanical knowledge such as how to tighten or loosen a bolt or understanding the difference between metric and standard.

Opportunities:

- Continue offering noncredit classes to industry technicians.
- Possible partnership with dealers on continued training and possible new equipment.
- Analyze space solutions.

External threats/ factors:

- Industry hiring students right out of high school and/or hiring students before program completion.
- All major dealers having own training programs for students.

IV. Dean Recommendation

The Dean recommends the continuation of the Diesel Technology program. This program has been and continues to be well respected within the region and state. The program exceeds graduation and credit hours requirements in addition to boasting a 66 percent success rate. Industry continues to strongly support the diesel technology program by hiring our students as a 5-year average of 98.4 percent of graduates are employed within a related field.

V. Appendix

Guidelines for Review of Existing Instructional Programs
Commission Rule 4 (281 NAC 4: 00)

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

Information Required from the Institution (see attached form):

Evidence of:

- An established program review process that evaluates the program,
- the need for the program in the state of Nebraska and at the institution,
- the demand for the program by students,
- efficiency of the program, and
- justification if the program is below CCPE minimum performance standards.

The Commission welcomes any additional documentation an institution wishes to provide, including data for number of completers if not measured by the number of awards given. Information may be provided on the Commission's form, in any review format used by the institution, or a combination of the two. (If using an institutional form, please clearly mark the relevant sections.)

Review Process:

- Upon receipt of the program review form, the Commission staff will evaluate the program to ascertain centrality to the role and mission of the institution and regarding the appearance of duplication.
- In some instances, staff may contact the institution for additional information regarding role and mission, need and demand, productivity, or unnecessary duplication.
- Upon review of the information submitted about the program:
 - The executive director will approve continuation of the program if all Commission performance standards have been met or if sufficient justification has been provided, OR
 - The Commission will determine if the program should be continued, if an interim report should be provided, or if an in-depth review should be conducted by the institution.

Review Schedule:

The Commission will continue to publish a schedule for review of existing programs on a seven-year cycle. Institutions may follow this schedule or propose an alternative schedule for Commission acceptance. If an alternative schedule is submitted, such as one that conforms to internal institutional review or accreditation reviews, the proposed exception to the schedule should be submitted to the Commission prior to the June 30 due date for reviews. Programs on alternative schedules must still be reviewed at least once every seven years.

CCPE Minimum Performance Standards:

Number of Degrees/Awards in this Program (the mean of the prior 5 years)		Student Credit Hour Production by Department Per Full-Time Equivalent Faculty (the mean of the prior 5 years)
Less Than Two Years and Associate	10	All credit hours produced at the baccalaureate levels and all credit hours the associate level or below except those described below. 300
Baccalaureate and First Professional	7	
Masters Degree	5	All credit hours produced at the associate level and below in programs which utilize contact hours that are converted to credit hours for purposes of determining full-time equivalency pursuant to Section 79-2637 (R.R.S.) 275
Specialist	4	
Doctoral Degree	3	

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Northeast Community College **Program:** Diesel TRK (47.0613) Diesel AG (47.0605) CIP

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

		18-19	19-20	20-21	21-22	22-23	5 yr avg
Student Credit Hours (SCH)		1,993	2,258	1,974	2,013	2,139.50	2,075.50
Faculty Full-time Equivalency (FTE)		5.21	5.86	7.16	5.13	5.08	5.69
SCH/Faculty FTE		382.83	385.13	275.70	392.17	421.49	364.92*
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	Certificates						
	Diplomas						
	Associates	19	24	28	23	26	24*
	Total	19	24	28	23	26	24*

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

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

* Both measures are above CCPE thresholds. Justification not needed.

For CCPE use: reviewer/date

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

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

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

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

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

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

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



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

Other (detailed explanation).

DIESEL TECHNOLOGY

Tony Milenkovich, Travis Kaup, Jon Lance, & Jesse Slosser

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1

ENROLLMENT TRENDS

Percent of Students by Student Population per Academic Period



● Continuing ● Freshman ● Returning ● Transfer

Academic Period	Continuing	Freshman	Returning	Transfer
201710 - Fall 2016	50.00%			47.00%
201810 - Fall 2017	50.79%			44.44%
201910 - Fall 2018	43.53%			53.23%
202010 - Fall 2019	44.87%			50.00%
202110 - Fall 2020	54.55%			37.80%
202210 - Fall 2021	40.63%			56.25%
202310 - Fall 2022	45.71%			50.00%

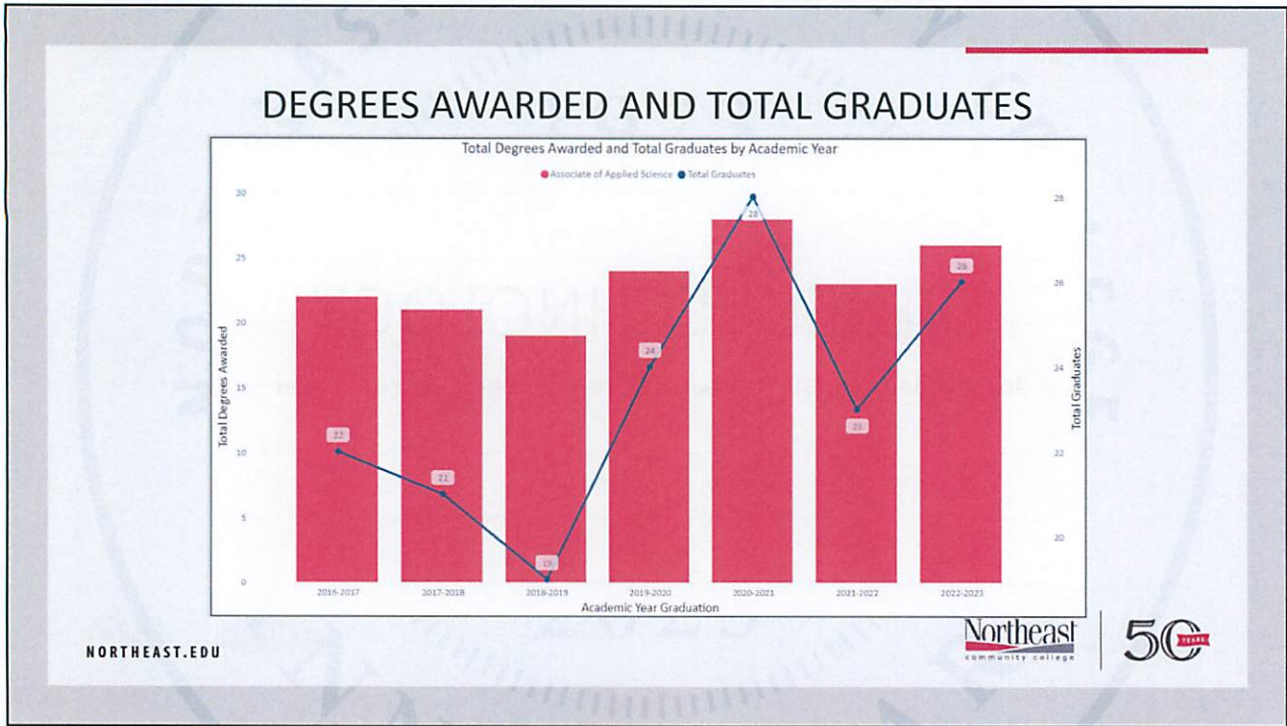
Enrollment per Academic Year

Academic Year	Enrollment
2016-2017	68
2017-2018	63
2018-2019	62
2019-2020	78
2020-2021	66
2021-2022	64
2022-2023	70

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2



3

SUMMARY OF DATA

- **Enrollment trends:**
 - The diesel technology has an average enrollment of 67 students per year over the last 7 years.
- **Retention and completion stats:**
 - The last four academic years are over the seven-year average of the 23 and has maintained a 63 percent success rate.
- **Information with take-a-ways and next steps:**
 - Consistently have maintained full classes. Program growth would require additional space, equipment, and faculty.

NORTHEAST.EDU Northeast community college | 50 YEARS

4

MAJOR PROJECTS

- **Based on**

- Decreased the overall program credit hours from 80.5 credit hours to 72.5 credit hours and 74.5 credit hours.
- Restructured classes to include a Truck Hydraulics class, adding Hydraulic Brakes, ending Truck Electronics classes, and moving the electronics curriculum into each of the existing classes.
- Adopted new textbooks from CDX Learning Systems
- Hosting the Transportation Career Fair with Automotive Technology, Auto Body, Truck Driving, & Welding Programs.

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5

QUALITY IMPROVEMENT OPPORTUNITIES

- **Facility improvement**
 - Lab space to small creates unsafe work environment
- **ASE Accreditation**
 - Added and switched arrangement of material covered
- **Potential partnership with CLAAS**
- **Preparations have been made to become a CNH Top Tech school**
- **Revision of Electrical Systems and Air Conditioning courses with hopes of increasing success and retention for students that fail 1st time around.**

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6

MISSION MOMENTS

- SkillsUSA State champion Diesel competition
 - 2016, 2017, 2019, 2022
- Super Tech State champion
 - 2015, 2016, 2017, 2018
- Knowing 98.4 percent of graduates are gainfully employed in the industry.
- Recent purchase of 2018 CASE IH MAGNUM 180 CVT Tractor, dyno, alignment machine, wheel balancer, tire mounting machine.

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7

THANK YOU

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8

**NORTHEAST COMMUNITY COLLEGE AREA
RESOLUTION
House #120031 Middle North**

WHEREAS, students in the building trade programs at Northeast Community College Area of Norfolk, Nebraska, have constructed a dwelling on the campus described as follows:

Foundation, 30 feet by 52 feet, overall house dimension, 32 feet x 76 feet, with an attached two-car garage, and horizontal siding. House includes laundry hook ups, wiring complete and connected to a 200-amp breaker panel, waste and supply lines stubbed below floor level for ease of hook-up, and bath and utility areas have underlayment for flooring to be provided by the owner. The house meets or exceeds local and state building codes.

WHEREAS, said construction was the result of the building trades classes taught at Northeast Community College Area, and,

WHEREAS, existing state statutes permit the sale of College property under the provisions of 85-1511, paragraph 14.

BE IT THEREFORE RESOLVED that the above-named dwelling be sold to the highest bidder via public auction at 10:00 a.m. on June 1, 2024, at the building site on the Northeast Community College campus, 801 East Benjamin Avenue, Norfolk, Nebraska, with the following provisions:

1. The Seller will sell and the Buyer will buy the dwelling as described above as a result of the public auction on June 1, 2024, at the selling price as determined at the public auction.
2. The sale will adhere to all provisions of the Purchase Agreement.
3. It is distinctly agreed between the Buyer and the Seller that the Buyer will save the Seller from and hold it harmless against all suits or claims based upon any alleged injury to person or property which may occur or which may be alleged to have occurred as a result of the Contract of Sale.

Dated this _____ day of _____, 2024.

NORTHEAST COMMUNITY COLLEGE AREA
IN THE COUNTY OF MADISON, IN THE
STATE OF NEBRASKA

BY _____
Chairperson, Board of Governors
NORTHEAST COMMUNITY COLLEGE AREA

BY _____
President

I hereby certify that the foregoing Resolution was adopted by the Northeast Community College Area Board of Governors on this _____ day of _____, 2024.

BY _____

THIS HOME AT AUCTION

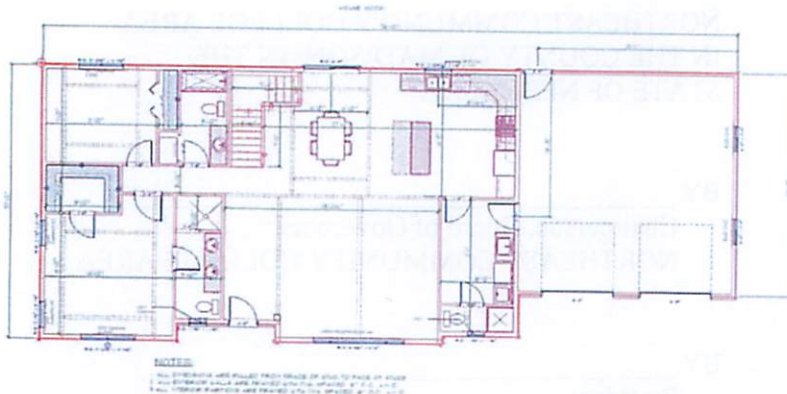
SATURDAY, JUNE 1 AT 10:00 AM

HOUSE #120031 | 1634 SQ FT



SEE FOR YOURSELF AT AN OPEN HOUSE

Two public open houses will be held from 7:00 - 9:00 pm
Tuesday, May 21 and Thursday, May 23



DESIGNED AND BUILT BY NORTHEAST STUDENTS

SPECIAL FEATURES IN THIS OPEN FLOOR PLAN INCLUDE:

- Pre-painted LP smart siding
- Asphalt shingles
- R-21 sidewalls and R-49 attic cellulose insulation
- Coffered and vaulted ceilings
- Granite kitchen countertops
- Ferche' oak millwork stained to match the built-in custom cabinetry
- Pella casement windows
- 2 bedroom, 2 full bath, 1 3/4 bath

Floor coverings are the responsibility of the homeowner. Home is designed to be moved at buyer's expense to own lot. House includes all water, vent and waste lines extended to floor joist level for ease of hook-up. 2x6 exterior stud walls with cellulose insulation throughout. House meets or exceeds local and state building codes. All electrical conveniences installed in accordance with national electric and FHA code; circuits tested and connected to a 200 amp breaker panel. Northeast does not discriminate based upon any status protected by law or college policy. Please go to northeast.edu/ nondiscrimination for details.

Northeast
community college

For more information or to schedule a tour, call
402-844-7215 or 800-348-9033 ext. 7215.

VISIT NORTHEAST.EDU

**NORTHEAST COMMUNITY COLLEGE AREA
RESOLUTION
House #120032 North**

WHEREAS, students in the building trade programs at Northeast Community College Area of Norfolk, Nebraska, have constructed a dwelling on the campus described as follows:

Foundation, 30 feet by 52 feet, overall house dimension, 32 feet x 76 feet, with an attached two-car garage, and horizontal siding. House includes laundry hook ups, wiring complete and connected to a 200-amp breaker panel, waste and supply lines stubbed below floor level for ease of hook-up, and bath and utility areas have underlayment for flooring to be provided by the owner. The house meets or exceeds local and state building codes.

WHEREAS, said construction was the result of the building trades classes taught at Northeast Community College Area, and,

WHEREAS, existing state statutes permit the sale of College property under the provisions of 85-1511, paragraph 14.

BE IT THEREFORE RESOLVED that the above-named dwelling be sold to the highest bidder via public auction at 10:00 a.m. on June 1, 2024, at the building site on the Northeast Community College campus, 801 East Benjamin Avenue, Norfolk, Nebraska, with the following provisions:

1. The Seller will sell and the Buyer will buy the dwelling as described above as a result of the public auction on June 1, 2024, at the selling price as determined at the public auction.
2. The sale will adhere to all provisions of the Purchase Agreement.
3. It is distinctly agreed between the Buyer and the Seller that the Buyer will save the Seller from and hold it harmless against all suits or claims based upon any alleged injury to person or property which may occur or which may be alleged to have occurred as a result of the Contract of Sale.

Dated this _____ day of _____, 2024.

NORTHEAST COMMUNITY COLLEGE AREA
IN THE COUNTY OF MADISON, IN THE
STATE OF NEBRASKA

BY _____
Chairman, Board of Governors
NORTHEAST COMMUNITY COLLEGE AREA

BY _____
President
NORTHEAST COMMUNITY COLLEGE AREA

I hereby certify that the foregoing Resolution was adopted by the Northeast Community College Area Board of Governors on this _____ day of _____, 2024.

BY _____

THIS HOME AT AUCTION

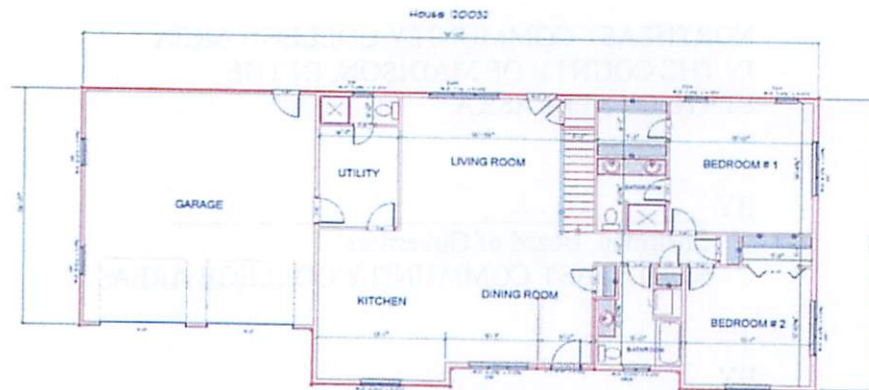
SATURDAY, JUNE 1 AT 10:00 AM

HOUSE #120032 | 1616 SQ FT



SEE FOR YOURSELF AT AN OPEN HOUSE

Two public open houses will be held from 7:00 - 9:00 pm
Tuesday, May 21 and Thursday, May 23



DESIGNED AND BUILT BY NORTHEAST STUDENTS

Northeast
community college

For more information or to schedule a tour, call
402-844-7215 or 800-348-9033 ext. 7215.

VISIT NORTHEAST.EDU

SPECIAL FEATURES IN THIS OPEN FLOOR PLAN INCLUDE:

- Pre-painted LP smart siding
- Asphalt shingles
- R-21 sidewalls and R-49 attic cellulose insulation
- Coffered and vaulted ceilings
- Granite kitchen countertops
- Ferche' oak millwork stained to match the built-in custom cabinetry
- Andersen 400 series casement windows
- 2 bedroom, 2 full bath and 1 3/4 bath

Floor coverings are the responsibility of the homeowner. Home is designed to be moved at buyer's expense to own lot. House includes all water, vent and waste lines extended to floor joist level for ease of hook-up. 2x6 exterior stud walls with cellulose insulation throughout. House meets or exceeds local and state building codes. All electrical conveniences installed in accordance with national electric and FHA code; circuits tested and connected to a 200 amp breaker panel. Northeast does not discriminate based upon any status protected by law or college policy. Please go to northeast.edu/nondiscrimination for details.



Monthly Financial Report
February 29, 2024

Administrative Services



**NORTHEAST COMMUNITY COLLEGE
MONTHLY FINANCIAL REPORT
TABLE OF CONTENTS**

Balance Sheet

Statement of Changes in Fund Balance-Summary

Board of Governors Account Statement

Paid Bills Report

Disclaimer:

The following consolidated statements of financial condition and operations are unaudited and no auditor has opined that these unaudited financial statements present fairly, in all material aspects, the financial position and the results of the operations of the College for the periods reported in accordance with the generally accepted accounting principles.

Definitions:

These are meant to define the uses of the various fund types within this report.

General – Funds available for general operating purposes expendable in the short term for the primary mission of the institution. Uses include personnel, operating expenses, supplies, travel and equipment.

Auxiliary – Provide a service to students, faculty, or staff and charge a fee directly related to the cost of the services; managed as essentially self-supporting, e.g. Residence Halls, Food Service, Bookstore, etc.

Restricted – Resources which have externally imposed limitations, e.g. grants and scholarships.

Plant – Resources available to acquire, replace or renew long-lived capital assets such as land, buildings, or retirement of debt.

Agency – Funds held in custody for others, e.g. student clubs and organizations.

These are meant to define the uses of the various program types within this report.


Instruction - Includes all activities that are part of an institution's instructional program.

Academic Support - Includes support services for the institution's primary missions: instruction, research, and public service. (ex. Libraries, Academic Administration, Center for Enterprise)

Student Services - Includes those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instructional program. (ex. Athletics, Financial Aid, Counseling, Disability Services)

Institutional Support - Includes 1) central executive-level activities concerned with management and long-range planning of the entire institution. (ex. Executive Management, Fiscal Operations, General Administrative and Logistical Services, Administrative Computing Services, Public Relations/Development, Registrar)

Operation and Maintenance of Plant - Includes the operation and maintenance of physical plants for all institutional activities. (ex. Physical Plant Administration, Building Maintenance, Custodial Services, Safety, Security, Utilities, Landscape and Grounds, Major Repairs and Renovation)



Northeast Community College
Balance Sheet
February 29, 2024

Assets	February 2024	February 2023	Annual Change	Increase (Decrease) from Prior Month
Unrestricted Cash	\$ 10,146,472.34	\$ 7,260,205.85	39.8%	\$ (1,587,526.16)
Restricted Cash	-	6,149.37	-100.0%	-
Money Market Accounts	20,556,249.05	13,632,635.82	50.8%	86,693.09
Petty Cash and Change Funds	9,700.00	9,800.00	-1.0%	-
Cash on Deposit County Treasurer	323,660.65	237,110.75	36.5%	-
Certificates of Deposit	12,750,000.00	17,700,000.00	-28.0%	-
Short Term Investments Other	8,565,629.22	11,001,768.76	-22.1%	36,587.19
Receivables	1,338,291.40	1,163,862.65	15.0%	(238,532.47)
Uncollected Taxes	9,319,762.32	9,427,437.63	-1.1%	-
Loans	-	5,895.00	-100.0%	-
Inventories	1,273,002.06	1,262,496.59	0.8%	-
Prepaid and Clearing	672,665.45	670,547.26	0.3%	115,781.03
Due From Fund	39,650.61	-	N/A	(336,849.72)
Total Assets	\$ 64,995,083.10	\$ 62,377,909.68	4.2%	\$ (1,923,847.04)
Liabilities				
Accounts Payable	\$ 1,289,617.18	\$ 53,080.19	2329.6%	\$ 1,069,528.10
Unapplied Payments	10,969.36	40,650.99	-73.0%	(99,938.37)
Payroll Withholding	218,053.79	320,962.61	-32.1%	13,955.82
Payroll Taxes Payable Employer	392,674.59	263,034.26	49.3%	(20,025.41)
Accruals	3,720,108.97	3,431,696.05	8.4%	224,027.80
Referrals and Deposits	50.00	-	N/A	-
Other Liabilities	7,312.69	1,168.45	525.8%	(289,700.14)
Due From Fund	-	-	N/A	-
Total Liabilities	\$ 5,638,786.58	\$ 4,110,592.55	37.2%	\$ 897,847.80
Fund Balances				
General Funds	\$ 21,036,505.94	\$ 26,377,723.10	-20.2%	\$ (1,137,479.21)
Auxiliary Funds	22,569,949.87	21,042,285.09	7.3%	(718,660.11)
Grants and Contracts	7,833,281.81	371,304.61	2009.7%	59,581.33
Scholarships and Financial Aid	(827,069.75)	(708,314.27)	16.8%	142,327.30
Student Loans	7,260.00	7,260.00	0.0%	-
Student Clubs	145,951.93	154,792.92	-5.7%	(3,854.09)
Other Agencies	129,570.27	146,524.57	-11.6%	(3,529.46)
Capital Improvement	10,020,102.22	13,152,037.81	-23.8%	(706,340.41)
ADA Hazard	-	4.39	-100.0%	-
Restricted Plant	(1,755,667.70)	(729,850.61)	140.6%	(453,740.19)
Debt Retirement	196,411.93	(1,546,450.48)	-112.7%	-
Total Fund Balance	\$ 59,356,296.52	\$ 58,267,317.13	1.9%	\$ (2,821,694.84)
Total Liabilities and Fund Balance	\$ 64,995,083.10	\$ 62,377,909.68		\$ (1,923,847.04)

NORTHEAST COMMUNITY COLLEGE
Statement of Changes in Fund Balances-Summary
July 01, 2023 to February 29, 2024

		<u>Current Unrestricted</u>		<u>Current Restricted</u>		<u>Agency</u>	
		<u>General Funds</u>	<u>Auxiliary Funds</u>	<u>Grants and Contracts</u>	<u>Scholarships and Financial Aid</u>	<u>Student Clubs</u>	<u>Other Agency</u>
Revenues	Tuition	6,771,368.69	83,524.50				
	Fees	393,582.24	545,407.69				
	Government Appropriations	23,957,024.91					
	Grants Contracts and Gifts	81,566.94	34,587.77	12,554,260.68	10,949,141.59	7,742.78	56,947
	Other Income	536,473.69	8,165,947.13	50,358.28		30,297.68	1,928
	Total Revenues	31,740,016.47	8,829,467.09	12,604,618.96	10,949,141.59	38,040.46	58,875
Personnel Expense	Salaries and Wages	26,720,928.49	1,174,878.70	1,151,278.99	32,426.29		(139)
	Total Personnel Expense	26,720,928.49	1,174,878.70	1,151,278.99	32,426.29	-	(139)
Expense	Operating Expense	8,386,593.52	872,082.06	617,128.18	200.00	23,336.77	41,563
	Supplies and Materials Expense	1,516,947.42	1,510,396.53	92,617.90		19,130.29	11,582
	Travel Expense	314,403.77	3,364.63	40,195.12		1,343.59	1,627
	Capital Outlay Expense	788,223.28	147,285.76	222,970.75			5,776
	Plant Related Costs		697,959.79				
	Student Aid Expense	56,913.00			11,765,891.29	(1,000.00)	
	Other Expense						
	Auxiliary Cost of Sales and Service		1,527,412.05			2,177.50	
	Total Expense	11,063,080.99	4,758,500.82	972,911.95	11,766,091.29	44,988.15	60,549
Transfers	Mandatory Transfers In				16,238.50		
	Non-mandatory Transfers In	107,566.49	11,856.54			7,445.25	
	Mandatory Transfers Out	(16,238.50)	(1,116,811.76)				
	Non-mandatory Transfers Out	(75,104.41)	(51,343.87)	(2,647,146.21)			(420)
	Total Transfers	16,223.58	(1,156,299.09)	(2,647,146.21)	16,238.50	7,445.25	(420)
	Net Increase (Decrease) in Fund Balance	(6,027,769.43)	1,739,788.48	7,833,281.81	(833,137.49)	497.56	(1,954)
	Beginning Fund Balance	27,064,275.37	20,830,161.39	-	6,067.74	145,454.37	131,524
	Ending Fund Balance	21,036,505.94	22,569,949.87	7,833,281.81	(827,069.75)	145,951.93	129,570

Northeast Community College
Monthly Budget Status Report - Expenses
As of February 29, 2024

Board of Governors - Expenses:
General Norfolk - Expenses:

Account		Budgeted Amount	Current Month Actual	Fiscal Year Actual	Encumbrances	Budget Balance	Percent Available
Operating Expenses	Advertising	\$500.00	\$18.86	\$678.85	\$328.99	(\$507.84)	(101.57%)
	Memberships and Dues	75,844.00	0.00	74,865.03	0.00	978.97	1.29%
	Printing Costs	500.00	0.00	49.51	0.00	450.49	90.10%
	Postage Expense	25.00	0.00	29,123.35	0.00	(29,098.35)	(116,393.40%)
	Prizes, Awards and Promotional Exp	250.00	0.00	120.00	0.00	130.00	52.00%
	Prof Development and Training	3,000.00	0.00	2,715.00	0.00	285.00	9.50%
	Contractual Services	30,000.00	0.00	33,750.00	0.00	(3,750.00)	(12.50%)
	Rent Expense	250.00	0.00	0.00	0.00	250.00	100.00%
Supplies Expense	Food Expense	\$7,000.00	\$953.48	\$5,632.30	\$2,367.70	(\$1,000.00)	(14.29%)
	Supplies	0.00	9.89	19.78	0.00	(19.78)	0.00%
	Minor Equipment	0.00	1,410.24	1,410.24	0.04	(1,410.28)	0.00%
	College Store Charges	100.00	0.00	49.15	0.00	50.85	50.85%
Travel Expense	Employee Travel Expense	\$18,000.00	\$2,385.78	\$15,471.88	\$0.00	\$2,528.12	14.05%
	Personal Vehicle Mileage	0.00	0.00	(56.00)	0.00	56.00	0.00%
Total Expenditures		\$135,469.00	\$4,778.25	\$163,829.09	\$2,696.73	(\$31,056.82)	(22.93%)

NORTHEAST COMMUNITY COLLEGE
SUMMARY OF PAID BILLS REPORT FOR THE MONTH OF FEBRUARY 2024

	<u>Amount</u>
General Funds	\$1,273,243.99
Auxiliary Funds	329,726.85
Grants and Contracts	163,556.75
Scholarships and Financial Aid	3,989.00
Student Clubs	733.36
Other Agencies	13,561.91
Capital Improvement	1,268,227.80
Restricted Plant	413,263.85
Payroll Fund	3,758,492.85
Total:	<u><u>\$7,224,796.36</u></u>

NORTHEAST COMMUNITY COLLEGE
PAID BILLS REPORT FOR THE MONTH OF FEBRUARY 2024

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amou</u>	
1st Course Inc	00507241	I0233811	Concessions	Concessions		
		I0233812	Concessions	Concessions		
		I0233813	Concessions	Concessions		
		I0233814	Concessions	Concessions		
		I0233815	Concessions	Concessions		
		I0233816	Concessions	Concessions		
		I0233817	Concessions	Concessions		
2i Nova Inc.	00507242	I0233819	General Norfolk	Veterinary Technician	1	
A.M. Leonard	00507360	I0233863	General Norfolk	Grounds		
AKRS Equipment Solutions Inc	00507151	I0233535	General Norfolk	Grounds		
		I0233536	Agriculture Production	Agriculture		
		I0233650	General Norfolk	Grounds	46	
		00507243	I0233919	Agriculture Production	Agriculture	
		I0234010	General Norfolk	Agriculture		
APH Stores Inc	00507063	I0233310	General Norfolk	Automotive Body		
		I0233311	General Norfolk	Automotive Body		
		I0233312	General Norfolk	Automotive Body		
	00507244	I0233735	General Norfolk	Automotive Body		
		I0233736	General Norfolk	Automotive Body		
		I0233737	Auto Body Repair Parts	Automotive Body		
		00507364	I0234130	Auto Body Repair Parts	Automotive Body	
			I0234132	General Norfolk	Automotive Body	
			I0234133	General Norfolk	Building Construction	
			I0233983	General Norfolk	Theater	
Adam G Peterson		I0064679	I0233983	General Norfolk	Theater	
Advance Stores Company Inc		00507060	I0233498	General Norfolk	Automotive Technology	
Airgas Safety Inc		I0064438	I0233545	General Norfolk	Automotive Body	
Alexa Rose Simons	I0064686	I0233990	General Norfolk	Recruiting		
		I0064736	I0234078	General Norfolk	Recruiting	
Allo Communications LLC	00507061	I0233386	College Center Operations	College Center Operations		
		I0233386	General Norfolk	Network and Infrastructure		
		I0233386	General Norfolk	Network and Infrastructure Acad		
Amanda Ellen Vogeler	I0064741	I0234127	BHECN PLADC Student Support 362	Behavioral Sciences Vocational		
Amazon.com LLC	I0064373	I0233314	General Norfolk	Library Services		
		I0233315	Student Services	Student Services Student Activity		
		I0233318	General Norfolk	Biology and Science		
		I0233319	General Norfolk	Automotive Body		
		I0233320	General Norfolk	Biology and Science		

07.2.1-12.2

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amou</u>
		10233322	General Norfolk	Union 73	
		10233323	General Norfolk	Safety and Security Services	
		10233324	General Norfolk	Safety and Security Services	
		10233325	Residence Life	Residence Life	
		10233326	DOL Apprenticeship Building America	Workforce Development Admin	
		10233328	General Norfolk	Agriculture	
		10233330	General Norfolk	Media Arts	
		10233331	General Norfolk	Library Services	
		10233336	General Norfolk	Automotive Technology	
	10064439	10233313	General Norfolk	Library Services	
	10064690	10233739	Student Services	Student Services Student Activity	
		10233740	General Norfolk	Theater	
		10233741	CHS Precision Ag	Agriculture	
		10233742	General Norfolk	Disability Services	
		10233743	CHS Precision Ag	Agriculture	
		10233744	General Norfolk	Electromechanical	
		10233745	General Norfolk	Health Information Mgmt Systems	
		10233768	General Norfolk	Library Services	
		10233769	General Norfolk	Dean of Health & Public Services	
		10233770	General Norfolk	Electromechanical	
		10233771	DOL Apprenticeship Building America	Workforce Development Admin	
		10233772	General Norfolk	Library Services	
		10233865	General Norfolk	Veterinary Technician	
		10233867	General Norfolk	Student Accounts and Cashiering	
		10233869	General Norfolk	Baseball	
		10233870	General Norfolk	Automotive Body	
		10233920	General Norfolk	Math General Academic	
		10234011	General Norfolk	Electromechanical	
		10234012	Job Fair	Career Services	
	10064745	10233864	General Norfolk	Library Services	
		10233868	General Norfolk	Applied Eng Training Noncredit	1
		10233921	TRIO SSS	Student Success and Retention	
		10234159	General Norfolk	Library Services	
		10234160	General Norfolk	Library Services	
		10234163	General Norfolk	Library Services	
		10234165	General Norfolk	Purchasing	
		10234167	General Norfolk	Electrical Construction and Control	
		10234168	General Norfolk	Library Services	
		10234171	Baseball	Baseball	
		10234175	Student Services	Student Services Student Activity	
		10234177	General Norfolk	Heating Ventilation and Air Cond	

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		10234238	Retail Services	Retail Services	3
		10234239	Retail Services	Retail Services	
		10234240	Retail Services	Retail Services	
		10234242	Retail Services	Retail Services	
		10234243	Retail Services	Retail Services	
		10234244	Retail Services	Retail Services	
		10234245	Retail Services	Retail Services	
		10234246	Retail Services	Retail Services	
		10234247	Retail Services	Retail Services	
		10234248	Retail Services	Retail Services	
		10234249	Retail Services	Retail Services	
		10234250	Retail Services	Retail Services	
Amber Lynn Marcellus	10064429	10233588	General Norfolk	Math Readiness Match	
American College of Veterinary Emergency and Critical Care	00507062	10233474	Science Tech Ag and Math Aux	Dean of Science Tech Ag and Math	1
American Heart Association Inc	10064746	10233546	Retail Services	Retail Services	
		10234241	Retail Services	Retail Services	(
Angela Deanne Thomas	00507437	10234126	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Angela L Shaffer	10064685	10233989	General Norfolk	Business Admin Mrktng Mngmt	
Animal Shelter of Northeast Nebraska	00507447	10234354	Health Information Management Club	Student Clubs and Organizations	
Anthony Ernest Faust	10064359	10233434	General Norfolk	Recruiting	
Apogee Telecom Inc.	00507064	10233338	Residence Life	Residence Life	3
Ariel Marie Widhalm	10064742	10234128	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Arkfeld Lock & Security	00507245	10233773	General Norfolk	Operations	
Athena Parent Inc.	00507365	10234179	General Norfolk	Facility Reservation and Events	2
Automationdirect.Com Inc	00507065	10233340	General Norfolk	Electromechanical	
Bailey Nicole Lemburg	10064427	10233564	NE DHHS School Nurse Scholars	Nursing	2
Battle Creek Farmers Cooperative N/S	00507247	10233746	General Norfolk	Grounds	4
Bauer Built Inc	00507366	10234180	Agriculture Production	Agriculture	
Bentson Termite & Pest Control Inc	00507152	10233651	College Center Operations	College Center Operations	
Bernard J Thyen	10064436	10233595	Ag Education Complex Concessions	Agriculture Complex Concessions	1
Big Red Printing Inc	00507066	10233341	General Norfolk	Board of Governors	
		10233342	General Norfolk	Development Office	
Black Hills Energy	00507067	10233500	General West Point	Utilities	
	00507367	10234225	General O'Neill	Utilities	
Blue Cross & Blue Shield of Nebraska	00507068	10233408	General Norfolk		
Blue Icon Advisors LLC	00507368	10234183	General Norfolk	Financial Aid	1
Board of Junior College Dist 514	00507369	10234050	USDA NRCS Cooperative Ag Agreement	Agriculture	5
Board of Regents of University of Nebraska	00507154	10233734	Retail Services	Retail Services	
Bomgaars Supply Inc	00507069	10233343	General Norfolk	Utility Line On Campus	
		10233344	General Norfolk	Electromechanical	
		10233345	General Norfolk	Grounds	

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	00507248	10233780	Agriculture Production	Agriculture	
		10233781	Agriculture Production	Agriculture	
		10233782	General Norfolk	Maintenance	
		10233783	General Norfolk	Maintenance	
		10233786	General Norfolk	Maintenance	
		10233787	General Norfolk	Baseball	
		10233822	Diesel Repair Parts	Diesel Technology	
		10233823	General Norfolk	Electromechanical	
		10233824	General Norfolk	Electromechanical	
		10233825	General Norfolk	Grounds	
		10233871	General Norfolk	Utility Line On Campus	
		10234013	General Norfolk	Agriculture	
		10234014	General Norfolk	Agriculture	
	00507370	10234129	Agriculture Production	Agriculture	
		10234131	Agriculture Production	Agriculture	
		10234184	General Norfolk	Utility Line On Campus	
		10234186	General Norfolk	Utility Line On Campus	
Border States Industries Inc	00507249	10233747	General Norfolk	Utility Line On Campus	4
Bound Tree Medical LLC	00507250	10233872	General Norfolk	Emergency Medical Training	
Bowdie D Otte	10064368	10233446	General Norfolk	Automotive Technology	
Bradley Dean Korth	10064426	10233583	General Norfolk	EMT Paramedic Noncredit Reimb	
		10233584	General Norfolk	EMT Paramedic Noncredit Reimb	
Bradley James Ranslem	10064730	10234073	General Norfolk	Dean of Applied Technology	
Branded Custom Sportswear Inc	10064440	10229958	Retail Services	Retail Services	
		10229959	Retail Services	Retail Services	
		10231136	Retail Services	Retail Services	
		10233515	Retail Services	Retail Services	1
		10233516	Retail Services	Retail Services	1
	10064747	10234251	Retail Services	Retail Services	1
		10234252	Retail Services	Retail Services	
		10234253	Retail Services	Retail Services	
Brandon E Keller	10064721	10234067	General Norfolk	Academy for Professional Develop	1
		10234067	General Norfolk	Agriculture	2
Brittnee Jo Terrill	10064737	10234080	General Norfolk	Financial Aid	
Busco Inc	00507155	10233526	General Norfolk	Basketball Mens	4
		10233527	General Norfolk	Basketball Womens	4
		10233528	General Norfolk	Basketball Womens	(1
		10233550	General Norfolk	Athletics	2
	00507371	10234262	General Norfolk	Basketball Mens	2
		10234263	General Norfolk	Basketball Womens	2
		10234264	General Norfolk	Basketball Womens	2

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		I0234266	General Norfolk	Basketball Womens	3
Bush Cleaners	00507071	I0233348	College Center Operations	College Center Operations	
		I0233349	College Center Operations	College Center Operations	
	00507251	I0233748	College Center Operations	College Center Operations	
		I0233873	General South Sioux	Custodial Services	
		I0233874	College Center Operations	College Center Operations	
	00507372	I0234190	College Center Operations	College Center Operations	
CEC Lanes	00507375	I0234088	Student Services	Student Services Student Activity	
CI Sport	00507160	I0233517	Retail Services	Retail Services	1
	00507377	I0234254	Retail Services	Retail Services	
		I0234255	Retail Services	Retail Services	
		I0234256	Retail Services	Retail Services	
		I0234257	Retail Services	Retail Services	
		I0234258	Retail Services	Retail Services	
		I0234259	Retail Services	Retail Services	
		I0234260	Retail Services	Retail Services	
		I0234261	Retail Services	Retail Services	
		I0234267	Retail Services	Retail Services	
		I0234268	Retail Services	Retail Services	
		I0234269	Retail Services	Retail Services	
		I0234270	Retail Services	Retail Services	
		I0234271	Retail Services	Retail Services	1
CIE Norfolk GNS LLC	00507378	I0234187	Agriculture Production	Agriculture	
Capital Business Systems Inc	00507072	I0233350	Print Services	Print Services	6
	00507156	I0233642	Print Services	Print Services	
		I0233643	Print Services	Print Services	
		I0233644	Print Services	Print Services	3
Carhart Lumber Company/Carhart Kitchen & Bath	00507157	I0232736	General Norfolk	Utility Line On Campus	
	00507252	I0233922	House Construction	Building Construction	
Carnegie Darlet LLC	00507373	I0234229	General Norfolk	Marketing	3
		I0234230	General Norfolk	Marketing	
		I0234231	General Norfolk	Marketing	10
		I0234232	General Norfolk	Marketing	3
		I0234233	General Norfolk	Marketing	6
		I0234234	General Norfolk	Marketing	2
Carol Annette Sibbel	00507430	I0234077	General Norfolk	Board of Governors	
Carol Lynn Rodenberg	I0064682	I0233986	General Norfolk	EMT Paramedic Administration	
Carolina Biological Supply Company	00507073	I0233351	General Norfolk	Biology and Science	
		I0233352	General Norfolk	Biology and Science	
	00507253	I0233750	General Norfolk	Biology and Science	
		I0233875	General Norfolk	Biology and Science	

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Cellco Partnership	00507376	10234049	General Norfolk	Agriculture		
		10234049	General Norfolk	Athletics		
		10234049	General Norfolk	Maintenance		
		10234049	General Norfolk	Marketing		
		10234049	General Norfolk	Recruiting		
		10234049	Residence Life	Residence Life		
		10234049	Retail Services	Retail Services		
		10234049	General Norfolk	Shipping Receiving Property Ctrl		
		10234049	General Norfolk	Truck Driving Noncredit Reimb		
		10234049	General Norfolk	Utility Line Off Campus		
		10234049	General Norfolk	Utility Line Off Campus		
		10234049	Nebraska Rural Electric Association	Utility Line Off Campus		
		Cengage Learning	00507074	10233385	Retail Services	Retail Services
00507158	10233529			Retail Services	Retail Services	46
10233530	Retail Services			Retail Services	(46,1	
10233533	Retail Services			Retail Services	36	
Central Confinement Service LLC	00507075	10233472	LLC Capital Reserve	VP of Admin Services	39	
Central Valley Ag Cooperative	00507159	10233669	DOL Apprenticeship Building America	Workforce Development Admin	3	
Chad Barnhill	00507246	10233774	General Norfolk	Music		
Chesterman Co	00507076	10233353	Concessions	Concessions		
		00507254	10233788	Concessions	Concessions	
Cindy Lea Bowers	10064421	10233578	Residence Life	Residence Life		
City of Norfolk	10064441	10233610	General Norfolk	Utilities		
		10233611	General Norfolk	Utilities		
		10233612	General Norfolk	Utilities		
		10233613	General Norfolk	Utilities		
		10233614	Residence Life	Residence Life		
		10233615	General Norfolk	Utilities		
		10233616	General Norfolk	Utilities		
		10233617	General Norfolk	Utilities		
		10233618	General Norfolk	Utilities		
		10233619	Residence Life	Residence Life		
		10233620	General Norfolk	Utilities		
		10233621	General Norfolk	Utilities		
		10233622	General Norfolk	Utilities		
		10233623	General Norfolk	Utilities		
		10233624	Cafeteria	Cafeteria		
		10233624	Residence Life	Residence Life	1	
		10233625	General Norfolk	Utilities		
10233626	General Norfolk	Utilities				
10233627	General Norfolk	Utilities				
10233628	General Norfolk	Utilities				

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		10233630	General Norfolk	Utilities	1
		10233631	Residence Life	Residence Life	
		10233632	Residence Life	Residence Life	
		10233633	General Norfolk	Utilities	
		10233634	General Norfolk	Utilities	
		10233635	General Norfolk	Utilities	
		10233636	General Norfolk	Utilities	
		10233637	General Norfolk	Utilities	
		10233638	General Norfolk	Utilities	
		10233639	General Norfolk	Utilities	
		10233640	College of Nursing Operations	College of Nursing Operations	
		10233640	General Norfolk	Utilities	
		10233641	General Norfolk	Utilities	
	10064748	10234226	General Norfolk	Utilities	2
		10234227	General Norfolk	Utilities	10
		10234228	General Norfolk	Utilities	1
	00507161	10233551	House Construction	Building Construction	1
City of O'Neill	00507162	10233652	General O'Neill	Utilities	
City of South Sioux City	00507163	10233522	General South Sioux	Utilities	
		10233523	General South Sioux	Utilities	
	00507358	10234048	College Center Operations	College Center Operations	4
City of West Point	00507164	10233653	General West Point	Utilities	2
	00507165	10233654	General West Point	West Point Extended Campus	9
Clean Air America Inc	00507167	10233504	General Norfolk	Welding	4
Clear Channel Management Service	00507078	10233508	General Norfolk	Media Arts	2
Cole Papers Inc	00507379	10234192	General Norfolk	Custodial Services	
Colleen S Barnes	10064420	10233577	Phi Theta Kappa	Student Clubs and Organizations	
Collision Repair Equipment Inc	00507168	10233354	General Norfolk	Automotive Body	
Columbus Area Chamber of Commerce Inc	00507255	10233946	General Norfolk	Presidents Contingency	
Combined Health Agency Drive	10064374	10233410	General Norfolk		
Compass Group USA Inc	00507079	10233411	General Norfolk	Welding	
		10233412	General Norfolk	Tutor and Writers Clinic	
		10233413	Classified Staff Association	Nondepartmental	
	00507169	10233554	Residence Life	Residence Life	
		10233556	General Norfolk	Agriculture	
		10233556	General Norfolk	Recruiting	
		10233558	General Norfolk	Automotive Technology	
		10233559	General Norfolk	Electrical Construction and Control	
		10233560	Cafeteria	Cafeteria	
		10233561	General Norfolk	Student Success and Retention	
		10233561	TRIO CCC	Student Success and Retention	

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		10233562	General Norfolk	Soccer Womens	
		10233655	General Norfolk	Recruiting	
		10233656	General Norfolk	Recruiting	
		10233657	General Norfolk	Recruiting	
		10233658	General Norfolk	Recruiting	5
		10233659	General Norfolk	Recruiting	
		10233660	General Norfolk	Recruiting	
		10233661	General Norfolk	Recruiting	
		10233662	General Norfolk	Recruiting	
		10233663	General Norfolk	Recruiting	
		10233664	General Norfolk	Recruiting	
		10233665	General Norfolk	Personnel Development	
		10233666	General Norfolk	Presidents Office	
		10233667	General Norfolk	Presidents Office	(
	00507256	10233876	General Norfolk	Recruiting	
		10233947	Workforce Development Reimbursable	Workforce Development Noncredit	
		10233948	General Norfolk	Center for Global Engagment	
		10233949	General Norfolk	Wind Energy	
		10233950	General Norfolk	Social Sciences	
		10233951	ECAP-Early College Access Project	Early College	1
		10234015	General Norfolk	Presidents Office	
		10234016	General Norfolk	Presidents Office	(
		10234017	General Norfolk	Presidents Office	
		10234018	General Norfolk	Presidents Office	(
	00507380	10234089	General Norfolk	Union 73	
		10234090	General Norfolk	Heating Ventilation and Air Cond	
		10234091	General Norfolk	VP of Admin Services	
		10234092	General Norfolk	Automotive Body	
		10234093	Student Services	Healthy Hawks	
		10234094	Student Services	Healthy Hawks	
		10234095	General Norfolk	Union 73	
		10234193	General Norfolk	Board of Governors	
		10234195	General Norfolk	Recruiting	
		10234196	General Norfolk	Recruiting	
		10234197	General Norfolk	Recruiting	
		10234199	General Norfolk	Personnel Development	
Connie Ann Meyer	10064366	10233444	General Norfolk	Disability Services	
Cornerstone Bank	00507381	10234051	General Sch	Financial Aid	
Cornhusker Auto Center Inc	00507448	10232631	General Norfolk	Utility Line Off Campus	5
Cornhusker International Truck	00507257	10233789	General Norfolk	Utility Line On Campus	
Courtesy Ken Malone	10064400	10233500	General Norfolk	Personnel Development	

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	10064726	10234070	General Norfolk	Personnel Development	
Culligan Water Cond.	00507170	10233724	College Center Operations	College Center Operations	
Cuming County Economic Development	00507080	10233414	General Norfolk	Workforce Development Noncredit	
Cynthia Ann Hanson	10064673	10233975	General Norfolk	Workforce Development Admin	
D & L Equipment	00507258	10233751	College Center Operations	College Center Operations	
D & L Towing and Recovery LLC	00507259	10233877	General Norfolk	Grounds	
DHS US Citizenship and Immigration Services	00507383	10234189	CCPE Gap Assistance Admin	Workforce Development Noncredit	
Daniel Gerard Kuester	00507100	10233379	General Norfolk	Workforce Development Noncredit	
		10233380	General Norfolk	Workforce Development Noncredit	
	00507286	10233891	General Norfolk	Workforce Development Noncredit	
		10233892	General Norfolk	Workforce Development Noncredit	
Dawn Lynn Doherty	10064714	10234060	General Norfolk	Personnel Development	
Delbert J Ames	00507361	10234056	General Norfolk	Board of Governors	
Derrick Grimes	00507273	10233952	General Norfolk	Human Resources	
Diane Davies	00507382	10234059	General Norfolk	Board of Governors	
Dick Blick Company	00507171	10233518	Retail Services	Retail Services	
Dinkel Implement Company	00507260	10233790	General Norfolk	Grounds	
Dirk Allen Petersen	00507419	10234071	General Norfolk	Board of Governors	2
Donovan Howard Ellis	00507387	10234061	General Norfolk	Board of Governors	
Downs Government Affairs LLC	00507261	10233878	General Norfolk	Presidents Contingency	1
Dustin Michael Pendergast	10064433	10233592	General Norfolk	Service Center	
		10233592	General Norfolk	Service Center Academic	
Eakes Inc	00507082	10233355	General Norfolk	VP of Student Services	
		10233429	General Norfolk	Presidents Contingency	3
	00507262	10233752	General Norfolk	Graphic Design	
		10233753	General Norfolk	Graphic Design	
		10233754	College Center Operations	College Center Operations	
		10233755	General South Sioux	Custodial Services	
Echo Group Inc	00507263	10233756	General Norfolk	Applied Eng Training Noncredit	4
		10233932	General Norfolk	Electrical Construction and Control	
		10233934	General Norfolk	Electrical Construction and Control	
	00507384	10234200	General Norfolk	Maintenance	
		10234224	General Norfolk	Machining and MFG Automation	
Educational Service Unit 2	00507172	10233679	General West Point	West Point Extended Campus	10
Edward James Lewis	10064428	10233587	General Norfolk	Truck Driving Administration	
		10233587	General Norfolk	Utility Line On Campus	
	10064722	10234068	General Norfolk	Utility Line On Campus	
Egan Supply Company	00507083	10233356	General Norfolk	Custodial Services	
	00507264	10233879	General Norfolk	Custodial Services	7
		10233880	General Norfolk	Custodial Services	4
Electrical Engineering & Equipment Company	00507084	10233357	General Norfolk	Maintenance	

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		10233359	General Norfolk	Maintenance	
		10233360	General Norfolk	Maintenance	
		10233361	General Norfolk	Maintenance	
		10233362	General Norfolk	Maintenance	
		10233363	General Norfolk	Maintenance	
		10233364	General Norfolk	Maintenance	1
	00507265	10233791	General Norfolk	Maintenance	
		10233792	General Norfolk	Maintenance	
		10233793	General Norfolk	Maintenance	
		10233794	General Norfolk	Maintenance	
		10233881	General Norfolk	Maintenance	1
		10233882	General Norfolk	Maintenance	
		10234019	General Norfolk	Heating Ventilation and Air Cond	
	00507385	10234220	General Norfolk	Maintenance	
		10234222	General Norfolk	Maintenance	
		10234223	General Norfolk	Maintenance	
Elkhorn Feed Center Inc	00507085	10233365	Agriculture Production	Agriculture	
		10233366	Agriculture Production	Agriculture	
	00507173	10233681	General Norfolk	Veterinary Technician	
		10233682	General Norfolk	Veterinary Technician	
		10233683	Agriculture Production	Agriculture	
		10233684	Agriculture Production	Agriculture	
	00507386	10234106	Agriculture Production	Agriculture	
		10234109	Agriculture Production	Agriculture	
		10234111	Agriculture Production	Agriculture	
		10234113	Agriculture Production	Agriculture	
Elkhorn Rural Public Power	00507174	10233688	General Norfolk	Utilities	1
		10233690	General Norfolk	Utilities	2
		10233692	General Norfolk	Utilities	
Elsevier Inc	00507266	10233779	Retail Services	Retail Services	
Erin Elizabeth Sharpe	00507227	10233686	General Norfolk	Human Resources	
Erin M McCartney Chapter 13 Trustee	00507388	10234052	General Norfolk		
Erin Rose Pierce	00507316	10233958	General Norfolk	Allied Health Educ Administration	
F.A. Davis Company	00507086	10233392	Retail Services	Retail Services	
Far From Normal Supply Inc	00507087	10233509	Print Services	Print Services	
	00507175	10233079	Print Services	Print Services	
Farmers Cooperative	00507176	10233670	Cooperative Sch	Financial Aid	
Federal Express Corporation	00507088	10233495	Print Services	Print Services	
		10233496	Print Services	Print Services	
		10233497	Print Services	Print Services	
	00507177	10233600	Print Services	Print Services	

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		10233439	General Norfolk	Network and Infrastructure Acad	
First Choice Food Service Inc	00507389	10234096	General Norfolk	Early Childhood	
First National Bank Norfolk	00507089	10233400	General Norfolk		
	00507267	10233944	General Norfolk		
	00507390	10234053	General Norfolk		1
Fisher Scientific Company LLC	00507090	10233367	General Norfolk	Veterinary Technician	
Flexible Benefit Administrators Inc.	00507178	10233649	General Norfolk	Human Resources	
Flinn Scientific Inc	00507391	10234201	General Norfolk	Chemistry	
Fremont Tire Inc	00507392	10234202	Transportation Center	Transportation Center	
		10234204	Transportation Center	Transportation Center	
		10234205	Transportation Center	Transportation Center	
Frohberg Electric Company	00507179	10233694	General Norfolk	Maintenance	1
GNM LLC	00507091	10233368	General Norfolk	Automotive Body	
		10233369	General Norfolk	Automotive Technology	
		10233370	General Norfolk	Automotive Technology	
		10233371	Diesel Repair Parts	Diesel Technology	
		10233372	Diesel Repair Parts	Diesel Technology	
		10233373	General Norfolk	Grounds	
	00507268	10233757	Diesel Repair Parts	Diesel Technology	
		10233758	General Norfolk	Utility Line On Campus	
		10233776	General Norfolk	Automotive Technology	
		10233883	General Norfolk	Utility Line On Campus	
		10233927	General Norfolk	Automotive Technology	
	00507393	10233884	Agriculture Production	Agriculture	
		10233928	General Norfolk	Automotive Technology	
George Tom Surber	00507337	10226154	General Norfolk	Emergency Medical Training	
		10226154	General Norfolk	Paramedic	
Georgia Holdings Inc	10064375	10233483	Retail Services	Retail Services	2
Gill Hauling Inc	00507180	10233695	College Center Operations	College Center Operations	
		10233695	General South Sioux	Utilities	
Glen R Lammers	10064362	10233437	General Norfolk	Applied Eng Training Noncredit	
Go4 Healthcare LLC	00507092	10233374	General Norfolk	Athletics	5
	00507269	10233885	General Norfolk	Athletics	5
Goodson Manufacturing Company	00507181	10233697	General Norfolk	Automotive Technology	2
Gordy's Towing & Repair	00507270	10233777	General Norfolk	Recruiting	
		10233935	General Norfolk	Recruiting	
	00507394	10234206	Transportation Center	Transportation Center	1
Grand Island Community Foundation	00507182	10233672	Foundation Sch	Financial Aid	
Graphic Products, Inc.	00507271	10233759	General Norfolk	Operations	2
Green Stripe LLC	00507272	10233886	General Norfolk	Grounds	
HCI Construction	00507207	10234200	CCC CBI Driving Range	Manufacturing	204

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HD Supply Facilities Maintenance Ltd	00507189	10233698	General Norfolk	Custodial Services	
	00507276	10234020	General Norfolk	Custodial Services	4
	00507398	10234207	General Norfolk	Custodial Services	
Haley Marie Mattison	10064363	10233438	General Norfolk	Recruiting	
		10233438	Student Ambassadors Association	Recruiting	
	10064676	10233977	Student Ambassadors Association	Recruiting	
Harson Enterprises Inc	00507274	10233887	General Norfolk	Grounds	
Harte's Lawn Service Inc	00507183	10233727	General O'Neill	Grounds	1
Hartington Chamber of Commerce	00507184	10233563	Hartington	Hartington	
	00507396	10234097	Hartington	Hartington	
Hartington Shopper Inc	00507275	10233795	General Norfolk	Marketing	
Hartington Telecommunications Co. Inc	00507185	10233699	General Norfolk	Network and Infrastructure	
		10233699	General Norfolk	Network and Infrastructure Acad	
Harvard Alumni Association	00507186	10233677	Alumni Sch	Financial Aid	
Harvard United Church of Christ Youth	00507187	10233680	Church Sch	Financial Aid	
Hausmann Construction Inc	00507188	10233534	Maclay Building	Nondepartmental	1,268
Heartland Business Systems LLC	00507190	10233645	General Norfolk	Network and Infrastructure	2
		10233645	General Norfolk	Network and Infrastructure Acad	1
		10233646	General Norfolk	Network and Infrastructure	
		10233646	General Norfolk	Network and Infrastructure Acad	
		10233647	General Norfolk	Network and Infrastructure	(
		10233647	General Norfolk	Network and Infrastructure Acad	(
		10233648	General Norfolk	Network and Infrastructure	
		10233648	General Norfolk	Network and Infrastructure Acad	
Heartland Leasing Services Inc	00507191	10232590	General Norfolk	Maintenance	6
Henry Jacob Goeden	10064360	10233435	DOL Apprenticeship Building America	Workforce Development Admin	
Herrick Farms Inc	00507277	10233796	General Norfolk	Network and Infrastructure	
		10233796	General Norfolk	Network and Infrastructure Acad	
Higher Learning Commission	00507093	10233416	General Norfolk	Institutional Accreditation	4
Hobby Lobby Stores Inc	00507094	10233375	Pulse	Student Clubs and Organizations	
Home Builders Association of the Norfolk Area	00507278	10233953	General Norfolk	Building Construction	
Huse Publishing Company	00507192	10233596	General Norfolk	Board of Governors	
		10233598	General Norfolk	Marketing	2
Hy-Vee Inc	00507095	10233376	Ag Education Complex Concessions	Agriculture Complex Concessions	
		10233377	Ag Education Complex Concessions	Agriculture Complex Concessions	
	00507279	10233760	General Norfolk	Veterinary Technician	
		10233888	Ag Education Complex Concessions	Agriculture Complex Concessions	
	00507399	10234210	Classified Staff Association	Nondepartmental	
		10234211	Classified Staff Association	Nondepartmental	
IDSC Holdings LL	00507193	10231548	General Norfolk	Diesel Technology	1
Industrial Inc	00507195	10233510	Detail Services	Detail Services	

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Iowa-Nebraska Farm Equipment Association Inc	00507096	I0233401	Agricultural Sch	Financial Aid	
Island Supply Welding Company	00507097	I0233378	General Norfolk	Welding	
	00507280	I0233761	General Norfolk	Automotive Body	
		I0233762	General Norfolk	Welding	
		I0233763	General Norfolk	Welding	
		I0233889	General Norfolk	Welding	
	00507400	I0234212	General Norfolk	Welding	
		I0234213	General Norfolk	Welding	
		I0234214	General Norfolk	Maintenance	
JOMAST Corporation	00507198	I0233520	Retail Services	Retail Services	
	00507281	I0233797	Concessions	Concessions	
		I0233798	Concessions	Concessions	
		I0233799	Concessions	Concessions	
Jamar Dorsey	00507081	I0233415	General Norfolk	Library Services	
James Allison McCarville	I0064365	I0233443	General Norfolk	Workforce Development Admin	1
Janet Pablo	I0064432	I0233591	Adult Education HS Equivalency	Adult Education	
Jason Alan Elznic	I0064423	I0233580	General Norfolk	English General Academic	
Jeffery David Hoffman	I0064675	I0233995	General Norfolk	Dean of Health & Public Services	
Jeffrey Max Scherer	00507428	I0234075	General Norfolk	Board of Governors	
Jennifer Lynn Schlieuwe	I0064733	I0234124	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Jeremiah Ray Polak	I0064728	I0234104	Hawks Catholics	Student Clubs and Organizations	
Jessica Kay Dvorak	I0064670	I0232869	General Norfolk	Human Resources	
Jessica Kay Sherry	I0064369	I0233447	General Norfolk	Development Office	
	I0064735	I0234076	General Norfolk	Development Office	
John Newquist Educational Foundation	00507098	I0233402	Foundation Sch	Financial Aid	
John William Markhofer	00507203	I0233565	General Norfolk	Automotive Technology	
Johnson Controls US Holdings LLC	00507197	I0233544	Cafeteria	Cafeteria	
		I0233544	College of Nursing Operations	College of Nursing Operations	2
		I0233544	General Norfolk	Maintenance	15
		I0233544	Residence Life	Residence Life	4
Jordan Sierra Miller	I0064725	I0234101	Residence Life	Residence Life	
Joshua Michael Schlote	I0064434	I0233593	General Norfolk	Veterinary Technician	
Julie Suzanne Paschohd	00507418	I0234236	General Norfolk	English General Academic	
Julie Younkin LLC	I0064442	I0233524	General Norfolk	Personnel Development	2
		I0233525	General Norfolk	Workforce Development Noncredit	
		I0233537	USDA NRCS C2A3 Workforce Training	Development Office	30
K & C Grain Inc	00507199	I0233701	General Norfolk	Grounds	
K Porter Construction Inc	00507282	I0233936	General Norfolk	Grounds	17
KBC Inc	00507283	I0233826	General Norfolk	Heating Ventilation and Air Cond	6
KSCJ/KSUX Radio	00507403	I0234216	DOL Apprenticeship Building America	Workforce Development Admin	1
Katie Sue Westerbe	I0064688	I0233668	TRIO SSC	Student Success and Retention	

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Katherine A Towler	10064687	10233991	General South Sioux	South Sioux City Extended Campus	
	10064739	10234084	General South Sioux	South Sioux City Extended Campus	
Kathy Sue Timmerman	10064371	10233449	Classified Staff Association	Nondepartmental	
		10233450	General O'Neill	O'Neill Extended Campus	
		10233451	Workforce Development Reimbursable	Workforce Development Noncredit	
	10064738	10234082	Classified Staff Association	Nondepartmental	
		10234083	General O'Neill	O'Neill Extended Campus	
Kayla Marjorie Burdick	10064422	10233579	ECAP-Early College Access Project	Early College	
		10233579	General Norfolk	Early College	
Kelly Jeanne Perley	10064727	10234121	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Kelly Michelle Weber	00507441	10234237	General Norfolk	English General Academic	
Kelly Supply Company	00507200	10233719	General Norfolk	Maintenance	
		10233721	General Norfolk	Maintenance	
		10233722	General Norfolk	Maintenance	
		10233723	General Norfolk	Maintenance	
		10233726	General Norfolk	Agriculture	
	00507284	10233800	Diesel Repair Parts	Diesel Technology	
		10233801	General Norfolk	Grounds	
		10233802	General Norfolk	Grounds	
		10233890	General Norfolk	Maintenance	
Ken's Trailer Sales & Repair	00507099	10233512	General Norfolk	Grounds	
		10233513	General Norfolk	Grounds	
Keystone Automotive Industries Inc	00507401	10233778	General Norfolk	Automotive Body	
		10234215	General Norfolk	Automotive Body	
Kimberly M Vanosdall	10064740	10234085	General Norfolk	Financial Aid	
Kitchen Fresh Foods LLC	00507402	10234098	General Norfolk	Extended Campus	
Koch's Hi-Way Service LLC	00507285	10233938	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	
Kory Jon Hildebrand	10064674	10233976	General Norfolk	Utility Line Off Campus	
LEG Inc	10064443	10233521	Retail Services	Retail Services	
	00507287	10233521	Retail Services	Retail Services	
Lacie Dea Gillaspy	10064716	10234138	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Landauer Inc	00507101	10233514	Science Tech Ag and Math Aux	Dean of Science Tech Ag and Math	
		10233514	General Norfolk	Veterinary Technician	
Latimer Associates Inc	10064749	10234219	General Norfolk	Major Repair and Renovation	
Leon Insulation LLC	00507404	10234217	House Construction	Building Construction	7
		10234218	House Construction	Building Construction	7
Limmer Education LLC	00507405	10233766	Emergency Medical Training	Emergency Medical Training	6
Lisa K Reifenrath	10064681	10233985	General Norfolk	Advisement	
	10064731	10234074	General Norfolk	Institutional Effectiveness	
Lisa Rae Guenth	10064718	10234065	General Norfolk	Early Childhood	
		10234066	General Norfolk	Early Childhood	

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Logic Inc	00507449	I0233706	General Norfolk	Electromechanical	52
		I0233708	General Norfolk	Electromechanical	(12,i
Long Lines Siouxland	00507202	I0233714	College Center Operations	College Center Operations	
Lorena Rivas	I0064732	I0234122	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Lucas G Nofziger	00507217	I0233731	NE State CTE Funds	VP of Educational Services	107
M & B Quality Concrete LLC	00507288	I0233894	General Norfolk	Grounds	21
MBS Textbook Exchange Inc	00507104	I0233317	Retail Services	Retail Services	
MWI Veterinary Supply Company	00507113	I0233307	General Norfolk	Veterinary Technician	
		I0233308	General Norfolk	Veterinary Technician	
		I0233309	General Norfolk	Veterinary Technician	
	00507208	I0233602	General Norfolk	Veterinary Technician	
	00507299	I0233848	General Norfolk	Veterinary Technician	
		I0233849	General Norfolk	Veterinary Technician	
		I0233850	General Norfolk	Veterinary Technician	
		I0233851	General Norfolk	Veterinary Technician	
		I0233852	General Norfolk	Veterinary Technician	
		I0233853	General Norfolk	Veterinary Technician	
Major Refrigeration Company Inc	00507289	I0233804	Cafeteria	Cafeteria	
Marcus James Clapp	00507077	I0233399	General Norfolk	Baseball	2
	00507166	I0233553	General Norfolk	Baseball	1
	00507359	I0234047	General Norfolk	Baseball	2
Maria Angeles Gonzalez	I0064425	I0233582	General Norfolk	Recruiting	
Maria Christina Loera	I0064724	I0234069	General Norfolk	Recruiting	
Mary S Green-Warnstadt	I0064717	I0234064	General Norfolk	Teaching and Learning	
Matheson Tri-Gas Inc	00507102	I0233499	General Norfolk	Welding	
	00507290	I0233855	General Norfolk	Welding	
Matteo Sand & Gravel Company Inc	00507103	I0233298	General Norfolk	Grounds	3
	00507291	I0233845	General Norfolk	Grounds	
		I0233846	General Norfolk	Grounds	
Matthew J Svehla	I0064435	I0233594	General Norfolk	Basketball Womens	
Matthew Lee Bland	00507153	I0233668	General Norfolk	Automotive Technology	
Matthew S Nelson	I0064367	I0233445	General Norfolk	Utility Line Off Campus	
	I0064677	I0233978	General Norfolk	Utility Line Off Campus	
		I0233980	General Norfolk	Utility Line Off Campus	
Matthews Book Company	00507204	I0233732	Retail Services	Retail Services	
McCormack Distributing Co Inc	00507105	I0233299	General Norfolk	Heating Ventilation and Air Cond	6
McEowen P.L.C.	00507106	I0233418	General Norfolk	Agriculture	
McMaster Carr Supply Company	00507107	I0233294	General Norfolk	Electromechanical	
McMill CPA PC	00507292	I0233847	General Norfolk	Payroll	
Mead Lumber Company Inc.	00507108	I0233288	House Construction	Building Construction	
		I0233284	House Construction	Building Construction	

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		10233306	House Construction	Building Construction	5
		10233395	House Construction	Building Construction	
	00507205	10233538	House Construction	Building Construction	
		10233539	House Construction	Building Construction	1
		10233540	House Construction	Building Construction	3
		10233541	House Construction	Building Construction	5
	00507293	10233941	House Construction	Building Construction	
	00507406	10234147	Agriculture Production	Agriculture	
Menards CC	00507206	10233696	General Norfolk	Custodial Services	
		10233702	General Norfolk	Maintenance	
		10233702	Residence Life	Residence Life	
Menards Inc	00507109	10233335	General Norfolk	Utility Line On Campus	
		10233337	General Norfolk	Utility Line On Campus	
		10233396	General Norfolk	Wind Energy	
		10233397	House Construction	Building Construction	
	00507294	10233805	General Norfolk	Utility Line On Campus	
		10233841	House Construction	Building Construction	
		10233895	General Norfolk	Heating Ventilation and Air Cond	
		10233992	General Norfolk	Utility Line On Campus	
		10233994	General Norfolk	Utility Line On Campus	
		10233996	General Norfolk	Utility Line On Campus	
		10233997	General Norfolk	Utility Line On Campus	
		10234005	House Construction	Building Construction	
	00507407	10234146	House Construction	Building Construction	
Merri Beth Schneider	10064684	10233988	General O'Neill	O'Neill Extended Campus	
Michela M Keeler-Strom	10064720	10234079	General Norfolk	Dean of Academic Outreach	
Mid City Service	00507295	10233854	General Norfolk	Custodial Services	1
Mid-West 3D Solutions LLC	00507110	10233297	General Norfolk	Drafting	2
MidAmerican Energy Company	00507207	10233715	College Center Operations	College Center Operations	3
	00507408	10234086	General South Sioux	Utilities	
Midlands Printing LLC	00507111	10233329	General Norfolk	Recruiting	1
Midwest Health Partners	00507409	10234100	General Norfolk	Soccer Womens	
Midwest Laboratories Inc	00507296	10234006	General Norfolk	Agriculture	
		10234007	General Norfolk	Agriculture	
Midwest Sound & Lighting Inc	00507297	10233844	General Norfolk	Theater	
Model Electric Inc	00507112	10233300	General Norfolk	Major Repair and Renovation	32
Moran Technology Consulting Inc	00507298	10234031	General Norfolk	Security and Technology Serv Acad	
		10234031	General Norfolk	Security and Technology Services	2
NC3 National Coalition of Certification Centers	00507302	10233955	General Norfolk	Academy for Professional Develop	2
		10233955	General Norfolk	Automotive Technology	1
NECC	00507110	10233440	Detail Services	Detail Services	

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		10233442	Retail Services	Retail Services	
	00507214	10233548	General Norfolk	Business Admin Mrktng Mngmt	
	00507215	10233572	General Norfolk	Accounting	
		10233572	General Norfolk	Development Office	
		10233572	Residence Life	Residence Life	
NECC Foundation	10064376	10233419	General Norfolk		4
	00507120	10233403	Foundation Credit Card Donations	Nondepartmental	
		10233406	Foundation Credit Card Donations	Nondepartmental	
	00507216	10233566	Foundation Credit Card Donations	Nondepartmental	
		10233685	General Norfolk	Presidents Office	
NMG LLC	00507121	10233339	General Norfolk	Soccer Womens	
Nasco Education LLC	00507300	10233896	General Norfolk	Agriculture	
Natalie Rose James	10064719	10234118	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
National Academy Advising Association	00507301	10233954	General Norfolk	Advisement	
National Association for Community College	00507209	10233575	General Norfolk	Presidents Office	
National Rural Electric Cooperative Association	00507114	10233420	General Norfolk	Utility Line Off Campus	
		10233420	Nebraska Rural Electric Association	Utility Line Off Campus	
Nebraska Air Filter Inc	00507303	10233806	General O'Neill	Maintenance	
Nebraska Council of School Administrators	00507304	10233956	General Norfolk	Early College	
Nebraska Diplomats Inc	00507115	10233421	General Norfolk	Presidents Office	
Nebraska Health Care Association	00507116	10233417	Allied Health Reimbursable	Allied Health Ed Noncredit	
		10233417	Retail Services	Retail Services	
Nebraska Indian Community College	00507210	10232701	General Norfolk	NECC and NICC Agreement	39
Nebraska Methodist Health Systems	00507117	10233422	General Norfolk	Human Resources	4
Nebraska Notary Association	00507211	10233733	General Norfolk	Human Resources	
Nebraska Public Power District	00507212	10233729	Northeast NE Innovation Studio	Nondepartmental	38
	00507213	10233716	General Norfolk	Utilities	
		10233717	General Norfolk	Utilities	
		10233718	General Norfolk	Utilities	
	00507305	10233998	General O'Neill	Utilities	
	00507410	10234139	General Norfolk	Utilities	
		10234140	General Norfolk	Utilities	
		10234141	General Norfolk	Utilities	
		10234142	General Norfolk	Utilities	2
		10234143	General Norfolk	Utilities	2
		10234144	General Norfolk	Utilities	54
		10234145	General Norfolk	Utilities	3
Nebraska Soybean Association	00507118	10233423	General Norfolk	Agriculture	
Nebraska State College Board of	00507411	10234102	College Center Operations	College Center Operations	
		10234102	General Norfolk	Dean of Academic Outreach	
Nebraska State College Board of	10064604	10233800	College Center Operations	College Center Operations	4

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		10233809	General Norfolk	Network and Infrastructure Acad	
Nebtech Calibration Inc	00507306	10234033	General Norfolk	Maintenance	
Neil David Harrison	00507395	10234235	General Norfolk	English General Academic	
Nelnet Business Solutions	00507412	10234137	General Norfolk	Student Accounts and Cashiering	1
Nicole M Brandt	00507070	10233409	General Norfolk	Workforce Development Noncredit	
Norfolk Area Chamber of Commerce	00507122	10233301	General Norfolk	Development Office	
		10233301	General Norfolk	Human Resources	
		10233301	General Norfolk	Presidents Office	
		10233382	General Norfolk	Presidents Office	
	00507413	10234115	General Norfolk	Inst Research and Analytics Acad	
		10234115	General Norfolk	Institutional Research and Analytic	
Norfolk Area United Way Inc	10064377	10233424	General Norfolk		
Norfolk Area Visitors Bureau	00507123	10233425	General Norfolk	Marketing	1
Norfolk Country Club	00507307	10233940	General Norfolk	Presidents Office	
Norfolk Lodge & Suites LLC	00507308	10233964	General Norfolk	Grants	
	00507414	10234114	ECAP-Early College Access Project	Early College	
Norfolk Motor Company	00507415	10234151	General Norfolk	Utility Line Off Campus	
North Carolina Central University	00507309	10233957	TRIO SSS	Student Success and Retention	2
North Dakota State College of Science	00507416	10234081	USDA NRCS Cooperative Ag Agreement	Agriculture	
Northeast Nebraska High School Rodeo Association	00507124	10233426	General Norfolk	Agriculture	
O'Neill Shopper	00507310	10233858	General Norfolk	Marketing	
O'Reilly Auto Enterprises LLC	00507311	10233939	General Norfolk	Automotive Technology	
ODP Business Solutions LLC	00507218	10233607	Retail Services	Retail Services	
		10233608	Retail Services	Retail Services	
		10233609	Retail Services	Retail Services	
Off Road Speedway	00507312	10233918	General Norfolk	Marketing	1
Omaha Paper Company Inc	00507417	10234136	Print Services	Print Services	1
Omaha Truck Center Company Inc	00507125	10233289	Diesel Repair Parts	Diesel Technology	
		10233290	Diesel Repair Parts	Diesel Technology	
		10233291	Diesel Repair Parts	Diesel Technology	
		10233292	Diesel Repair Parts	Diesel Technology	
	00507313	10233810	Diesel Repair Parts	Diesel Technology	
		10233818	Diesel Repair Parts	Diesel Technology	
		10233820	Diesel Repair Parts	Diesel Technology	
		10233821	Diesel Repair Parts	Diesel Technology	
OneNeck IT Solutions LLC	00507126	10233295	General Norfolk	Network and Infrastructure Acad	20
		10233295	General Norfolk	Network and Infrastructure Acad	6
Ortmeier Enterprises Inc	00507219	10233709	General Norfolk	Building Construction	
		10233710	General Norfolk	Building Construction	
PartnerShip LLC	00507220	10233600	Retail Services	Retail Services	
PartnerShip LLC	00507221	10233704	General Norfolk	Metals Technology	

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Paula Jacqueline Gascoigne	10064715	10234062	General Norfolk	Financial Aid	
		10234063	General Norfolk	Financial Aid	
Pens Etc. Inc	00507222	10233597	Retail Services	Retail Services	
	00507314	10233840	Retail Services	Retail Services	
Peregrine Radiology LLC	00507315	10233937	Veterinarian Technician Services	Veterinary Technician	
Phillip John Schimonitz	10064683	10233987	General Norfolk	Graphic Design	
Phoenix Promotional Products	00507127	10232912	General Norfolk	Recruiting	1
Pinkelman Truck & Trailer Inc	00507317	10234021	General Norfolk	Grounds	7
Platte Valley Equipment	00507128	10233475	Midstates Basketball Tournament Sch	Financial Aid	
Pomp's Tire Service Inc	00507318	10233827	General Norfolk	Grounds	
Popplers Music Inc	00507420	10234174	General Norfolk	Music	
Precision Technology Inc	00507421	10234135	Residence Life	Residence Life	4
Prime Sanitation	00507223	10233381	Cafeteria	Cafeteria	
		10233381	College of Nursing Operations	College of Nursing Operations	
		10233381	Residence Life	Residence Life	1
		10233381	General Norfolk	Utilities	3
Proliteracy Worldwide	00507319	10233862	Adult Education Corrections	Adult Education	
Qwest Corporation	00507320	10234000	General Norfolk	Network and Infrastructure	
		10234000	General Norfolk	Network and Infrastructure Acad	
	00507321	10233999	General Norfolk	Network and Infrastructure	
		10233999	General Norfolk	Network and Infrastructure Acad	
		10233999	Residence Life	Residence Life	
	00507422	10234123	General Norfolk	Network and Infrastructure	
		10234123	General Norfolk	Network and Infrastructure Acad	
	00507423	10234134	General Norfolk	Network and Infrastructure	
		10234134	General Norfolk	Network and Infrastructure Acad	
R.F. Machine Works	00507322	10234001	Diesel Repair Parts	Diesel Technology	
Ranchland Broadcasting Company Inc	00507323	10234029	General Norfolk	Marketing	
Randall A Anderson	00507362	10234087	General Norfolk	Maintenance	
Rentokil North America Inc	00507324	10233829	General Norfolk	Maintenance	
		10233830	General Norfolk	Maintenance	
		10233831	Cafeteria	Cafeteria	
		10233831	Residence Life	Residence Life	
		10233832	College of Nursing Operations	College of Nursing Operations	
		10233833	General Norfolk	Maintenance	
		10233834	General Norfolk	Maintenance	
		10233835	General Norfolk	Maintenance	
		10234002	General South Sioux	Operations	
		10234003	General Norfolk	Maintenance	
		10234004	General Norfolk	Maintenance	
	00507424	10234157	General Norfolk	Utilities	

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Richard Wright	00507224	I0233730	General Norfolk	Agriculture	3
Rocky Mountain Assn of Student Financial Aid Administration	00507325	I0233959	General Norfolk	Financial Aid	
Roger Evan Carnell	I0064666	I0233969	General Norfolk	Automotive Technology	
Russell Lee Flamig	I0064671	I0233973	Hartington	Hartington	
SAGA Communications of SD LLC	00507426	I0234176	DOL Apprenticeship Building America	Workforce Development Admin	
Safety & Health Council of Greater Omaha	00507225	I0233707	General Norfolk	Utility Line Off Campus	
Sallie Mae Inc	00507226	I0233547	Private and Alternative Stu Loans	Financial Aid	
Sandhills Ranch Expo Inc	00507427	I0234105	Ainsworth	Ainsworth	
Scot Alan Ouderkirk	I0064431	I0233590	General Norfolk	Utility Line Off Campus	
	I0064678	I0233981	General Norfolk	Utility Line Off Campus	
Scott Lee Abels	I0064711	I0234055	General Norfolk	English Transitional	
Screenvision Direct	00507326	I0233942	General Norfolk	Marketing	
Severin Intermediate Holdings LLC	00507327	I0233893	General Norfolk	Human Resources	
Shalee Ellen Wilder	I0064743	I0234110	Residence Life	Residence Life	
Shared Service Systems Inc	00507328	I0233828	General Norfolk	Nursing	
Sherwin Williams	00507329	I0234024	House Construction	Building Construction	
		I0234025	House Construction	Building Construction	1
	00507429	I0234112	House Construction	Building Construction	
Sid Tool Company Inc	00507129	I0233293	General Norfolk	Electromechanical	
Sigma-Aldrich Inc	00507330	I0233842	General Norfolk	Chemistry	
Sioux City Night Patrol	I0064444	I0233603	General Norfolk	Safety and Security Services	18
		I0233604	General Norfolk	Safety and Security Services	18
		I0233605	General South Sioux	Safety and Security Services	
		I0233606	College Center Operations	College Center Operations	
	I0064750	I0234155	General South Sioux	Safety and Security Services	
		I0234156	College Center Operations	College Center Operations	
Sioux City Truck Sales Inc	00507228	I0233601	General Norfolk	Truck Driving Noncredit Reimb	1
Siouxland Chamber of Commerce	00507331	I0233960	General Norfolk	Development Office	
Sonja Allison Corkle	I0064668	I0233971	Ainsworth	Ainsworth	
South Sloux City Area Chamber of Commerce	00507130	I0233427	General Norfolk	Workforce Development Noncredit	
Southeast Community College	00507131	I0233428	General Norfolk	Center for Global Engagment	
Specified Design Consultants	00507132	I0233383	General Norfolk	Maintenance	
St Mary's School	00507133	I0233430	General Norfolk	Behavioral Sciences Gen Academic	1
Stacy I Dieckman	I0064669	I0233972	General Norfolk	Financial Aid	
Stadium Sports	00507134	I0233316	Retail Services	Retail Services	
		I0233346	Retail Services	Retail Services	
Staples Contract & Commercial Inc	00507135	I0233302	Retail Services	Retail Services	
	00507332	I0234008	Retail Services	Retail Services	
		I0234009	Retail Services	Retail Services	
State of Nebraska	00507136	I0233477	General Norfolk	Network and Infrastructure	
		I0233477	General Norfolk	Network and Infrastructure	

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		10233478	General Norfolk	Network and Infrastructure Acad	
		10233479	College Center Operations	College Center Operations	
		10233480	General Norfolk	Network and Infrastructure	
		10233480	General Norfolk	Network and Infrastructure Acad	
		10233481	General Norfolk	Network and Infrastructure	
		10233481	General Norfolk	Network and Infrastructure Acad	
		10233482	College Center Operations	College Center Operations	
		10233484	General Norfolk	Network and Infrastructure	
		10233484	General Norfolk	Network and Infrastructure Acad	
		10233485	General Norfolk	Network and Infrastructure	
		10233485	General Norfolk	Network and Infrastructure Acad	
		10233486	General Norfolk	Network and Infrastructure	
		10233486	General Norfolk	Network and Infrastructure Acad	
		10233487	General Norfolk	Network and Infrastructure	
		10233487	General Norfolk	Network and Infrastructure Acad	
		10233488	General Norfolk	Network and Infrastructure	
		10233488	General Norfolk	Network and Infrastructure Acad	
		10233489	College Center Operations	College Center Operations	
		10233491	General Norfolk	Network and Infrastructure	
		10233491	General Norfolk	Network and Infrastructure Acad	
		10233492	General Norfolk	Network and Infrastructure	
		10233492	General Norfolk	Network and Infrastructure Acad	
		10233493	General Norfolk	Network and Infrastructure	
		10233493	General Norfolk	Network and Infrastructure Acad	
		10233494	College Center Operations	College Center Operations	
	00507333	10233961	Business and Humanities Auxiliary	Dean of Business and Humanities	
	00507431	10234054	General Norfolk		
	00507432	10234154	General Norfolk	Network and Infrastructure	
		10234154	General Norfolk	Network and Infrastructure Acad	
State of Wyoming	00507334	10233965	General Norfolk	Agriculture	
Sterling Computers Corporation	10064692	10233898	General Norfolk	Accounting	6
		10233898	General Norfolk	Administrative Professional	6
		10233898	General Norfolk	Information Technology	12
		10233898	Residence Life	Residence Life	9
		10233898	General Norfolk	Service Center	3
		10233898	General Norfolk	Service Center Academic	2
		10233898	General West Point	West Point Extended Campus	17
Steven M Anderson	00507363	10234057	General Norfolk	Board of Governors	
Stryker Sales Corporation	00507335	10233916	General Norfolk	Emergency Medical Training	
		10233916	General Norfolk	Paramedic	
Sunny Meadow Medical Clinic P.C.	00507330	10233711	Applied Tech Division	Dean of Applied Technology	

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		10233713	Applied Tech Division Aux	Dean of Applied Technology	
	00507336	10233943	CCPE Gap Assistance	Workforce Development Noncredit	
		10233962	General Norfolk	Diesel Technology	
		10233963	General Norfolk	Truck Driving Noncredit Reimb	
		10234026	General Norfolk	Compliance	
		10234027	General Norfolk	Compliance	
	00507433	10234161	Applied Tech Division Aux	Dean of Applied Technology	
		10234162	Applied Tech Division Aux	Dean of Applied Technology	
		10234164	Applied Tech Division Aux	Dean of Applied Technology	
		10234166	Applied Tech Division Aux	Dean of Applied Technology	
		10234169	Applied Tech Division Aux	Dean of Applied Technology	
		10234170	Applied Tech Division Aux	Dean of Applied Technology	
		10234172	Applied Tech Division Aux	Dean of Applied Technology	
		10234173	Applied Tech Division Aux	Dean of Applied Technology	
Susan Lynn Schmielt	!0064734	10234125	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
T-C Ceilings Inc	00507434	10234148	General Norfolk	Maintenance	
TK Elevator Corporation	00507232	10233542	General Norfolk	Maintenance	1
	00507339	10233803	College Center Operations	College Center Operations	
		10233836	Residence Life	Residence Life	
		10233837	College of Nursing Operations	College of Nursing Operations	
		10233838	General Norfolk	Maintenance	
		10233839	General Norfolk	Maintenance	
		10233899	College Center Operations	College Center Operations	
Tabitha Joy Lindahl	!0064723	10234120	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Tammy Sue Furstenau	!0064424	10233581	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	
	!0064672	10233974	General Norfolk	Dean of Academic Outreach	
Teeco Inc	00507137	10233407	General Norfolk	Grounds	
		10233501	General Norfolk	Dean of Academic Outreach	
		10233502	General Norfolk	Dean of Academic Outreach	
		10233503	General Norfolk	Agriculture	
		10233505	General West Point	West Point Extended Campus	
		10233506	General West Point	West Point Extended Campus	
		10233507	General West Point	West Point Extended Campus	
		10233510	General Norfolk	Presidents Contingency	
		10233511	General Norfolk	Presidents Contingency	
	00507230	10233555	General West Point	West Point Extended Campus	
		10233557	General West Point	West Point Extended Campus	
		10233567	General West Point	West Point Extended Campus	
		10233568	General West Point	West Point Extended Campus	
		10233569	General West Point	West Point Extended Campus	
		10233570	General West Point	West Point Extended Campus	

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		10233573	General West Point	West Point Extended Campus	
	00507338	10233924	General Norfolk	Presidents Contingency	
		10233925	General Norfolk	Presidents Contingency	
		10233926	General Norfolk	Presidents Contingency	
Terrill Lawrence Cook	10064667	10233970	General Norfolk	Truck Driving Noncredit Reimb	
The Chicago Lumber Company of Omaha	00507138	10233303	House Construction	Building Construction	
	00507435	10234153	House Construction	Building Construction	
The Enterprise Publishing Company Inc	00507139	10233470	General Norfolk	Marketing	
The Graphic Edge LLC	00507436	10234108	General Norfolk	Volleyball	1
The Lincoln Electric Company	00507231	10233384	General Norfolk	Welding	
		10233387	General Norfolk	Welding	
		10233391	General Norfolk	Welding	5
The Travelers Indemnity Company	00507140	10233431	General Norfolk	Logistical Services	6
Tina Lea Bredehoeft	10064712	10234058	General Norfolk	Grounds	
Tophatmonocle (US) Corp.	10064693	10233843	Retail Services	Retail Services	
Torpin's Rodeo Market	00507340	10233945	Supermarket Sch	Financial Aid	
Travis Lee Kaup	10064361	10233436	General Norfolk	Diesel Technology	
Trisha Dawn Thelander	10064370	10233448	General Norfolk	Workforce Development Admin	
Troy Biologicals Inc	00507141	10233296	General Norfolk	Veterinary Technician	
	00507341	10233856	General Norfolk	Veterinary Technician	
TrueDialog Inc.	00507342	10233915	General Norfolk	Recruiting	
		10233915	General Norfolk	Student Success	
Ultimate Consulting IT	00507343	10233900	General Norfolk	Web and Enterprise Systems	
		10233900	General Norfolk	Web and Enterprise Systems Acad	
United Parcel Service Inc	10064378	10233459	Print Services	Print Services	
		10233460	Retail Services	Retail Services	
	10064445	10233720	Print Services	Print Services	
		10233725	Retail Services	Retail Services	
	10064694	10233967	Print Services	Print Services	
		10234034	Retail Services	Retail Services	
	10064751	10234099	Retail Services	Retail Services	
		10234103	Print Services	Print Services	
United Way of Siouxland	00507142	10233432	General Norfolk		
VEX Robotics Inc	00507438	10234152	General Norfolk	Information Technology	
Van Meter Industrial Inc	00507143	10233393	General Norfolk	Applied Eng Training Noncredit	
		10233458	General Norfolk	Applied Eng Training Noncredit	
Varsity Brands Holding Co Inc	00507144	10231674	General Norfolk	Athletics	
		10233394	General Norfolk	Baseball	
		10233453	Retail Services	Retail Services	4
	00507234	10233574	Retail Services	Retail Services	
	00507234	10233574	General Norfolk	Athletics	7

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Visual Edge Inc	00507345	I0233979	General Norfolk	Human Resources	
Voyager Fleet Systems Inc	00507439	I0234203	General Norfolk	Agriculture	
		I0234203	College Center Operations	College Center Operations	
		I0234203	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	
		I0234203	General Norfolk	Presidents Office	
		I0234203	Transportation Center	Transportation Center	
		I0234203	General Norfolk	Truck Driving Noncredit Reimb	2
		I0234203	General Norfolk	Utility Line Off Campus	1
		I0234203	General Norfolk	Utility Line On Campus	
W.W. Grainger Inc	00507346	I0233982	General Norfolk	Maintenance	
W.W. Norton & Company Inc	00507347	I0233859	Retail Services	Retail Services	
WJAG Inc	00507149	I0233454	DOL Apprenticeship Building America	Workforce Development Admin	1
		I0233455	General Norfolk	Marketing	
		I0233456	General Norfolk	Marketing	
	00507357	I0233860	General Norfolk	Marketing	
		I0233861	General Norfolk	Marketing	
	00507445	I0234188	DOL Apprenticeship Building America	Workforce Development Admin	
Wal-Mart	00507236	I0233687	College Center Operations	College Center Operations	
		I0233689	Residence Life	Residence Life	
Walker Evan Raabe	I0064680	I0233984	Residence Life	Residence Life	1
	I0064729	I0234072	Residence Life	Residence Life	
Walmsley Hay Company Inc	00507348	I0233857	Agriculture Production	Agriculture	
		I0234030	Agriculture Production	Agriculture	
Warren Garage Door	00507145	I0233452	General Norfolk	Maintenance	
Wasabi Holding Inc	00507237	I0232160	General Norfolk	Network and Infrastructure	1
		I0232160	General Norfolk	Network and Infrastructure Acad	
	00507440	I0234158	General Norfolk	Network and Infrastructure	1
		I0234158	General Norfolk	Network and Infrastructure Acad	
Wayne Area Economic Development Inc	00507146	I0233433	General Norfolk	Workforce Development Noncredit	
Werle Enterprise LLC	00507349	I0233914	General Norfolk	Accounting	
West Point Broadcasting	00507350	I0233901	General Norfolk	Marketing	
	00507442	I0234182	DOL Apprenticeship Building America	Workforce Development Admin	
West Point Chamber of Commerce	00507443	I0234107	General Norfolk	Workforce Development Admin	
West River Foundation	00507351	I0233917	General Norfolk	Disability Services	4
Western Iowa Tech Community College	00507238	I0233576	General Norfolk	Emergency Medical Training	
Western Pathology Consultants	00507352	I0234022	Applied Tech Division Aux	Dean of Applied Technology	
		I0234023	Applied Tech Division Aux	Dean of Applied Technology	
		I0234028	General Norfolk	Compliance	
Wichita Water Conditioning Inc	00507147	I0233461	College of Nursing Operations	College of Nursing Operations	
		I0233462	General Norfolk	Maintenance	
		I0233463	General Norfolk	Maintenance	

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		I0233465	General Norfolk	Maintenance	
		I0233466	Cafeteria	Cafeteria	
		I0233467	General Norfolk	Maintenance	
		I0233468	General Norfolk	Maintenance	
	00507239	I0233691	General O'Neill	O'Neill Extended Campus	
	00507353	I0233929	Residence Life	Residence Life	
		I0233930	Cafeteria	Cafeteria	
		I0233931	General Norfolk	Maintenance	
Wilkins Architecture Design Planning LLC	00507240	I0233599	SSC CDL Driving Range	Nondepartmental	5
	00507354	I0233933	Northeast NE Innovation Studio	Nondepartmental	3
Wilmes Hardware Inc	00507355	I0233902	College Center Operations	College Center Operations	
		I0233903	College Center Operations	College Center Operations	
Winsupply Norfolk Ne Co	00507148	I0233471	General Norfolk	Maintenance	
	00507356	I0233904	General Norfolk	Maintenance	
		I0233905	General Norfolk	Maintenance	
		I0233906	General Norfolk	Maintenance	
		I0233907	General Norfolk	Maintenance	
		I0233908	General Norfolk	Maintenance	
		I0233909	General Norfolk	Maintenance	
		I0233910	General Norfolk	Maintenance	
		I0233911	General Norfolk	Maintenance	
		I0233912	General Norfolk	Heating Ventilation and Air Cond	
	00507444	I0234198	General Norfolk	Heating Ventilation and Air Cond	
Yelitza Correa	I0064713	I0234117	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	
Zoubek Oil Company	00507150	I0233457	General Norfolk	Building Construction	
		I0233469	General Norfolk	Welding	
	00507446	I0234150	General Norfolk	Shipping Receiving Property Ctrl	
iM3 Inc	00507194	I0233543	General Norfolk	Veterinary Technician	
uCertify LLC	00507233	I0233585	Retail Services	Retail Services	
AMY L PRITCHETT	00205145	S0084502	Student Refunds		
Aandy Dominguez	00205083	S0084441	Student Refunds		
Abbie Marie Robinson	I0064610	S0084988	Student Refunds		
Abbigail S Jamison	00205168	S0084506	Student Refunds		
	00205288	S0084800	Student Refunds		
Abigail Lilly Luna	00205327	S0084778	Student Refunds		
Abigail R Coe	I0064314	S0084454	Student Refunds		
	I0064491	S0084972	Student Refunds		
Abraham Michael Larson	00205111	S0084431	Student Refunds		1
Abrielle Olivia Nelson	00205345	S0084749	Student Refunds		
Adam Curtis Arens	00205147	S0084541	Student Refunds		2
Adrian Kay Cotton	I0064245	S0084456	Student Refunds		4

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	10064492	S0084981	Student Refunds		1
	10064702	S0085060	Student Refunds		1
Addysen Dawn Clyde	10064488	S0084650	Student Refunds		
Aden Aaron Hughes	00205286	S0084811	Student Refunds		
Adin Charles Evans	10064511	S0084785	Student Refunds		
Adreian Marie Eads	10064509	S0084943	Student Refunds		
Adrian Mejia Moncada	00205118	S0084447	Student Refunds		
Adrian Pruneda	00205363	S0084818	Student Refunds		
Adrian Jeremiah Robinson	00205132	S0084432	Student Refunds		
	00205370	S0084902	Student Refunds		
Aiden J Meyer	00205183	S0084562	Student Refunds		
Aileen Sanchez De La Isla	10064619	S0084763	Student Refunds		
Ajay Arch Ambrose	00205064	S0084444	Student Refunds		1
Alan Yahir Macias-Macias	00205114	S0084406	Student Refunds		
	00205331	S0084788	Student Refunds		
Alana Dalene Johnson	00205295	S0084601	Student Refunds		
Alana Michelle Graham	00205266	S0084996	Student Refunds		
Alejandra Gonzalez	00205094	S0084446	Student Refunds		
Alex Francisco Langan	00205319	S0084689	Student Refunds		
Alex James Vinson	10064657	S0084894	Student Refunds		
Alex Marie Hoferer	00205283	S0084848	Student Refunds		
Alex Scott McKeown	10064401	S0084517	Student Refunds		
Alexa Joanna Martinez	10064575	S0084851	Student Refunds		
Alexia Marie Martin	00205180	S0084542	Student Refunds		
Alexis Grace Bliven	10064384	S0084529	Student Refunds		3
Alexis Jacqueline Bentley	10064467	S0084883	Student Refunds		
Alexis Lauren Luger	10064568	S0084619	Student Refunds		
Alexis R Pallat	10064342	S0084415	Student Refunds		
	10064589	S0084829	Student Refunds		
Alexis RaeAnn Lilienthal	10064334	S0084461	Student Refunds		1
Alexzander Koda Jessen	00205292	S0084767	Student Refunds		
Alicia Laverna Kubes	00205316	S0084706	Student Refunds		
Alisha M Dahlberg	10064497	S0084890	Student Refunds		
Alivia Cathleen Gubbels	10064528	S0084834	Student Refunds		
Alli Kay Petersen	00205357	S0084743	Student Refunds		
Allison G Nachtman	10064584	S0084802	Student Refunds		
Allison J Richards	10064409	S0084550	Student Refunds		
Allison M Siefker	10064347	S0084408	Student Refunds		1
	10064634	S0085054	Student Refunds		1
Allison Marie Col	00205156	S0084593	Student Refunds		
Allison M	00205104	S0084407	Student Refunds		

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Allison Rose Brungardt	00205151	S0084551	Student Refunds		
Alondra Chavez	10064485	S0084948	Student Refunds		
Alondra Lizbeth Magana	10064573	S0084678	Student Refunds		
Alysa Mae Rieken	10064606	S0085019	Student Refunds		
Alyssa Christine Sullivan	10064643	S0084786	Student Refunds		
Alyssa Jo Crosgrove	00205082	S0084401	Student Refunds		
Alyssa R Drummond	00205084	S0084435	Student Refunds		
Amaya Preciosa Garcia	00205093	S0084488	Student Refunds		1
Amber Lee Lawson	10064332	S0084409	Student Refunds		
		S0084491	Student Refunds		
Ana Lilia Biederman	10064468	S0084630	Student Refunds		
Andre Joseph Kittle	00205305	S0084713	Student Refunds		
Andrew Bryan Sydow	10064351	S0084382	Student Refunds		3
Angela Lynn Flinchbaugh	00205425	S0085059	Student Refunds		
		S0085080	Student Refunds		
Angela Marie Cauthon	00205075	S0084369	Student Refunds		2
Angelica Gonzalez	00205265	S0084954	Student Refunds		
Angellia Lynn Peirce	10064592	S0084859	Student Refunds		
Annika Lynn West	00205413	S0084757	Student Refunds		
Anthony Morrill	00205341	S0084696	Student Refunds		
Anthony Eldon Strizek	10064350	S0084392	Student Refunds		
Anya Marie Pick	10064595	S0084782	Student Refunds		
Araina Jade Makelin	00205179	S0084552	Student Refunds		1
Arazae X Perrin	00205433	S0085073	Student Refunds		
Arazeli Vazquez	00205404	S0084728	Student Refunds		
Arienne Elizabeth Greiner	10064525	S0084692	Student Refunds		
Ashlei Nicole Bower	00205215	S0085030	Student Refunds		
Ashleigh Elizabeth Nelson	10064404	S0084509	Student Refunds		
Ashley Elaine Brachle	00205217	S0084679	Student Refunds		
Ashley J Tramp	00205395	S0084823	Student Refunds		
Ashley Michelle Chilewski	10064486	S0084816	Student Refunds		
Ashley Raschelle Davis	10064501	S0084606	Student Refunds		
Ashlyn Marie Shonebarger	10064631	S0084668	Student Refunds		
		S0084669	Student Refunds		
Ashton Sims	10064636	S0084807	Student Refunds		
Ashton Jerry Olson	10064586	S0084889	Student Refunds		
Ashton Joseph Koch	00205308	S0084775	Student Refunds		
Ashton Michael Toupal	00205393	S0084722	Student Refunds		
Aubrie Brooke Edwards	10064387	S0084526	Student Refunds		
Audie A Tejkl	10064647	S0084808	Student Refunds		
Audie A Tejkl	00205255	S0085014	Student Refunds		

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Aurora Judith Hingst	00205165	S0084534	Student Refunds		
Aurora S Slusarski	10064637	S0084909	Student Refunds		
Austin J Hemmingsen	00205273	S0084927	Student Refunds		
Autumn Claire Hoppe	00205103	S0084389	Student Refunds		
Autumn Irene Patzel	10064708	S0085069	Student Refunds		
Autumn R Dickmander	10064386	S0084522	Student Refunds		
Avery Anne Saltzman	10064344	S0084419	Student Refunds		
Avery Phillip Overfelt	10064588	S0084849	Student Refunds		
Bailey Hannah Richters	10064410	S0084580	Student Refunds		2
	10064605	S0085041	Student Refunds		
Barrett R Andel	00205200	S0084872	Student Refunds		2
Becca Lynn McGinley	10064400	S0084547	Student Refunds		
Benjamin David Stearns	10064349	S0084372	Student Refunds		1
	10064638	S0084628	Student Refunds		
Benjamin Tim-Joseph Grashorn	10064389	S0084584	Student Refunds		
Berniece Mccorkindale	00205181	S0084548	Student Refunds		
Beth Ann Windedahl	10064664	S0084693	Student Refunds		
Blair Michelle Jordan	00205109	S0084424	Student Refunds		
	00205170	S0084504	Student Refunds		
		S0084589	Student Refunds		
	00205299	S0084879	Student Refunds		
Blake W Japp	00205289	S0084825	Student Refunds		
Blanca Isela Sanchez	10064620	S0084997	Student Refunds		
Braden M Monke	10064403	S0084560	Student Refunds		2
Brandon James Nelson	00205346	S0084727	Student Refunds		
Breanna Marie Krueger	10064559	S0084969	Student Refunds		
Breena Kay Schwarzkopf	10064627	S0085031	Student Refunds		
Brenna Alexis Doerr	00205159	S0084513	Student Refunds		
Brianna J Herrick	00205280	S0084726	Student Refunds		
Bridgett Nicole Long	10064565	S0085028	Student Refunds		
Brittany Marie Preister	10064600	S0084750	Student Refunds		
	10064709	S0085070	Student Refunds		
Brittin Sindelar	00205194	S0084565	Student Refunds		
Brittney Trujillo Cardona	00205138	S0084412	Student Refunds		
Brock Marshall William Hudson	10064547	S0084853	Student Refunds		
Brooke S Reddest	00205129	S0084443	Student Refunds		
	00205366	S0084938	Student Refunds		
Brooklyn Denae Kumm	00205431	S0085064	Student Refunds		
Bryan Kruger	00205314	S0084931	Student Refunds		
Brynn Olivia Wor...	00205417	S0084739	Student Refunds		
CHRISTOPHER A PARKER	00205300	S0084740	Student Refunds		

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Caden Neal Ost	00205125	S0084452	Student Refunds		
Caden Nicholas Shonka	10064633	S0084870	Student Refunds		
Caia J Samuelson	10064618	S0085001	Student Refunds		
Cailey G Anderson	00205201	S0084911	Student Refunds		
Caitlin E Haydam	10064535	S0084989	Student Refunds		
Caleb Swedenburg	10064416	S0084537	Student Refunds		
Caleb Jarren Grashorn	10064390	S0084536	Student Refunds		2
Caleb T Cornwell	00205239	S0084798	Student Refunds		
Caleb Vincent Dohmen	00205160	S0084570	Student Refunds		
Calloway J Bohacek	00205212	S0084765	Student Refunds		
Cameron James Wallace-Boyer	00205407	S0084657	Student Refunds		
Cameron Skylar Bussinger	00205423	S0085072	Student Refunds		
Carlee Jordan Warren	00205408	S0084844	Student Refunds		
		S0084845	Student Refunds		
Carlos Mathew Jimenez	00205169	S0084572	Student Refunds		
Carly Johnson	00205296	S0084810	Student Refunds		
Carly Jo Donoghue	00205244	S0084970	Student Refunds		
Caroline C Hobbs	10064542	S0084595	Student Refunds		
Carrie Ann Knull	00205307	S0084614	Student Refunds		
Carsen Jacob Reiners	00205130	S0084480	Student Refunds		
Carson James Sudbeck	00205388	S0084780	Student Refunds		
Carter Duane Boschult	00205069	S0084473	Student Refunds		
Cash James Reynolds	10064604	S0084714	Student Refunds		
Cassandra Lee Ziemann	00205422	S0084980	Student Refunds		
Catherine P Rutenbeck	10064616	S0084801	Student Refunds		
Cecylia James Johnson	00205429	S0085082	Student Refunds		
Chase Alexander Adams	00205195	S0084975	Student Refunds		
Cherokee State Bank	00205235	S0085056	Student Refunds		1
Cheyenne E Anderson	00205202	S0084819	Student Refunds		
Cheyenne Jordyn Drudik	00205245	S0084684	Student Refunds		
Cheyenne Marie McVay	00205116	S0084470	Student Refunds		2
Cheyenne Sioux Keil	00205303	S0084753	Student Refunds		
Chom Poo Dah	10064496	S0084707	Student Refunds		
Christal Gale Brundage	10064478	S0084944	Student Refunds		
Christina Ann Lutchman	10064337	S0084364	Student Refunds		
	10064570	S0084599	Student Refunds		
Christina Kathryn Roberts	10064608	S0084629	Student Refunds		
Christopher James Efta	00205085	S0084373	Student Refunds		
Christopher Keenan Brown	10064475	S0085024	Student Refunds		
Christopher Lyle Steskal	10064640	S0084642	Student Refunds		
		S0084642	Student Refunds		

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Chrystal Ann Bennett	10064465	S0084615	Student Refunds		
Ciara Lynn Pinkelman	00205359	S0084781	Student Refunds		
City of Madison	00205155	S0084585	Student Refunds		
Clay Alan Patrick	10064405	S0084518	Student Refunds		
Cody R Nelson	00205347	S0084804	Student Refunds		
Cole Miller	00205119	S0084384	Student Refunds		
Cole James Fiene	10064514	S0084815	Student Refunds		
Cole S Pritchett	10064407	S0084557	Student Refunds		
Colton Dennis Schaefer	00205435	S0085075	Student Refunds		
Colton J Ruff	00205372	S0084836	Student Refunds		
Connor Badyn Cooksley	00205238	S0084991	Student Refunds		3
Connor Joseph Haag	00205098	S0084477	Student Refunds		
	00205270	S0084877	Student Refunds		
Connor W Kreikemeier	00205430	S0085087	Student Refunds		
Consuelo Melissa Rodriguez	10064611	S0084956	Student Refunds		
Cooper Evan Jaeke	00205167	S0084588	Student Refunds		
Courtney Sue Karmann	00205302	S0084704	Student Refunds		
Crystal Marie Raper	10064602	S0084596	Student Refunds		
Dalton Casch Anderson	00205203	S0084864	Student Refunds		
Dalton Kirk Gieselman	10064521	S0084796	Student Refunds		
Dalton Wyatt Clemens	00205077	S0084485	Student Refunds		
Damien Michael Erickson	00205087	S0084407	Student Refunds		
	00205249	S0084792	Student Refunds		
Dane Mediger	00205117	S0084427	Student Refunds		2
		S0084492	Student Refunds		1
DaniKa Jo Burrell	00205225	S0085027	Student Refunds		
Daniel Lee Mickelson	00205184	S0084501	Student Refunds		1
		S0084511	Student Refunds		3
	00205338	S0084671	Student Refunds		
		S0084672	Student Refunds		
Daniel Lynn Pavelka	00205354	S0084779	Student Refunds		
Dayci Joy Luttrell	10064571	S0084868	Student Refunds		
Dean A Kruger	10064399	S0084564	Student Refunds		
Deborah Joy Cattell	00205231	S0085051	Student Refunds		
Delaney Patricia Wells	10064710	S0085076	Student Refunds		5
Delilah Eliza Harper	10064324	S0084393	Student Refunds		
	10064391	S0084523	Student Refunds		2
Destanee Dawn Luetkenhaus	10064336	S0084378	Student Refunds		
Destiny Ann Holland	10064326	S0084391	Student Refunds		
Destiny Kay Lynn Chant	00205182	S0084521	Student Refunds		1
Dustin Chadwick	10064500	S0084067	Student Refunds		4

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Diego Pablo Valenzuela	00205402	S0085033	Student Refunds		
Dillon Dale Santee	00205374	S0084847	Student Refunds		
Dillon L Tonniges	10064417	S0084554	Student Refunds		
Dillon M Dubbs	10064319	S0084440	Student Refunds		
Draevin James Roskens	10064615	S0084830	Student Refunds		
Eby Realty Group LLC	00205247	S0085052	Student Refunds		
Edith Romero	10064613	S0084618	Student Refunds		
Eileen Ashlee Kimber	10064398	S0084512	Student Refunds		
	10064554	S0084681	Student Refunds		
Elena Flores	10064516	S0084631	Student Refunds		
Eli Rae Arndt	00205066	S0084484	Student Refunds		
Elijah Michael Clay	00205076	S0084426	Student Refunds		2
Eliza Claire Bailey	00205148	S0084586	Student Refunds		
Elizabeth J Adamy	10064383	S0084587	Student Refunds		
	10064452	S0084791	Student Refunds		
Ella Josephine Booth	10064310	S0084434	Student Refunds		3
Ella Marie Gaes	00205257	S0084691	Student Refunds		
Emily Cathleen Fosler	10064518	S0085032	Student Refunds		
Emily Jo Hennig	00205274	S0084675	Student Refunds		
Emily Kay Timm	10064649	S0084626	Student Refunds		
Emma Claire Boggs	10064470	S0084718	Student Refunds		
Emma Danae Green	00205096	S0084481	Student Refunds		
	00205267	S0084699	Student Refunds		
Emma Lou Baumgart	00205207	S0084832	Student Refunds		
Emma Rose Jedlicka	10064550	S0084875	Student Refunds		
Emma Sue Smith	00205436	S0085063	Student Refunds		
Emmanuel Avila	00205205	S0084940	Student Refunds		1
Erica Brittany Aguirre-Vargas	10064453	S0084760	Student Refunds		
Erick Damian Marxsen	10064577	S0085010	Student Refunds		
Erin Nichole Thompson	00205392	S0084674	Student Refunds		
Eternity K Hixson	10064541	S0084937	Student Refunds		
Ethan James Uhrir	00205399	S0084741	Student Refunds		
Ethan Mitchell Jones	00205108	S0084448	Student Refunds		1
	00205298	S0084961	Student Refunds		
Ethan Thomas Macken	00205178	S0084591	Student Refunds		
Ethan William Schwichtenberg	00205191	S0084520	Student Refunds		1
Evan J Haas	10064529	S0084799	Student Refunds		
Faith A Indra	00205104	S0084422	Student Refunds		
Fernando Jovanny Sanchez	10064621	S0084838	Student Refunds		
Gabriel Matthew Forrest	00205254	S0084971	Student Refunds		
Gabrielle Latta	10064564	S0084940	Student Refunds		

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Garrett Michael Bellis	00205068	S0084453	Student Refunds		
Gavin NI Geneski	00205261	S0084638	Student Refunds		
Georgina Yamileth Garcia Flores	00205259	S0084720	Student Refunds		
Gloria Yamile Flores	!0064517	S0084900	Student Refunds		
Grace Elizabeth Nordhues	00205123	S0084386	Student Refunds		
Grace Johanna Veik	!0064655	S0084776	Student Refunds		
Gracie Regina Stoffel	!0064641	S0084695	Student Refunds		
Grant Hudson Arens	00205204	S0084903	Student Refunds		
Grant William Frerichs	00205091	S0084417	Student Refunds		
Guy William Bitz	00205211	S0084953	Student Refunds		
Haden John Fomey	!0064321	S0084475	Student Refunds		
		S0084476	Student Refunds		
Hailey K Shriner	00205193	S0084558	Student Refunds		
	00205380	S0084920	Student Refunds		
Hailey Marie Chace	00205153	S0084582	Student Refunds		
Hailey Marie Hunzeker	!0064394	S0084507	Student Refunds		1
		S0084531	Student Refunds		1
Halany's Milian Auld	!0064582	S0084852	Student Refunds		
Haley Marie Lierman	00205113	S0084379	Student Refunds		
	00205324	S0084656	Student Refunds		
Hanna A Kroeger	00205313	S0084928	Student Refunds		
Hannah Joy Taylor	!0064352	S0084430	Student Refunds		
	!0064646	S0084891	Student Refunds		
Hannah K Herron	!0064392	S0084519	Student Refunds		
Hannah Tanola Santos	!0064623	S0084892	Student Refunds		
Heartland Counseling Services Inc	00205100	S0084490	Student Refunds		
Heather Renae Hespe	00205281	S0084645	Student Refunds		
		S0084646	Student Refunds		
Heidi Sue Waterman	00205141	S0084370	Student Refunds		
	00205409	S0084616	Student Refunds		
Holly Ann Hoepfner	!0064544	S0084623	Student Refunds		
Holly Anne Orwig	!0064587	S0084700	Student Refunds		
Horizon Ann Evans	!0064512	S0084771	Student Refunds		
Hudson Brady Barger	00205067	S0084472	Student Refunds		
Hunter Alexander Henrickson	00205275	S0084837	Student Refunds		
Hunter M Bowers	00205216	S0084826	Student Refunds		
Hunter Neil Kreikemeier	00205173	S0084515	Student Refunds		
	00205312	S0084697	Student Refunds		
Hunter O Ummel	00205400	S0084871	Student Refunds		
Ian Anthony Novak	00205348	S0085002	Student Refunds		
Ian Matthew Qualtr...	00205322	S0084887	Student Refunds		

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Isaiah Thomas Garcia	00205258	S0085043	Student Refunds		
Ismari Gil	00205263	S0084860	Student Refunds		
Issak James Skalberg	00205381	S0084723	Student Refunds		
Ivan Kane Hickey	10064539	S0084958	Student Refunds		
Izabella Ann Brown	10064476	S0084946	Student Refunds		
JEREMIAH R HARDER	00205291	S0084987	Student Refunds		
Jabin Richard Sateren	00205134	S0084366	Student Refunds		
Jace Matthew Mohr	00205120	S0084479	Student Refunds		
Jacie L Ambrose	00205199	S0084841	Student Refunds		
Jack Andrew Ritter	00205131	S0084405	Student Refunds		
Jack William Ethofer	00205250	S0084670	Student Refunds		
Jackson Michael James Soukup	00205387	S0084960	Student Refunds		
Jackson Wayne Velazquez	10064656	S0084698	Student Refunds		
Jacob Joseph Anderson	00205065	S0084398	Student Refunds		1
Jadyn Leann Prince	00205128	S0084374	Student Refunds		
	00205361	S0084636	Student Refunds		
Jaelyn C Martin	00205334	S0084990	Student Refunds		
Jaiden Anne Welch	00205412	S0084959	Student Refunds		
Jaimee A Sanchez	00205373	S0084977	Student Refunds		
Jaimie Lee Castillo	10064312	S0084467	Student Refunds		4
	10064483	S0085040	Student Refunds		
Jake Vernen Ussery	00205401	S0085048	Student Refunds		1
Jalin Z Goodell	10064523	S0084647	Student Refunds		
James Andrew Castanon	00205230	S0084888	Student Refunds		
James Dean Reed	10064603	S0085023	Student Refunds		
James Francis Pease	10064591	S0084998	Student Refunds		
Jami Jo Leonard	00205112	S0084361	Student Refunds		
	00205322	S0084594	Student Refunds		
Janel Elaine Bussing	00205074	S0084450	Student Refunds		
	00205226	S0084963	Student Refunds		
Jasmine Elizabeth DuBray	00205161	S0084535	Student Refunds		
Jasmine Erica Sanches	10064411	S0084514	Student Refunds		2
Jason Robert Allen	00205198	S0084605	Student Refunds		
Jax Ayer	10064460	S0084930	Student Refunds		
Jayda Marie Bazala	10064462	S0084729	Student Refunds		1
Jayden Roxane Fellows	00205088	S0084462	Student Refunds		
	00205424	S0085061	Student Refunds		1
Jeffrey Thomas Rambo	10064601	S0084994	Student Refunds		
		S0084995	Student Refunds		
Jenna C Logan	00205176	S0084555	Student Refunds		
	00205225	S0084014	Student Refunds		

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Jennifer Dawn Huffman	10064548	S0084640	Student Refunds		
		S0084641	Student Refunds		
Jeremiah Ray Polak	10064406	S0084524	Student Refunds		
Jessica Jo Brachle	00205070	S0084380	Student Refunds		
	00205218	S0084659	Student Refunds		
Jocelyn R Brazelton	10064472	S0084921	Student Refunds		
John Jason Fanta	00205251	S0085020	Student Refunds		
Johnathan Christopher Coats	10064490	S0084865	Student Refunds		
Jonathan E Gonzalez	10064522	S0084770	Student Refunds		
Joni Sue Kahlandt	00205300	S0084624	Student Refunds		
Jordan Christine Hilmer	00205428	S0085074	Student Refunds		
Jordy Alexander Benitez	10064463	S0084735	Student Refunds		
Jose A Vasquez-Martin	00205403	S0084632	Student Refunds		
Jose Gil Ferrer	00205252	S0084941	Student Refunds		
Joseph Chandler McNair	00205336	S0084649	Student Refunds		
Joseph Ronald Butterfield	00205227	S0084968	Student Refunds		
Joshua Neave	00205344	S0085034	Student Refunds		
Joshua Isaiah Peirce	10064593	S0085038	Student Refunds		
Josiah James Stonehocker	10064415	S0084569	Student Refunds		
	10064642	S0084984	Student Refunds		
Josie Emma Kahlandt	00205301	S0084774	Student Refunds		
Josie Renae Tomasek	10064651	S0084705	Student Refunds		
Joslynn Danae Jewell	00205293	S0084915	Student Refunds		
Juan Diego Aviles	00205206	S0085012	Student Refunds		
Juan Gabriel Romero Botero	10064612	S0084983	Student Refunds		
Julia Grace Lehr	00205321	S0085045	Student Refunds		
Julie Medina Perez	10064579	S0084951	Student Refunds		
Julien Don Grindle	10064527	S0084812	Student Refunds		
Kacy Joy Plueger	10064597	S0084866	Student Refunds		
Kadee Hope Lebeda	00205174	S0084577	Student Refunds		
Kailen Hanson	00205162	S0084559	Student Refunds		2
Kaitlyn Ann Heyen	10064538	S0084881	Student Refunds		
Kaitlyn S Walton	10064658	S0084736	Student Refunds		1
		S0084737	Student Refunds		
Kale Jeffrey Jensen	00205290	S0085046	Student Refunds		
Kamarin Ann French	10064519	S0084732	Student Refunds		
Kamila Castillo Orta	00205152	S0084571	Student Refunds		
Karessa Dawn Hruby	00205166	S0084530	Student Refunds		
Kari Kay Johnston	10064328	S0084368	Student Refunds		
	10064553	S0084613	Student Refunds		
	10064607	S0084665	Student Refunds		

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Karlie RaeAnn Dahl	10064499	S0084716	Student Refunds		
	10064703	S0085065	Student Refunds		1
Karrie Ann Steele	10064414	S0084581	Student Refunds		
	10064639	S0085047	Student Refunds		
Karryle Vulos Kitoyan	10064555	S0084835	Student Refunds		
Kassandra Gutierrez-Cornejo	00205097	S0084420	Student Refunds		
Katelyn Cheyenne Simons	10064348	S0084385	Student Refunds		
	10064635	S0084712	Student Refunds		
Katelyn E Gubbels	00205268	S0084637	Student Refunds		
Katherine Herrera	10064537	S0084652	Student Refunds		
Katherine Jolyn Utech	10064654	S0084957	Student Refunds		
Kathlyne Danielle Edwards	00205248	S0085036	Student Refunds		
Kathryn Elizabeth Kuhlman	10064561	S0084680	Student Refunds		
Katlyn Anne Jacobsen	00205287	S0085053	Student Refunds		
Kayle Alexann Getzschman	00205262	S0084655	Student Refunds		
Kaylee Rosentreader	00205133	S0084410	Student Refunds		
Kaylee Jo Alder	10064700	S0085079	Student Refunds		1
Kaylee Maire Weed	00205411	S0084886	Student Refunds		
Kaylee Y Villalba	00205405	S0084824	Student Refunds		
Kellen James Mlnarik	00205340	S0084783	Student Refunds		
Kellen Joseph Johnson	00205107	S0084348	Student Refunds		
Kellie Headley	10064325	S0084469	Student Refunds		
Kendra Kay Larsen	10064562	S0084685	Student Refunds		
Kendrick Brian Schroeder	00205377	S0084784	Student Refunds		
Kenzie Marie Mosel	10064341	S0084388	Student Refunds		
Keven Mauricio Maldonado	00205332	S0084965	Student Refunds		1
		S0084966	Student Refunds		
Kevin Harrison Medina	10064340	S0084371	Student Refunds		
	10064580	S0084627	Student Refunds		
Kharley Jo Henneman	00205101	S0084394	Student Refunds		
	00205427	S0085068	Student Refunds		1
Kiara Ann Krusemark	10064560	S0084857	Student Refunds		
Kiera Ann Brader	00205219	S0084676	Student Refunds		
Kimberly Marie Kleinschmit	10064330	S0084375	Student Refunds		
	10064556	S0084639	Student Refunds		
Kirby J Smith	00205382	S0084733	Student Refunds		
Kloe Kathleen Crippen	10064495	S0084715	Student Refunds		
Kobe R Wilkins	00205143	S0084390	Student Refunds		
		S0084497	Student Refunds		
	00205415	S0084724	Student Refunds		
Kelly Charles Majoris	10064338	S0084450	Student Refunds		

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Konner Marcus Albers	10064454	S0084744	Student Refunds		
Korbee M Wendt	10064418	S0084563	Student Refunds		
	10064660	S0084929	Student Refunds		
Kortney May Aschoff	10064459	S0084797	Student Refunds		
Kristal Jade Hammer	10064531	S0084942	Student Refunds		
Kristen Mae Marcellus	10064339	S0084445	Student Refunds		
Kristi Jo Doty	10064318	S0084363	Student Refunds		
	10064505	S0084598	Student Refunds		
Kristin Suzanne O'Grady	00205124	S0084400	Student Refunds		
Kristine Tran	00205397	S0084899	Student Refunds		
Kya Elizabeth Swartz	10064645	S0084976	Student Refunds		
Kyleigh Sue Rayback	00205365	S0084731	Student Refunds		
Kyler James Mosel	10064707	S0085067	Student Refunds		
Kylie Jo Jerabek	10064551	S0084885	Student Refunds		
Kylie Rachelle Luebbe	00205177	S0084573	Student Refunds		
Kyra Leigh McLaughlin	10064578	S0084947	Student Refunds		
Kyra Mae Louthan	10064567	S0084878	Student Refunds		
La Shel Renee Pashby	00205353	S0084759	Student Refunds		
Lacey Jo Poston	10064599	S0084633	Student Refunds		
Lacy Lynn Figueroa	10064515	S0084611	Student Refunds		
		S0084612	Student Refunds		
Lance Brester	00205071	S0084438	Student Refunds		1
	00205221	S0084926	Student Refunds		1
Lance Aaron Ditloff	00205242	S0084740	Student Refunds		
Landen Alan Whipple	00205142	S0084496	Student Refunds		
Landon Thomas Way	00205410	S0084936	Student Refunds		
Lateena Marie Camphor	10064481	S0084869	Student Refunds		
Latitus R Menyweather	10064581	S0084600	Student Refunds		
Lauren Nicole Buhman	10064701	S0085071	Student Refunds		1
Lauryn Nicole Nitz	00205185	S0084567	Student Refunds		
Leah Dawn Rast	00205364	S0084694	Student Refunds		
Leah Kaylene Levin	10064333	S0084425	Student Refunds		
Leah Marie Kosch	10064558	S0084831	Student Refunds		
Leah Rae Pojar	10064598	S0084617	Student Refunds		
Lela Paulina Frerichs	10064322	S0084403	Student Refunds		
Levi Christian Curtis	10064316	S0084428	Student Refunds		1
Lexi Skye Schroder	10064412	S0084525	Student Refunds		2
Libbi Jade Hood	00205102	S0084457	Student Refunds		
Lilly Elaine Bouck	00205214	S0084907	Student Refunds		
Lindsey Marie R	10064609	S0084661	Student Refunds		
Lindsay S	00205085	S0084827	Student Refunds		

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	00205223	S0084806	Student Refunds		
Logan Emilie Consbruck	00205078	S0084413	Student Refunds		
Logan Tyler Schafer	10064624	S0084905	Student Refunds		
Lola A Miller	00205339	S0084934	Student Refunds		
Luis Fernando Gomez	00205264	S0085025	Student Refunds		
Luis Marciano De Leon-Ortega	00205241	S0084986	Student Refunds		
Luke Andrew Dey	00205157	S0084578	Student Refunds		
Luke James Porter	00205127	S0084433	Student Refunds		2
Luke W Frost	10064388	S0084553	Student Refunds		2
Lynnette J Wiegand	10064419	S0084508	Student Refunds		
	10064662	S0084621	Student Refunds		
MacKenzie W Cast	10064484	S0084912	Student Refunds		
Macy Sue Heise	00205272	S0084978	Student Refunds		
Madeline Bernice Oltmanns	00205349	S0084787	Student Refunds		
Madisen A Greisen	10064526	S0084908	Student Refunds		
Madison Lynn Eatherton	00205246	S0084982	Student Refunds		
Madison Marie Altwine	10064455	S0084973	Student Refunds		1
Madison Marie Province	10064408	S0084579	Student Refunds		
Madison Paige Hampton	00205099	S0084395	Student Refunds		
		S0084489	Student Refunds		
	00205271	S0084742	Student Refunds		1
Madison Pearl Young	00205418	S0084854	Student Refunds		
Makayla Cerny	00205233	S0084820	Student Refunds		
Makayla Elizabeth Shonebarger	10064632	S0084748	Student Refunds		
Makenna S Lutjelusche	00205328	S0084932	Student Refunds		
		S0084933	Student Refunds		
Malia Rae Schmidt	00205190	S0084575	Student Refunds		
	00205376	S0085007	Student Refunds		
Malika-Shae Amari Monroe	10064706	S0085081	Student Refunds		
		S0085083	Student Refunds		
Mallory J Tuma	10064353	S0084436	Student Refunds		
	10064653	S0084922	Student Refunds		
Marcelo Melendrez	00205337	S0085037	Student Refunds		
Marcus David Berns	00205209	S0084604	Student Refunds		
Margarite Elaine Maeda	10064572	S0085026	Student Refunds		
Maria Del Carmen Arriaza	10064458	S0084648	Student Refunds		
Marissa Marie Ann Clay	10064487	S0085017	Student Refunds		
Marla Jean Wortmann	00205144	S0084498	Student Refunds		
Martina E Becerra	00205208	S0084962	Student Refunds		
Martina Marie Wickett	10064357	S0084367	Student Refunds		
	10064664	S0084668	Student Refunds		

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Mason Lee Hinze	00205282	S0084764	Student Refunds		
Matthew Joshua Ronk	10064614	S0084607	Student Refunds		
Mattie Marie Young	00205419	S0084939	Student Refunds		
Max Daniel Roberts	00205369	S0084688	Student Refunds		
Maximus Joeseeph Heppner	00205276	S0084758	Student Refunds		
Maycie Nicole Johnson	00205297	S0084846	Student Refunds		
McKenna E Mausbach	00205115	S0084402	Student Refunds		1
Mckenzie A Supik	00205437	S0085077	Student Refunds		
Megan Ann Maas	00205330	S0084634	Student Refunds		
Megan K Meyer	10064402	S0084545	Student Refunds		
Megan Renae Kotas	00205172	S0084528	Student Refunds		1
Melanie Perez-Jones	00205356	S0084884	Student Refunds		
Melanie Ariana Alvarez	10064456	S0085018	Student Refunds		
Melina Su Frerichs	00205092	S0084460	Student Refunds		
Mercedes Marie Hamilton	10064530	S0084654	Student Refunds		
Merin A Gossman	00205095	S0084464	Student Refunds		1
Michael James Janak	10064395	S0084500	Student Refunds		
		S0084576	Student Refunds		
Micheal Lynn Cannaday	10064482	S0085011	Student Refunds		
Michelle Jean Brown	10064477	S0085029	Student Refunds		
Michelle Lynn Marks	10064574	S0084622	Student Refunds		
Mikaela Antonia Flores	00205253	S0085055	Student Refunds		
Mikel Patrick Donaldson	00205243	S0084625	Student Refunds		
Miranda Elizabeth Farrrens	10064513	S0084620	Student Refunds		
Miranda Lynn Hicks	10064540	S0084999	Student Refunds		
Misty Lynne Bennett	10064466	S0084603	Student Refunds		
Molly R Sanchez	10064622	S0084769	Student Refunds		
Montana L Bridger	10064473	S0084809	Student Refunds		
Morgan E Shaw	10064346	S0084463	Student Refunds		
		S0084494	Student Refunds		
	10064630	S0085013	Student Refunds		
Morgan Elizabeth Johansen	00205106	S0084466	Student Refunds		
	00205294	S0085039	Student Refunds		
Morgan Leigh Crist	00205081	S0084344	Student Refunds		
Mori Ann Smith Lopez	10064566	S0084985	Student Refunds		
Murphy Frank Dover	10064506	S0084755	Student Refunds		
Myah Lynn Barrett	00205149	S0084532	Student Refunds		1
Myriam Abigail Cisneros	00205237	S0084817	Student Refunds		
Nancy Enriquez	10064510	S0084761	Student Refunds		
Natalie Elizabeth	00205367	S0084677	Student Refunds		
Natalie Renee Desautels	00205252	S0085006	Student Refunds		

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amou</u>
Nathan John Perrett	10064594	S0084945	Student Refunds		
Nickolas James Christiansen	00205154	S0084583	Student Refunds		
Nicole Ashley Cover	10064494	S0084856	Student Refunds		
Nino R Dumo	10064508	S0084906	Student Refunds		
Noah Cristobal Salinas	10064617	S0084842	Student Refunds		
Noah Joseph Stahr	10064413	S0084533	Student Refunds		
Noel Shea Sykes	00205389	S0084711	Student Refunds		
Noelle Alyce See	10064345	S0084458	Student Refunds		
	10064629	S0085005	Student Refunds		
	00205192	S0084574	Student Refunds		
Noemi Hernandez	00205163	S0084566	Student Refunds		
	00205277	S0084935	Student Refunds		
Nolan Thomas James	10064549	S0084730	Student Refunds		
	10064704	S0085066	Student Refunds		
Olivia Garon Kruse	00205315	S0084950	Student Refunds		
Olivia Mae Donner	10064504	S0084762	Student Refunds		
Oral Surgery Center PC	00205432	S0085085	Student Refunds		
PM Dead Stock Removal Service	00205186	S0084590	Student Refunds		
Paige Katherine Coates	10064313	S0084455	Student Refunds		
	10064489	S0084979	Student Refunds		
Paige Renae Taylor	00205390	S0085016	Student Refunds		
Pamela Sue Albin	00205196	S0085050	Student Refunds		
Paul Anthony Buresh	00205224	S0084867	Student Refunds		
Penelope Dozler	10064507	S0084790	Student Refunds		
Perla Julinana Barrios Gonzalez	10064461	S0084850	Student Refunds		
Petrona Juan Lucas	10064397	S0084561	Student Refunds		1
Peyton Arthur Wieseler	00205414	S0084717	Student Refunds		
Peyton Marie Privett	00205188	S0084539	Student Refunds		2
Pierce William Branting	00205220	S0084862	Student Refunds		
		S0084863	Student Refunds		
Rachael Anne Bohl	00205150	S0084499	Student Refunds		1
		S0084510	Student Refunds		2
	00205213	S0084663	Student Refunds		
		S0084664	Student Refunds		
Rachel Ann Carpenter	00205229	S0084734	Student Refunds		
Raina Jacobson	00205105	S0084442	Student Refunds		
Ralph Ignatius Dittman	00205158	S0084592	Student Refunds		
Ram Geoffrey Watters	10064354	S0084421	Student Refunds		
Rameses E. Munoz	00205343	S0084893	Student Refunds		
Ramon Alfonso Villanueva	00205406	S0085021	Student Refunds		
Ramon Alfonso Villanueva	10064502	S0084830	Student Refunds		

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amou</u>
Rebecca Sue Albrecht	00205197	S0084747	Student Refunds		
Regan E Loecker	10064335	S0083255	Student Refunds		2
Reghan S Reis	00205368	S0084873	Student Refunds		
Reina Nicole Navarro-Bomar	10064585	S0085035	Student Refunds		
Ricardo Jaymes Keith	00205304	S0084974	Student Refunds		
Riley E Schwarzkopf	10064628	S0084925	Student Refunds		
Riley Joseph Schulte	00205378	S0084904	Student Refunds		
Ryan Daniel Smith	00205383	S0084805	Student Refunds		
Ryan Robert Painter	00205350	S0084751	Student Refunds		
		S0084752	Student Refunds		
Salena Ann Swanson	10064644	S0084658	Student Refunds		
Samantha Marino	00205333	S0084874	Student Refunds		
Samantha Kristy Klug	00205306	S0084653	Student Refunds		
Samantha L Cadwell	10064311	S0084471	Student Refunds		
Samantha R Plessel	10064596	S0084745	Student Refunds		
Samira Ibsa Yusuf	00205420	S0084725	Student Refunds		
Samuel Mathias Thompson	00205137	S0084381	Student Refunds		
Santana Marie Bonilla	10064471	S0084955	Student Refunds		
Sarah Dawn LeSuer	00205323	S0084660	Student Refunds		
Saul Soto	00205386	S0084901	Student Refunds		
Seth Michael Dodds	10064317	S0084365	Student Refunds		
Shanell Beatrize Grace	10064524	S0085009	Student Refunds		
Sharissa Michelle Haas	10064323	S0084423	Student Refunds		1
Shayla Maye Cavalli	00205232	S0085008	Student Refunds		
Shelbi Jean Lytle	00205329	S0084709	Student Refunds		
Shelbie Rose Woerman	10064358	S0084387	Student Refunds		
Shelby Schommer	10064625	S0084822	Student Refunds		
Shelby Anne Welsh	10064356	S0084418	Student Refunds		
		S0084495	Student Refunds		
	10064659	S0084855	Student Refunds		
Shelby Marie Horn	10064546	S0084666	Student Refunds		
Shelby Rose Tracy	00205394	S0084910	Student Refunds		
Shiyann L Bright	10064474	S0084682	Student Refunds		
Shon Thomas Buermann	10064479	S0084602	Student Refunds		
Sihomara Amezcua	10064457	S0084687	Student Refunds		
Sirkyivah Christien Johnson	10064396	S0084505	Student Refunds		
		S0084543	Student Refunds		
	10064552	S0084840	Student Refunds		
Skylar Hampton	10064533	S0084789	Student Refunds		
Slayde Michael E	10064309	S0084451	Student Refunds		
	10064160	S0084064	Student Refunds		

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amou</u>
		S0084486	Student Refunds		
	00205240	S0084651	Student Refunds		
Sophia Lynn Pihlgren	00205126	S0084383	Student Refunds		
	00205358	S0084708	Student Refunds		
Sophie Mae Palmer	00205351	S0084858	Student Refunds		
Stacey Hernandez	00205164	S0084544	Student Refunds		
Stephanie Benitez	I0064464	S0084813	Student Refunds		
Stephanie Martinez	I0064576	S0084710	Student Refunds		
Steven R Hernandez	00205278	S0084913	Student Refunds		
Stevie Lorreen Handsaker	I0064534	S0084861	Student Refunds		
Summer Jalen Guenther	00205269	S0084876	Student Refunds		
Sydney Lynn Krause	00205311	S0084667	Student Refunds		
THOMAS G FOSLER	00205136	S0084468	Student Refunds		
	00205391	S0085042	Student Refunds		
Tammie Ann Hoffman	00205284	S0084644	Student Refunds		
Tanesha Renee King	00205110	S0084483	Student Refunds		
	00205171	S0084503	Student Refunds		
		S0084549	Student Refunds		
Tanya Perez	00205355	S0084766	Student Refunds		
Taten Joseph Uden	00205139	S0084482	Student Refunds		
Taylor K Runge	I0064343	S0084493	Student Refunds		
Thomas Andrew Wilson	I0064663	S0084833	Student Refunds		
Thomas D Garcia Romero	I0064520	S0084768	Student Refunds		
Tielor R Kneiff	I0064557	S0084690	Student Refunds		
Tina D Schrad	I0064626	S0084662	Student Refunds		
Tina Vemel Shank	00205379	S0084609	Student Refunds		
Tiottia Sheay Loomis	00205326	S0084843	Student Refunds		
Tori Anna Gaarder	00205426	S0085086	Student Refunds		
Tori Hannah Buss	00205073	S0084404	Student Refunds		
Tori Nicole Courter	I0064493	S0085022	Student Refunds		
Tory Alan Thurlow	I0064648	S0084793	Student Refunds		
Trenton Lee Naber	00205122	S0084449	Student Refunds		2
Tresha Lynn Koch	00205309	S0084721	Student Refunds		1
Trevor James Legate	I0064563	S0084701	Student Refunds		
Trevor Jeremy Williams	00205416	S0085000	Student Refunds		
Tristan Robert Kuehler	00205317	S0084794	Student Refunds		
Tristeena J Schaefer	00205135	S0084397	Student Refunds		
	00205189	S0084527	Student Refunds		
	00205375	S0084754	Student Refunds		
Tristen Jeffery Beyer	00205210	S0084993	Student Refunds		
	I0064327	S0084414	Student Refunds		

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amou</u>
	10064545	S0084814	Student Refunds		
Trudy Lynn Kramer	00205310	S0084610	Student Refunds		
Tucker C Hood	00205285	S0084635	Student Refunds		
Ty Landers	00205318	S0084918	Student Refunds		
Ty Anthony James Tramp	00205396	S0084895	Student Refunds		
		S0084896	Student Refunds		1
Tyeler Darlene Burns	10064480	S0084897	Student Refunds		
		S0084898	Student Refunds		
Tylie Alexa Kunc	10064331	S0084478	Student Refunds		
Tyrel Thomas Wegener	10064355	S0084416	Student Refunds		
Tyson Coufal	00205080	S0084439	Student Refunds		1
U.S. Department of Veterans Affairs	00205398	S0085049	Student Refunds		
Uziel Cabanas-Zacarias	00205228	S0084992	Student Refunds		
Vance Joseph Zemlicka	00205421	S0084719	Student Refunds		
Vanessa Guadalupe Martinez	00205335	S0084882	Student Refunds		
Vanessa Lynn Lukes	10064569	S0084772	Student Refunds		
		S0084773	Student Refunds		
Vianney J Hernandez	00205279	S0084683	Student Refunds		
Victor Manuel Rocha	00205371	S0084916	Student Refunds		
		S0084917	Student Refunds		
	00205434	S0085078	Student Refunds		
Victoria Villalobos	00205140	S0084362	Student Refunds		
Walker Thomas Hochstein	10064543	S0084795	Student Refunds		
Walter Jeffery Hammond	10064532	S0084738	Student Refunds		
Ward Thomas Kaczor	10064329	S0084399	Student Refunds		
Wendy R Snodgrass	00205384	S0085044	Student Refunds		
Wendy Renae Fowler	00205090	S0084487	Student Refunds		
Whisper Cheyenne Day	10064502	S0084673	Student Refunds		
Whitlee Jo Paxton	10064590	S0084803	Student Refunds		
Yazmin Guadalupe Toral	10064652	S0084949	Student Refunds		
Yesenia Hernandez	10064536	S0084686	Student Refunds		
Zachary Dean Egeland	00205086	S0084474	Student Refunds		
Zachary John Furnas	00205256	S0085004	Student Refunds		
Zachary Lewis Fernau	00205089	S0084396	Student Refunds		
Zakary Adam Poppe	00205360	S0085003	Student Refunds		
Zandria Ann De La O	10064503	S0084702	Student Refunds		1
		S0084703	Student Refunds		2
Flexible Benefit Administrators Inc.	02000049	I0233671	125 Plan	Nondepartmental	11
Total Bills Paid:					\$3,420


Vendor	Check #	A/P Doc #	Fund	Organization	Amou
Shift4 Bkstr Merch Fee-Jan (online)		J0023095	General Fund		3,0
Shift4 Bkstr Merch Fee- Jan (store)		J0023094	General Fund		4,0
Rec Clover Merchant Fees -Jan 2024		J0023097	General Fund		0
Rec Clover Merchant Fees -Jan 2024		J0023097	General Fund		6,0
Rec Clover Merchant Fees -Jan 2024		J0023097	General Fund		:
Merchant Fees-Web Jan 2024		J0023096	General Fund		31,8
Total General Fund EFT's:					45,8

Total Debt Service Fund EFT's:

Life Insurance - January 2024		J0023065	Payroll Fund		10,0
BCBS - February 2024 Premiums		J0023138	Payroll Fund		396,0
Disability Insurance - January 2024		J0023064	Payroll Fund		11,0
Transfer Cafeteria BW3		J0023073	Payroll Fund		1,0
TIAA Cref BW3		J0023077	Payroll Fund		49,0
Child Support BW3		J0023076	Payroll Fund		:
Payroll Taxes BW3		J0023082	Payroll Fund		72,0
Nebraska State Tax - January 2024		J0023091	Payroll Fund		100,0
Payroll Transfer BW4		J0023115	Payroll Fund		308,0
Kansas State Tax - January 2024		J0023117	Payroll Fund		:
Transfer Cafeteria BW4		J0023120	Payroll Fund		1,0
TIAA Cref BW4		J0023122	Payroll Fund		45,0
Payroll Taxes BW4		J0023124	Payroll Fund		89,0
Child Support BW4		J0023121	Payroll Fund		:
January 2024 Sales Tax		J0023130	Payroll Fund		39,0
VSP Vision Care 2/18/24 stmt		J0023139	Payroll Fund		3,0
Payroll Transfer MN 2		J0023136	Payroll Fund		1,482,0
Transfer Cafeteria MN2		J0023137	Payroll Fund		16,0
Omnify Cobra Eligible Fee- Jan 2024		J0023140	Payroll Fund		:
Payroll Taxes MN2		J0023142	Payroll Fund		527,0
TIAA Cref MN2		J0023141	Payroll Fund		341,0
Payroll Transfer BW5		J0023151	Payroll Fund		258,0
Total Payroll Fund EFT's:					3,758,4


Total Bills Paid and EFT's:

7,224,7




CCI | 2024
NASPA
Community
Colleges
Institute

Architecting and Leading
the Data-Informed Campus

 NASPA | Student Affairs Administrators
in Higher Education

1



Presenters

- Dr. Leah A. Barrett
*President
Northeast Community College*
- Dr. Jason Browning
*Senior Director, Data and Analytics
EAB Global, Inc.*

2



Importance of institutional research in practice

- Community college leaders must create an evidence-based culture and set benchmarks for institutional growth and sustainability (DeJear et al., 2018)
- This is especially vital when considering the lower enrollments and resources in many community colleges
- Effective institutional research can lead to proactive vs. reactive student support, preserving enrollment, increasing completion, and strengthening communities
- Doing so requires transformative leadership in community college practice regarding data

3



Importance of **ACTION** research in practice

- It is about our **STUDENTS**
- Statutorily mandated
- Mission-critical work
- Accreditation expectation

4

Legislative purpose



Student-centered, open-access institutions with the following instructional and service priorities... particularly targeting those who have been underserved in other educational settings

- Applied technology, career and technical education
- Transfer education
- Foundational education
 - English language learning (ELL)
 - High school equivalency (GED)
 - Developmental education
- Public service, continuing education, and personal development
- Community and economic development, workforce training
- Applied research
 - Hands-on experiential learning to enhance teaching and learning, public service and professional development

Nebraska Revised Statute 85-962

5

Mission | Vision | Values | Strategic Priorities

Mission - Northeast Community College is dedicated to the success of students and the region it serves.

Vision - Empower every person in our region to achieve their academic and workforce development goals.

Values

- We champion student success
- We practice continuous improvement
- We are mindful stewards of resources
- We build partnerships and collaborations
- We aspire to create an inclusive, diverse culture

Strategic Priorities

- Student Pathways to Success
- Excellence and Innovation in Educational Programs
- Rewarding and Inspirational Place to Work
- Effective Resource Management

NORTHEAST.EDU



6



Challenges for Presidents

Structural challenges

- Reluctance to adopt new tools
- Shared governance
- Organizational planning and implementation considerations
- Fear: How will be data be used?

Technological challenges

- Fragmented data systems
- Decentralized information users
- Inconsistent data policies
- Difficulty obtaining data
- Decreased reliability

7

An argument for being data-informed

- When data guides decision making, you always want to collect more of it
- What is the downside?
 - Data is never going to tell you the full story
 - It is never going to tell you exactly what you need to do to keep growing or find success
- Being **data-informed** means using both intuition and data
 - Create testable hypotheses about your services
 - Data is part of a larger context
- In a data-informed environment, data interpretation precedes decision-making

8

How to become data-informed

- Focus on asking the right research question(s)
- Change what you may perceive as the deliverable
 - Move from the concept of spreadsheets filled with student information
 - "Spreadsheet jockeying" wastes time and hinders replicability
- Consider the question in a broader context
 - If I have this question, others may have as well
 - "What is the success rate of MATH 1010?" English cares too!

9



What is the right question?

- Well-formed questions lead to better decision-making
- Constructive dialogue and iterative discussion
- Distill clear purpose and develop research question(s)
- Consider how the data will be used
 - Collecting data to *inform* plan or goals
 - Collecting data to *evaluate* plan or goals

10

The Applied Inquiry Framework

Adapted from The RP Group (2014)

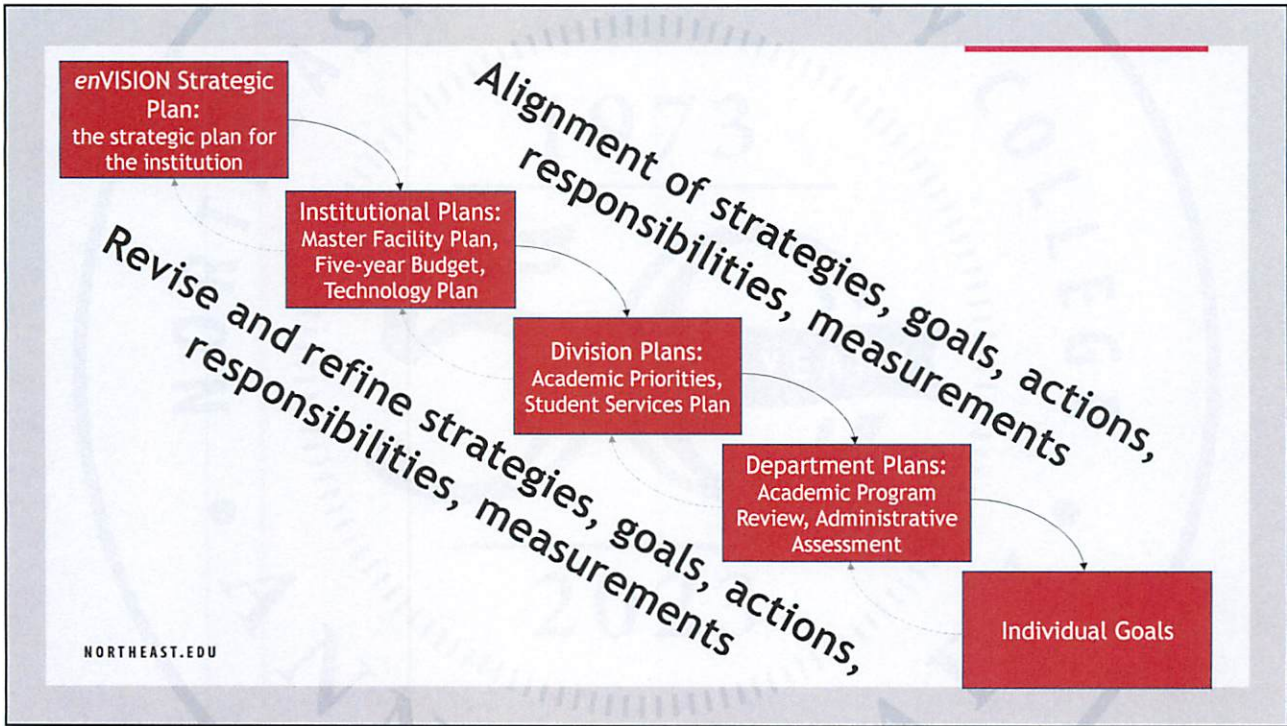
	Define a focus of inquiry	What is the problem you are trying to solve?
	Gather evidence	Identify existing data and need for new data
	Engage and explore	Evidence-based discussions of practice
	Translate into action	Implement change based on data and research
	Measure impact	Monitor impact of intervention

11

The Applied Inquiry Framework in Action

Define a focus of inquiry	Success at a rural community college
Gather evidence	CCRC, IPEDS, CCSSE, SSI, NCCBP
Engage & explore	Guided Pathways framework
Translate into action	Fields of study, Dev Ed reform, investing in TRIO, org structure revisions
Measure impact	Semi-annual review

12



13

Developing an information strategy

- Data governance
 - All data is defined, monitored, and verified
- Curated and reliable data
 - All campus constituencies has access to and make decisions from the same relevant data
- Business process improvement
 - Process identification and mapping
 - Understanding and incorporation of ancillary system
 - Deprecation of shadow systems

14

Northeast Community College
Program Outcomes (2017-18 cohort)

<https://app.powerbi.com/groups/bbcaf672-2f21-4397-ae50-e876c7fb9f66/reports/ffc758b9-ae2f-4237-bf9f-6bd1edb2ffa8/ReportSectionOf9e9ac37ba821a33d64?experience=power-bi>

Program Description	Count of Student	Completion Rate	Pct Still Enrolled	Pct Stopped Out	Pct Completed Diff Program	Pct Still Enrolled Diff Prog
AS - Pre-Professional Nursing	189	28.6%	0.5%	56.1%	13.2%	1.6%
AA - General Studies	158	12.7%		72.8%	12.7%	1.9%
AA - Business Administration	129	37.2%		51.2%	11.6%	
AA - Academic Transfer	85	48.2%		41.2%	9.4%	1.2%
AA - Education-Elementary	71	49.3%		43.7%	7.0%	
AAS - Business	66	28.8%		62.1%	9.1%	
AS - Academic Transfer	61	21.3%		63.9%	13.1%	1.6%
AAS - Utility Line	56	58.9%		39.3%	1.8%	
AS - Pre-Veterinary Technology	54	5.6%		44.4%	50.0%	
AA - Crim Justice-Law Enforcement	51	39.2%		56.9%		3.9%
AA - Behavioral Science	50	46.0%		46.0%	8.0%	
AA - Early Childhood Education	45	44.4%		51.1%	4.4%	
AS - Pre-Prof Nursing-UNMC	45	46.7%		44.4%	8.9%	
AS - Pre-Prof Physical Therapy	43	25.6%		41.9%	30.2%	2.3%
DIPL - Practical Nursing	43	83.7%		9.3%	7.0%	
AS - Pre-Prof Radiologic Technology	38	23.7%		65.8%	10.5%	
CERT - Drafting	36	88.9%		11.1%		
AAS - Agriculture-Animal Science	33	51.5%		39.4%	9.1%	
AAS - Diesel Technology	33	51.5%		48.5%		
AAS - Electrical Constr and Control	32	65.6%		34.4%		
AAS - Agriculture-Agrbusiness	31	61.3%		32.3%	6.5%	
AAS - Building Construction	30	50.0%		46.7%	3.3%	
ADN - Associate Degree Nursing	30	96.7%		3.3%		
DIPL - Welding	30	56.7%		43.3%		
AA - Education-Secondary	29	20.7%		65.5%	13.8%	
AA - Human Services	28	42.9%		53.6%		3.6%
AAS - Automotive Technology	28	50.0%		50.0%		
CERT - Media Production	28	46.4%		50.0%	3.6%	
AA - Crim Justice-Corrections	26	26.9%		73.1%		
AA - Accounting	25	52.0%		36.0%	8.0%	4.0%
AAS - Agriculture-Agronomy	22	50.0%		40.9%	9.1%	
AS - Agriculture-College Transfer	22	63.6%		31.8%	4.5%	
CERT - Information Technology General	22	81.8%		18.2%		
AAS - Electromechanical Technology	21	85.7%		14.3%		
AS - Biology	21	28.6%		66.7%	4.8%	
AAS - Agriculture-Diversified Ag	20	75.0%		20.0%	5.0%	
AAS - Criminal Justice	20	15.0%		60.0%	20.0%	5.0%
AAS - Accounting	19	31.6%		57.9%	10.5%	
AAS - Early Childhood Education	19	36.8%		52.6%	10.5%	
AA - Social Work	18	44.4%		55.6%		
AAS - Physical Therapist Assistant	17	82.4%		11.8%	5.9%	
AAS - Precision Agriculture	16	93.8%		6.3%		
AS - Pre-Professional Engineering	14	42.9%		42.9%	14.3%	
AAS - Veterinary Technology	13	100.0%				
AAS - Administrative Professional	12	66.7%		25.0%	8.3%	
AAS - Agriculture	12	66.7%		33.3%		
AAS - Auto Body Repair Technology	12	58.3%		33.3%	8.3%	
AAS - Information Technology	12	33.3%		50.0%	16.7%	
AS - Exercise Science	12	41.7%		41.7%	16.7%	
AS - Pre-Prof Surgical Technology	12	8.3%		66.7%	25.0%	
DIPL - Welding-South Sioux City	12	50.0%		50.0%		
AA - Agriculture-College Transfer	11	18.2%		45.5%	36.4%	
AA - Personal Training	11	36.4%		45.5%	18.2%	
AAS - Graphic Design	11	27.3%		54.5%	18.2%	
AAS - Heating, Ventilation and AC	11	63.6%		36.4%		
AS - Athletic Training	11	9.1%		90.9%		
AAS - Health Info Mgmt Systems	10	60.0%		40.0%		
AA - Pre-Prof Physical Therapy	9	11.1%		66.7%	22.2%	
AAS - Horticulture/Golf Course Mgmt	8	75.0%		12.5%	12.5%	
DIPL - Plumbing Technology	8	87.5%		12.5%		
AA - Art	7			100.0%		
AA - Communication	7	28.6%		71.4%		
AA - English	7	57.1%		42.9%		
AA - Graphic Design	7	14.3%		57.1%	28.6%	
AA - Health PE and Recreation	7	57.1%		42.9%		
AA - Physical Ed Teacher Education	7	57.1%		28.6%	14.3%	
AS - Pre-Professional Dietetics	7	28.6%		57.1%	14.3%	
AS - Pre-Professional Medicine	7	42.9%		57.1%		
AA - Pre-Prof Radiologic Technology	6	33.3%		66.7%		
AAS - Banking Services	6	16.7%		50.0%	33.3%	
AAS - Wind Energy	6	50.0%		50.0%		
AS - Pre-Respiratory Care	5			80.0%	20.0%	
CERT - Recording Studio Production	5	80.0%		20.0%		

DIPL - Diversified Manufacturing Tech		5	100.0%			
AA - Library Information Services		4	50.0%	50.0%		
AA - Mass Media		4	25.0%	75.0%		
AA - Pre-Prof Surgical Technology		4		75.0%	25.0%	
AA - Pre-Professional Nursing		4		100.0%		
AAS - Drafting		4	50.0%	50.0%		
AAS - Paramedic		4	75.0%	25.0%		
AS - Pre-Medical Assisting		4		100.0%		
AS - Pre-Professional Veterinary		4	25.0%	75.0%		
CERT - Food Service Dietary Mgmt		4	75.0%	25.0%		
DIPL - Business Diploma		4	25.0%	75.0%		
AA - Education-Paraprofessionals		3	33.3%	66.7%		
AA - Info Tech-Computer Science		3	66.7%	33.3%		
AA - Music Education		3	33.3%	66.7%		
AA - Music Performance		3	66.7%	33.3%		
AA - Pre-Culinary Arts and Mgmt		3		100.0%		
AA - Pre-Professional Dentistry		3	33.3%	66.7%		
AA - Social Science		3		100.0%		
AAS - Media Arts		3	66.7%	33.3%		
AS - Chemistry		3	66.7%		33.3%	
AS - Pre-Professional Pharmacy		3	66.7%	33.3%		
AA - Global Studies		2	50.0%	50.0%		
AA - Info Tech-Comp Info Systems		2	100.0%			
AA - Pre-Professional Engineering		2		50.0%	50.0%	
AA - Theatre		2		100.0%		
AS - Mathematics		2	50.0%	50.0%		
AS - Skills and Tech Science Ed-UNL		2		50.0%	50.0%	
CERT - Bus-Entrepreneurship		2	50.0%	50.0%		
DIPL - Accounting		2	100.0%			
DIPL - Wind Energy		2		100.0%		
AA - Administrative Professional		1	100.0%			
AA - Biology		1		100.0%		
AA - Pre-Professional Mortuary Sci		1		100.0%		
AA - Pre-Professional Veterinary		1		100.0%		
AA - Pre-Respiratory Care		1			100.0%	
AS - Physics		1		100.0%		
CERT - Accounting		1		100.0%		
CERT - Avid ProTools Music Production		1	100.0%			
CERT - Broadcast Production		1	100.0%			
CERT - Technical Services Support		1	100.0%			
CERT - Video Production		1	100.0%			
DIPL - Administrative Professional		1	100.0%			
DIPL - Drafting		1	100.0%			

Northeast Community College
 Program Outcomes (2018-19 cohort)

<https://app.powerbi.com/groups/bbcaf672-2f21-4397-ae50-e876c7fb9f66/reports/ffc758b9-ae2f-4237-bf9f-6bd1edb2ffa8/ReportSectionf0fe9ac37ba821a33d64?experience=power-bi>

Program Description	Count of Student	Completion Rate	Pct Still Enrolled	Pct Stopped Out	Pct Completed Diff Program	Pct Still Enrolled Diff Prog
AS - Pre-Professional Nursing	187	25.70%		55.60%	16.60%	2.14%
AA - Academic Transfer	123	43.10%		49.60%	7.30%	
AA - Business Administration	119	41.20%		44.50%	13.40%	0.84%
AA - General Studies	80	8.80%		66.30%	25.00%	
AA - Education-Elementary	69	52.20%	1.40%	36.20%	8.70%	1.45%
AA - Crim Justice-Law Enforcement	59	33.90%	1.70%	62.70%	1.70%	
AAS - Business	54	38.90%	3.70%	44.40%	11.10%	1.85%
AAS - Utility Line	49	67.30%		30.60%	2.00%	
AS - Pre-Prof Physical Therapy	46	23.90%		37.00%	37.00%	2.17%
AS - Pre-Veterinary Technology	46	6.50%		60.90%	30.40%	2.17%
Dipl - Welding	44	61.40%		36.40%		2.27%
AS - Academic Transfer	43	34.90%		55.80%	9.30%	
Dipl - Practical Nursing	43	69.80%		25.60%	4.70%	
AA - Behavioral Science	38	42.10%		52.60%	2.60%	2.63%
AAS - Diesel Technology	36	69.40%		27.80%	2.80%	
ADN - Associate Degree Nursing	34	100.00%				
AAS - Electrical Constr and Control	33	72.70%		27.30%		
AS - Agriculture-College Transfer	31	41.90%		41.90%	16.10%	
AS - Pre-Prof Radiologic Technology	31	41.90%		45.20%	9.70%	3.23%
AA - Human Services	30	50.00%		50.00%		
AAS - Information Technology	30	43.30%		53.30%	3.30%	
AA - Accounting	29	62.10%		34.50%	3.40%	
AA - Early Childhood Education	27	63.00%	3.70%	33.30%		
AAS - Automotive Technology	27	55.60%		44.40%		
AAS - Agriculture-Agribusiness	26	61.50%		38.50%		
AAS - Drafting	26	80.80%		15.40%	3.80%	
AS - Pre-Prof Nursing-UNMC	26	23.10%		57.70%	15.40%	3.85%
AAS - Agriculture-Agronomy	25	68.00%		32.00%		
AAS - Agriculture-Animal Science	25	52.00%		40.00%	8.00%	
AA - Crim Justice-Corrections	22	40.90%		59.10%		
AAS - Media Arts	21	33.30%	4.80%	57.10%		4.76%
AAS - Accounting	20	20.00%		55.00%	20.00%	5.00%
AAS - Agriculture-Diversified Ag	20	70.00%		25.00%	5.00%	
AAS - Building Construction	20	70.00%		30.00%		
AAS - Early Childhood Education	20	25.00%		75.00%		
AAS - Electromechanical Technology	19	68.40%		31.60%		
AAS - Graphic Design	19	57.90%		36.80%		5.26%
AA - Social Work	18	33.30%		66.70%		
AAS - Physical Therapist Assistant	18	61.10%			38.90%	
AA - Education-Secondary	16	43.80%		37.50%	18.80%	
AA - Info Tech-Computer Science	15	20.00%	6.70%	53.30%	20.00%	
AS - Exercise Science	15	33.30%		60.00%	6.70%	
AAS - Criminal Justice	14	42.90%		57.10%		
AS - Biology	14	64.30%		35.70%		
AAS - Health Info Mgmt Systems	12	41.70%		50.00%		8.33%
AAS - Veterinary Technology	12	91.70%		8.30%		
AAS - Wind Energy	12	41.70%		50.00%	8.30%	
AS - Pre-Prof Surgical Technology	12	8.30%		75.00%	16.70%	
AA - Graphic Design	11	27.30%		45.50%	27.30%	
AAS - Heating, Ventilation and AC	11	72.70%		18.20%	9.10%	
AS - Pre-Professional Engineering	11	27.30%		54.50%	18.20%	
Dipl - Welding-South Sioux City	11	45.50%		54.50%		
AA - Physical Ed Teacher Education	10	30.00%		60.00%	10.00%	
AA - Info Tech-Comp Info Systems	8	25.00%		75.00%		
AA - Personal Training	8	37.50%		37.50%	12.50%	12.50%
Dipl - Plumbing Technology	8	87.50%		12.50%		
AA - Health PE and Recreation	7	57.10%		28.60%	14.30%	
AAS - Auto Body Repair Technology	7	71.40%		28.60%		
AAS - Horticulture/Golf Course Mgmt	7	42.90%		42.90%	14.30%	
AAS - Precision Agriculture	7	71.40%		28.60%		
AS - Pre-Professional Medicine	7	57.10%		42.90%		
AS - Pre-Professional Veterinary	7	14.30%		85.70%		
CERT - Community Healthcare Worker	7	71.40%		28.60%		
AA - Pre-Prof Physical Therapy	6	16.70%		66.70%	16.70%	
AA - Pre-Professional Nursing	6			33.30%	66.70%	
AS - Athletic Training	6	50.00%		50.00%		
AS - Pre-Professional Dietetics	6	33.30%	16.70%	50.00%		
CERT - Food Service Dietary Mgmt	6	50.00%		50.00%		
Dipl - Business Diploma	6	33.30%		66.70%		
AA - Mass Media	5	40.00%		40.00%	20.00%	
AA - Pre-Prof Radiologic Technology	5	40.00%		60.00%		
AAS - Paramedic	5	100.00%				
AA - Education-Paraprofessionals	4	50.00%		50.00%		

AA - Pre-Culinary Arts and Mgmt		4			75.00%	25.00%	
AA - Pre-Professional Dentistry		4	50.00%		50.00%		
AAS - Administrative Professional		4	25.00%		75.00%		
AS - Pre-Respiratory Care		4			100.00%		
CERT - Information Technology General		4	50.00%		50.00%		
CERT - Real Estate		4	50.00%		50.00%		
AA - Administrative Professional		3			100.00%		
AA - English		3	33.30%		66.70%		
AA - Music Education		3	33.30%		66.70%		
AA - Music Performance		3	33.30%		66.70%		
AA - Pre-Respiratory Care		3			100.00%		
CERT - Bus-Insurance Services		3			100.00%		
AA - Art		2			100.00%		
AA - Biology		2			50.00%	50.00%	
AA - Communication		2	100.00%				
AA - Library Information Services		2			100.00%		
AA - Pre-Prof Surgical Technology		2	50.00%		50.00%		
AA - Pre-Professional Engineering		2				100.00%	
AA - Pre-Professional Veterinary		2			100.00%		
AAS - Agriculture		2	100.00%				
AS - Physics		2	50.00%		50.00%		
AS - Pre-Medical Assisting		2			100.00%		
CERT - Administrative Professional		2	100.00%				
CERT - Drafting		2	100.00%				
DIPL - Administrative Professional		2	50.00%		50.00%		
DIPL - Automotive Technology		2	50.00%			50.00%	
DIPL - Diversified Manufacturing Tech		2	100.00%				
DIPL - Wind Energy		2	50.00%		50.00%		
AA - Agriculture-College Transfer		1			100.00%		
AA - Global Studies		1			100.00%		
AA - Music Business		1			100.00%		
AA - Pre-Professional Medicine		1			100.00%		
AA - Theatre		1			100.00%		
AS - Mathematics		1				100.00%	
AS - Public Health		1			100.00%		
CERT - Accounting		1	100.00%				
CERT - Automotive Light Service Tech		1	100.00%				
CERT - Banking		1	100.00%				
CERT - Bus-Entrepreneurship		1			100.00%		
CERT - Diversified Manufacturing Tech		1			100.00%		
CERT - IBMi Application Development		1			100.00%		
CERT - Office Management		1	100.00%				
CERT - Recording Studio Production		1			100.00%		
CERT - Video Production		1	100.00%				
DIPL - Accounting		1			100.00%		
DIPL - Mechanical Drafting		1			100.00%		

Northeast Community College
 Program Outcomes (2019-20 cohort)

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Program Description	Count of Student	Completion Rate	Pct Still Enrolled	Pct Stopped Out	Pct Completed Diff Program	Pct Still Enrolled Diff Prog
AS - Pre-Professional Nursing	179	26.3%	0.6%	57.0%	15.6%	0.6%
AA - Business Administration	109	35.8%	0.9%	56.0%	6.4%	0.9%
AA - General Studies	109	13.8%		64.2%	17.4%	4.6%
AA - Academic Transfer	76	39.5%		46.1%	11.8%	2.6%
AAS - Utility Line	62	59.7%		33.9%	6.5%	
AA - Education-Elementary	61	52.5%	3.3%	32.8%	8.2%	3.3%
AAS - Business	56	30.4%		57.1%	10.7%	1.8%
AA - Crim Justice-Law Enforcement	52	42.3%		53.8%	3.8%	
AS - Pre-Veterinary Technology	49	4.1%		51.0%	44.9%	
DIPL - Practical Nursing	49	67.3%		24.5%	8.2%	
DIPL - Welding	47	70.2%		29.8%		
AS - Pre-Prof Physical Therapy	45	22.2%		46.7%	24.4%	6.7%
AAS - Diesel Technology	44	59.1%		38.6%	2.3%	
AA - Behavioral Science	42	33.3%		59.5%	2.4%	4.8%
ADN - Associate Degree Nursing	37	86.5%		13.5%		
AA - Education-Secondary	36	33.3%		55.6%	11.1%	
AS - Academic Transfer	34	23.5%		58.8%	11.8%	5.9%
AS - Agriculture-College Transfer	34	23.5%		52.9%	23.5%	
AA - Early Childhood Education	33	42.4%		51.5%	6.1%	
AAS - Agriculture-Agribusiness	31	54.8%	3.2%	38.7%	3.2%	
AAS - Electrical Constr and Control	30	50.0%		50.0%		
AAS - Information Technology	29	58.6%		37.9%	3.4%	
AS - Pre-Prof Radiologic Technology	29	27.6%		62.1%	10.3%	
AS - Pre-Prof Nursing-UNMC	27	33.3%		48.1%	18.5%	
AA - Human Services	24	37.5%		62.5%		
AAS - Agriculture-Animal Science	23	39.1%		52.2%	8.7%	
AAS - Building Construction	23	60.9%		34.8%	4.3%	
AAS - Media Arts	23	47.8%		52.2%		
AA - Accounting	22	31.8%		59.1%	9.1%	
AAS - Drafting	22	59.1%	4.5%	36.4%		
AAS - Health Info Mgmt Systems	21	38.1%		52.4%	9.5%	
AA - Social Work	20	25.0%		70.0%	5.0%	
AAS - Agriculture-Agronomy	19	57.9%		36.8%	5.3%	
AAS - Automotive Technology	19	47.4%		52.6%		
AAS - Criminal Justice	18	27.8%		66.7%	5.6%	
AAS - Electromechanical Technology	18	77.8%		22.2%		
AAS - Veterinary Technology	18	94.4%		5.6%		
AAS - Graphic Design	17	41.2%		58.8%		
AS - Pre-Professional Engineering	17	58.8%		29.4%	5.9%	5.9%
AAS - Auto Body Repair Technology	15	66.7%		33.3%		
AAS - Early Childhood Education	15	46.7%		53.3%		
AAS - Heating, Ventilation and AC	15	60.0%		40.0%		
AS - Pre-Professional Medicine	15	13.3%		73.3%	6.7%	6.7%
AAS - Physical Therapist Assistant	14	57.1%		28.6%	14.3%	
AA - Crim Justice-Corrections	12	50.0%		50.0%		
AA - Pre-Professional Nursing	12		8.3%	58.3%	33.3%	
AAS - Wind Energy	12	25.0%		75.0%		
AA - Info Tech-Computer Science	11	9.1%		81.8%		9.1%
AS - Biology	11	27.3%	9.1%	54.5%	9.1%	
AS - Exercise Science	11	45.5%		45.5%	9.1%	
AS - Pre-Prof Surgical Technology	11			100.0%		
CERT - Food Service Dietary Mgmt	11	54.5%		45.5%		
DIPL - Welding-South Sioux City	11	36.4%		63.6%		
AAS - Administrative Professional	10	60.0%		40.0%		
AAS - Agriculture-Diversified Ag	10	40.0%		30.0%	30.0%	
AAS - Paramedic	10	60.0%		30.0%	10.0%	
AA - Info Tech-Comp Info Systems	9	22.2%		66.7%		11.1%
AAS - Accounting	9	22.2%		55.6%	11.1%	11.1%
AAS - Horticulture/Golf Course Mgmt	9	22.2%		44.4%	33.3%	
AS - Athletic Training	9	11.1%		77.8%	11.1%	
AA - Pre-Professional Dentistry	8	25.0%		75.0%		
AAS - Agriculture	8	75.0%		25.0%		
AA - Art	7	42.9%		57.1%		
AA - Communication	7	42.9%		57.1%		
AA - Graphic Design	7	14.3%		42.9%	42.9%	
AA - Pre-Prof Physical Therapy	7			71.4%	28.6%	
AA - Pre-Prof Radiologic Technology	7	28.6%		57.1%	14.3%	
AAS - Precision Agriculture	7	71.4%		28.6%		
AA - Education-Paraprofessionals	6	50.0%		50.0%		
AA - Health PE and Recreation	6	50.0%		50.0%		
AS - Pre-Medical Assisting	6	16.7%		66.7%	16.7%	
AA - Personal Training	5	60.0%		40.0%		
AA - Physical Ed Teacher Education	5	20.0%		80.0%		

AA - Pre-Prof Surgical Technology	5	40.0%	60.0%		
AA - Pre-Professional Veterinary	4	25.0%	25.0%	50.0%	
AS - Chemistry	4	25.0%	50.0%		25.0%
AS - Mathematics	4	100.0%			
AS - Natural Resources	4	100.0%			
DIPL - Business Diploma	4		75.0%	25.0%	
AS - Pre-Professional Veterinary	3		100.0%		
AS - Pre-Respiratory Care	3	66.7%	33.3%		
CERT - Community Healthcare Worker	3	66.7%	33.3%		
DIPL - Accounting	3		100.0%		
DIPL - Plumbing Technology	3	66.7%	33.3%		
AA - Administrative Professional	2	50.0%	50.0%		
AA - Biology	2	50.0%		50.0%	
AA - Global Studies	2		100.0%		
AA - Library Information Services	2	50.0%	50.0%		
AA - Music Business	2		100.0%		
AA - Music Education	2		100.0%		
AA - Pre-Culinary Arts and Mgmt	2		100.0%		
AA - Pre-Professional Mortuary Sci	2			100.0%	
AA - Social Science	2	50.0%	50.0%		
AS - Pre-Professional Pharmacy	2	50.0%		50.0%	
AS - Public Health	2	50.0%	50.0%		
CERT - Real Estate	2		100.0%		
DIPL - Machining and Manufact Automat	2	50.0%	50.0%		
AA - English	1		100.0%		
AA - Music Performance	1		100.0%		
AA - Pre-Professional Medicine	1	100.0%			
AA - Pre-Respiratory Care	1			100.0%	
AA - Theatre	1	100.0%			
AS - Physics	1		100.0%		
AS - Pre-Professional Dietetics	1		100.0%		
CERT - Adm Asst-Cmptr App Spec-Cert	1	100.0%			
CERT - Administrative Professional	1		100.0%		
CERT - Bus-Entrepreneurship	1		100.0%		
CERT - Information Security	1		100.0%		
CERT - Video Production	1	100.0%			
DIPL - Administrative Professional	1		100.0%		
DIPL - Drafting	1	100.0%			
DIPL - Wind Energy	1	100.0%			

Northeast Community College
 Program Outcomes (2020-21 cohort)

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Program Description	Count of Student	Completion Rate	Pct Still Enrolled	Pct Stopped Out	Pct Completed Diff Program	Pct Still Enrolled Diff Prog
AS - Pre-Professional Nursing	176	17.00%	4.50%	60.20%	10.80%	7.39%
AA - General Studies	108	15.70%		59.30%	20.40%	4.63%
AA - Business Administration	89	44.90%	1.10%	46.10%	7.90%	
AA - Academic Transfer	72	44.40%	1.40%	45.80%	8.30%	
AA - Education-Elementary	65	40.00%	3.10%	43.10%	12.30%	1.54%
AAS - Utility Line	47	74.50%	2.10%	21.30%	2.10%	
AA - Crim Justice-Law Enforcement	45	28.90%	2.20%	64.40%	2.20%	2.22%
AAS - Business	44	34.10%	2.30%	54.50%	4.50%	4.55%
AS - Pre-Prof Nursing-UNMC	43	27.90%		41.90%	18.60%	11.63%
AS - Pre-Veterinary Technology	43			37.20%	51.20%	11.63%
DIPL - Practical Nursing	42	64.30%	2.40%	23.80%	9.50%	
DIPL - Welding	42	71.40%		28.60%		
ADN - Associate Degree Nursing	41	95.10%		4.90%		
AA - Behavioral Science	34	14.70%		76.50%		8.82%
AA - Accounting	34	47.10%		41.20%	8.80%	2.94%
CERT - Drug and Alcohol Counseling	32	46.90%		53.10%		
AAS - Electrical Constr and Control	32	50.00%		50.00%		
AAS - Diesel Technology	32	71.90%		28.10%		
AAS - Automotive Technology	30	56.70%		40.00%		3.33%
AS - Agriculture-College Transfer	30	63.30%	3.30%	30.00%	3.30%	
AA - Early Childhood Education	29	37.90%	3.40%	37.90%	13.80%	6.90%
AS - Academic Transfer	28	28.60%		57.10%	10.70%	3.57%
AAS - Information Technology	26	34.60%	3.80%	53.80%	3.80%	3.85%
AS - Pre-Prof Radiologic Technology	25	12.00%	4.00%	52.00%	28.00%	4.00%
AAS - Health Info Mgmt Systems	25	20.00%	4.00%	64.00%	12.00%	
AAS - Early Childhood Education	25	28.00%	8.00%	56.00%	4.00%	4.00%
AAS - Veterinary Technology	25	92.00%		4.00%	4.00%	
AS - Pre-Prof Physical Therapy	24	25.00%		54.20%	16.70%	4.17%
AAS - Media Arts	24	54.20%		37.50%	8.30%	
AAS - Agriculture-Agrbusiness	23	47.80%		47.80%	4.30%	
AAS - Drafting	23	65.20%		34.80%		
AAS - Building Construction	22	68.20%		31.80%		
AA - Human Services	20	20.00%		65.00%	15.00%	
AAS - Graphic Design	19	36.80%		42.10%	21.10%	
AAS - Electromechanical Technology	19	73.70%		21.10%	5.30%	
AA - Crim Justice-Corrections	18	11.10%	11.10%	66.70%	5.60%	5.56%
AAS - Agriculture-Diversified Ag	18	38.90%		38.90%	22.20%	
AA - Social Work	18	44.40%		50.00%		5.56%
AA - Education-Secondary	17	29.40%		35.30%	29.40%	5.88%
AAS - Agriculture-Animal Science	15	40.00%		53.30%	6.70%	
AAS - Auto Body Repair Technology	15	60.00%		33.30%	6.70%	
AAS - Heating, Ventilation and AC	15	80.00%		13.30%	6.70%	
AA - Pre-Professional Nursing	14	21.40%		71.40%	7.10%	
AAS - Agriculture-Agronomy	14	57.10%		28.60%	14.30%	
AAS - Precision Agriculture	14	57.10%		42.90%		
DIPL - Business Diploma	13	23.10%		69.20%	7.70%	
AAS - Administrative Professional	13	30.80%	15.40%	46.20%	7.70%	
AS - Pre-Professional Medicine	12	33.30%		58.30%	8.30%	
DIPL - Paramedic	12	91.70%		8.30%		
AS - Pre-Prof Surgical Technology	11	9.10%		72.70%	9.10%	9.09%
AA - Info Tech-Computer Science	11	27.30%		63.60%	9.10%	
AAS - Wind Energy	11	27.30%		63.60%	9.10%	
AAS - Physical Therapist Assistant	11	45.50%	9.10%	27.30%	18.20%	
AA - Art	10	10.00%	20.00%	70.00%		
AAS - Criminal Justice	10	20.00%		70.00%	10.00%	
DIPL - Welding-South Sioux City	10	50.00%		50.00%		
AS - Pre-Professional Engineering	9	22.20%	11.10%	33.30%	22.20%	11.11%
AA - Graphic Design	9	44.40%		55.60%		
DIPL - Plumbing Technology	9	77.80%		22.20%		
AAS - Accounting	8	12.50%		62.50%	25.00%	
AAS - Agriculture	8	50.00%		37.50%	12.50%	
AA - Personal Training	6	16.70%		83.30%		
AAS - Horticulture/Golf Course Mgmt	6	33.30%		66.70%		
CERT - Administrative Professional	6	33.30%		50.00%	16.70%	
DIPL - Administrative Professional	6	33.30%		50.00%	16.70%	
AS - Exercise Science	6	50.00%		50.00%		
AS - Pre-Professional Veterinary	6	50.00%		33.30%	16.70%	
AS - Biology	5	40.00%		40.00%	20.00%	
AA - Communication	5	60.00%		40.00%		
CERT - Food Service Dietary Mgmt	5	60.00%		40.00%		
DIPL - Machining and Manufact Automat	5	80.00%		20.00%		
AA - Pre-Prof Radiologic Technology	5			100.00%		
AA - Administrative Professional	4	25.00%		50.00%	25.00%	

AA - Biology		4	25.00%		75.00%		
AA - Info Tech-Comp Info Systems		4	25.00%	25.00%	50.00%		
AA - Music Performance		4	25.00%		75.00%		
AS - Natural Resources		4	25.00%		50.00%	25.00%	
AS - Pre-Medical Assisting		4	25.00%		50.00%	25.00%	
CERT - Real Estate		4	25.00%		50.00%	25.00%	
CERT - Community Healthcare Worker		4	50.00%		50.00%		
AA - Agriculture-College Transfer		4			50.00%	50.00%	
AA - Pre-Prof Physical Therapy		4				75.00%	25.00%
AS - Pre-Respiratory Care		4			50.00%	25.00%	25.00%
AA - Health PE and Recreation		3	33.30%		66.70%		
AS - Athletic Training		3	33.30%			66.70%	
AA - Theatre		3	66.70%			33.30%	
CERT - Drafting		3	66.70%		33.30%		
AA - English		3			100.00%		
AA - Music Education		3			100.00%		
AA - Pre-Professional Engineering		3			66.70%	33.30%	
AA - Education-Paraprofessionals		2	50.00%		50.00%		
AA - Global Studies		2	50.00%		50.00%		
AA - Pre-Professional Mortuary Sci		2	50.00%		50.00%		
AA - Social Science		2	50.00%		50.00%		
AS - Pre-Professional Dietetics		2	50.00%		50.00%		
DIPL - Wind Energy		2	50.00%		50.00%		
AA - Pre-Professional Dentistry		2	100.00%				
AS - Mathematics		2	100.00%				
AA - Pre-Prof Surgical Technology		2			100.00%		
AA - Pre-Professional Veterinary		2			50.00%	50.00%	
CERT - Accounting		2			50.00%	50.00%	
CERT - Bus-Entrepreneurship		2			100.00%		
AA - Physical Ed Teacher Education		1	100.00%				
AA - Pre-Professional Medicine		1	100.00%				
AAS - Paramedic		1	100.00%				
AS - Physics		1	100.00%				
CERT - Information Security		1	100.00%				
CERT - Machining and Manufact Automat		1	100.00%				
CERT - Media Production		1	100.00%				
DIPL - Drafting		1	100.00%				
AA - Library Information Services		1			100.00%		
AA - Pre-Culinary Arts and Mgmt		1			100.00%		
AS - Chemistry		1			100.00%		
CERT - Automotive Light Service Tech		1			100.00%		
CERT - Banking		1			100.00%		
CERT - Office Management		1			100.00%		

Northeast Community College

Program Outcomes (2021-22 cohort - matures 07/2024)

<https://app.powerbi.com/groups/bbc6f72-2f21-4397-ae50-e876c7fb9f66/reports/ffc758b9-ae2f-4237-bf9f-6bd1edb2ffa8/ReportSection0fe9ac37ba821a33d64?experience=power-bi>

Program Description	Count of Student	Completion Rate	Pct Still Enrolled	Pct Stopped Out	Pct Completed Diff Program	Pct Still Enrolled Diff Prog
AS - Pre-Professional Nursing	208	14.4%	6.7%	51.4%	5.3%	22.1%
AA - Business Administration	138	34.1%	8.7%	52.9%	2.2%	2.2%
AA - General Studies	79	10.1%	2.5%	59.5%	10.1%	17.7%
AAS - Business	66	31.8%	6.1%	53.0%	6.1%	3.0%
AA - Education-Elementary	59	40.7%	15.3%	35.6%	3.4%	5.1%
AA - Academic Transfer	57	42.1%		52.6%	3.5%	1.8%
AAS - Utility Line	52	67.3%	7.7%	21.2%		3.8%
AAS - Agriculture-Agribusiness	48	47.9%	4.2%	39.6%	6.3%	2.1%
AA - Crim Justice-Law Enforcement	46	39.1%	10.9%	41.3%	2.2%	6.5%
ADN - Associate Degree Nursing	46	97.8%				2.2%
DIPL - Practical Nursing	46	58.7%	6.5%	26.1%	6.5%	2.2%
AAS - Electrical Constr and Control	44	43.2%	4.5%	38.6%	9.1%	4.5%
AAS - Building Construction	43	74.4%		23.3%	2.3%	
AA - Early Childhood Education	40	42.5%	10.0%	35.0%	2.5%	10.0%
AAS - Diesel Technology	40	57.5%	2.5%	40.0%		
AAS - Information Technology	40	40.0%	7.5%	45.0%	7.5%	
AS - Pre-Veterinary Technology	39	2.6%	2.6%	48.7%	2.6%	43.6%
AS - Pre-Prof Nursing-UNMC	38	31.6%	2.6%	47.4%	2.6%	15.8%
DIPL - Welding	38	73.7%		21.1%		5.3%
AA - Behavioral Science	32	21.9%	9.4%	62.5%	3.1%	3.1%
AS - Academic Transfer	31	12.9%	6.5%	58.1%	19.4%	3.2%
AS - Pre-Prof Radiologic Technology	31	25.8%		61.3%	3.2%	9.7%
AS - Pre-Prof Physical Therapy	30	23.3%		33.3%	23.3%	20.0%
AAS - Early Childhood Education	28	39.3%	17.9%	39.3%	3.6%	
AA - Accounting	26	61.5%	11.5%	23.1%		3.8%
AAS - Health Info Mgmt Systems	25	28.0%	20.0%	44.0%		8.0%
AAS - Automotive Technology	23	47.8%		52.2%		
AAS - Agriculture-Diversified Ag	22	50.0%		45.5%	4.5%	
AAS - Drafting	22	45.5%	9.1%	36.4%	4.5%	4.5%
AA - Human Services	21	38.1%	4.8%	47.6%		9.5%
AAS - Veterinary Technology	21	28.6%	42.9%	23.8%		4.8%
CERT - Drug and Alcohol Counseling	21	52.4%	4.8%	42.9%		
AA - Social Work	20	35.0%	5.0%	60.0%		
AAS - Agriculture-Agronomy	20	50.0%	5.0%	35.0%	5.0%	5.0%
AA - Crim Justice-Corrections	19	31.6%	5.3%	52.6%		10.5%
AAS - Accounting	19	10.5%	10.5%	42.1%	26.3%	10.5%
AAS - Electromechanical Technology	19	68.4%	5.3%	26.3%		
AAS - Media Arts	19	26.3%	10.5%	57.9%	5.3%	
AAS - Graphic Design	18	55.6%	5.6%	22.2%	5.6%	11.1%
AAS - Heating, Ventilation and AC	18	61.1%		38.9%		
AAS - Agriculture-Animal Science	17	58.8%	11.8%	23.5%		5.9%
AA - Education-Secondary	16	37.5%	6.3%	43.8%	6.3%	6.3%
AAS - Auto Body Repair Technology	16	68.8%		31.3%		
AS - Agriculture-College Transfer	16	37.5%		56.3%	6.3%	
AA - Info Tech-Computer Science	14	28.6%		57.1%	7.1%	7.1%
AS - Biology	14	35.7%	7.1%	57.1%		
AAS - Administrative Professional	13	46.2%	15.4%	38.5%		
AS - Exercise Science	11	45.5%	9.1%	36.4%		9.1%
AS - Pre-Professional Engineering	11	63.6%		27.3%		9.1%
AS - Pre-Professional Medicine	11	27.3%	9.1%	63.6%		
AA - Pre-Professional Dentistry	10	20.0%		40.0%	20.0%	20.0%
AAS - Agriculture	10	60.0%	10.0%	30.0%		
AAS - Wind Energy	10	80.0%		20.0%		
AA - Pre-Professional Engineering	9			44.4%	33.3%	22.2%
AAS - Criminal Justice	9			77.8%	22.2%	
AAS - Precision Agriculture	9	66.7%		33.3%		
DIPL - Plumbing Technology	9	66.7%		33.3%		
DIPL - Welding-South Sioux City	9	55.6%		44.4%		
AA - Art	8	12.5%	37.5%	50.0%		
AA - Physical Ed Teacher Education	8	75.0%		12.5%	12.5%	
AS - Pre-Professional Veterinary	8	12.5%	12.5%	75.0%		
AS - Pre-Respiratory Care	8	12.5%		62.5%		25.0%
AA - Global Studies	7	28.6%	14.3%	57.1%		
AA - Health PE and Recreation	7	57.1%		28.6%		14.3%
AAS - Horticulture/Golf Course Mgmt	7	42.9%		57.1%		
AS - Athletic Training	7	14.3%		57.1%	28.6%	
DIPL - Business Diploma	7	14.3%		71.4%		14.3%
AA - Graphic Design	6	33.3%		16.7%	16.7%	33.3%
AS - Pre-Medical Assisting	6	16.7%		50.0%		33.3%
AA - Education-Paraprofessionals	5	40.0%	40.0%	20.0%		
AA - English	5	60.0%		40.0%		
AA - Info Tech-Comp Info Systems	5	60.0%	20.0%	20.0%		
AA - Personal Training	5	20.0%		80.0%		

AAS - Paramedic		5	60.0%		40.0%		
AAS - Physical Therapist Assistant		5	80.0%	20.0%			
AS - Pre-Prof Surgical Technology		5	20.0%		60.0%		20.0%
CERT - Bus-Entrepreneurship		5	20.0%		60.0%		20.0%
CERT - Early Childhood Education		5	20.0%		60.0%		20.0%
DIPL - Machining and Manufact Automat		5	100.0%				
DIPL - Paramedic		5	60.0%		40.0%		
AA - Communication		4	25.0%		75.0%		
AA - Pre-Prof Radiologic Technology		4			75.0%		25.0%
AA - Pre-Professional Nursing		4	25.0%		75.0%		
AS - Pre-Professional Dietetics		4	25.0%		50.0%	25.0%	
DIPL - Wind Energy		4	25.0%		75.0%		
AA - Administrative Professional		3	100.0%				
AA - Agriculture-College Transfer		3			33.3%	66.7%	
AA - Biology		3			66.7%	33.3%	
AA - Music Business		3	33.3%		66.7%		
AA - Pre-Prof Physical Therapy		3			33.3%	33.3%	33.3%
AS - Chemistry		3			100.0%		
CERT - Accounting		3	33.3%		66.7%		
CERT - Food Service Dietary Mgmt		3	66.7%		33.3%		
CERT - Real Estate		3	33.3%		66.7%		
AA - Pre-Culinary Arts and Mgmt		2			100.0%		
AA - Pre-Professional Mortuary Sci		2	100.0%				
AA - Pre-Professional Veterinary		2			50.0%	50.0%	
AA - Theatre		2			100.0%		
AS - Mathematics		2	100.0%				
AS - Natural Resources		2	50.0%		50.0%		
CERT - Banking		2			50.0%	50.0%	
CERT - Bus-Insurance Services		2			50.0%		50.0%
DIPL - Administrative Professional		2	50.0%		50.0%		
AA - Library Information Services		1	100.0%				
AA - Music Education		1			100.0%		
AA - Music Performance		1					100.0%
AA - Pre-Prof Surgical Technology		1			100.0%		
AA - Pre-Professional Medicine		1					100.0%
AS - Pre-Professional Pharmacy		1					100.0%
AS - Skills and Tech Science Ed-UNL		1			100.0%		
CERT - Administrative Professional		1	100.0%				
CERT - Community Healthcare Worker		1					100.0%
CERT - Information Security		1			100.0%		
CERT - Information Technology General		1			100.0%		
CERT - Machining and Manufact Automat		1	100.0%				
CERT - Media Production		1	100.0%				
CERT - Office Management		1	100.0%				

PROGRAM OUTCOMES

Enrollment, Completion, and Stop Outs 2017-2024

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BARRIERS TO COMPLETION

1. Roughly one-fifth of college students are still enrolled in college with no credential after six years
2. Those who do complete a Bachelor's degree usually end up with dozens of excess credits because they changed areas of focus or took the incorrect course.
3. Most students arrive on campus without a long-term plan
4. Students do not understand how credits transfer
5. Colleges offer a cafeteria model instead of clear pathways

The Pathways to Completion, Nine Colleges redesign for student success, Report, 2017.

Community College Research Center (CCRC)

Schwartz, Natalie. "Community Colleges embracing guided pathways" see payoff". 2019.

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NORTHEAST PROGRAM OUTCOMES

Data reports were collected by IR
 Utilized Cognos reports and then developed dashboards in Power BI
 Organized enrollment numbers by student entry date
 Completion and Stop Out data includes all completers to date from the entry cohort
 Enrollment numbers for 2022-2023 and 2023-2024 are available but Completion numbers are incomplete

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UNDERSTANDING THE DATA

Northeast Community College
 Program Outcomes (2020-21 cohort)

Program Description	Count of Student	Completion Rate	Pct Still Enrolled	Pct Stopped Out	Pct Completed Diff Program	Pct Still Enrolled Diff Prog
AS - Pre-Prof Surgical Technology	11	9.10%		72.70%	9.10%	9.09%
AA - Info Tech-Computer Science	11	27.30%		63.60%	9.10%	
AAS - Wind Energy	11	27.30%		63.60%	9.10%	
AAS - Physical Therapist Assistant	11	45.50%	9.10%	27.30%	18.20%	
AA - Art	10	10.00%	20.00%	70.00%		

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PROGRAM OUTCOMES: BANKING CERTIFICATE

Program Description	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Enrollment			1		1	2	
Completions		100%			0%	50%	
Stop Outs					100%	50%	

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5

PROGRAM OUTCOMES: BUSINESS INSURANCE CERTIFICATE

Program Description	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Enrollment			3			2	1
Completions			0%			50%	0%
Stop Outs			100%			50%	100%

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PROGRAM OUTCOMES: MUSIC

Program Description	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Music Business AA		E-1 C- SO-100%			E-3 C-33.3% SO-66.7%	E-1 C- SO-100%	E-2 C-N/A SO-N/A
Music Education AA	Enrollment-3 Complete-33.3% Stop Outs-66.7%	E-3 C-33.3% SO-66%	E-2 C-0% SO-100%	E-3 C-0% SO-100%	E-1 C-0% SO-100%	E-3 C- SO-100%	E-3 C-N/A SO-N/A
Music Performance AA	Enrollment-3 Complete-66.7% Stop Outs-33.3%	E-3 C-33.3% SO-66.7%	E-1 C-0% SO-100%	E-4 C-25% SO-75%	E-1 Still enrolled	E-1 C-0% SO-100%	E-1 C-N/A SO-N/A

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PROGRAM OUTCOMES: MEDIA ARTS

Program Description	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Media Arts AAS	E-3 C-66.7% SO-33.3%	E-21 C-33.30% SO-57.10% SE-9.56%	E-23 C-47.8 SO-52.2	E-24 C-54.2 SO-37.5 DP-8.3%	E-25 C-26.3% SO-57.9% SE-10.5%, DP-5.3%
Recording Studio Production CERT	E-5 C-80% SO-20%	E-1 C-0% SO-100%			
Media Arts-Video Production CERT	E-1 C-100%	E-1 C-100% SO-0%			
Broadcasting Production CERT	E-1 C-100%				
Media Production CERT	E-28 C-46.4% SO-50%, DP-3.6%			E-1 C-100% SO-0%	E-1 C-100% SO-

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POTENTIAL IMPACT OF GUIDED PATHWAYS ON OUTCOMES

17-26% increase in completion rates

30% higher completion rate compared to national average

First year completion of math increases 10% or more

First year completion of English increase 12% or more

Greater than 25% increase in special populations success

The Pathways to Completion, Nine Colleges redesign for student success, Report, 2017.

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50
YEARS

9

QUESTIONS

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50
YEARS

10

FACILITIES UPDATE

Board of Governors
March 14, 2024

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1

**MACLAY BUILDING
PROJECT TIMELINE**

PROJECT MILESTONES	START DATE	PROJECTED COMPLETION DATE	COMPLETE
Program Statement & Schematic Project Scope approved by Board of Governors		June 9, 2022	✓
Detailed Design Discussions with Building Users	June 2022	August 2022	✓
Program Statement Approved by CCPE		October 6, 2022	✓
Maclay Building Documents Completed Detailing Project for Construction	October 2022	April 2023	✓
Building & Contract Negotiation	May 2023	July 2023	✓
Maclay Building to be Vacated	July 2023	August 2023	✓
Maclay Building Construction	September 2023	July 2025	
Classes Begin in New Maclay Building		August 2025	

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COMMUNITY COLLEGE

2

MACLAY BUILDING CONSTRUCTION TIMELINE

CONSTRUCTION MILESTONES	TARGET COMPLETION DATE	COMPLETE
Bids-Contract Execution-Preconstruction	September 2023	✓
Demolition & Site Work	November 2023	✓
Foundations	February 2024	✓
Structural Steel Top-Out	March 2024	
Roof On	July 2024	
Building Enclosed - Permanent Power ON	December 2024	
Substantial Completion	June 2025	
Final Completion - Post Punch List	July 2025	

5-Week Schedule
 Roof Drains
 Exterior Framing
 Roof Decking

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SOUTH SIOUX CITY CAMPUS CDL TRAINING BUILDING & RANGE/WELDING BUILDING ADDITION PROJECT TIMELINE

PROJECT MILESTONES	START DATE	PROJECTED COMPLETION DATE	COMPLETE
Programming & Layout Discussions with Users	January 2022	August 2022	✓
Design Development - Drawings	August 2022	December 2022	✓
Project Scope Approved by Board of Governors		February 14, 2023	✓
Building Documents Completed Detailing Project for Bidding & Construction	January 2023	March 2023	✓
Bidding & Contract Negotiation	April 2023	May 2023	✓
CDL Range/Site Work	May 2023	October 2023	✓
CDL Building Construction Substantial Completion	September 2023	June 2024	
Industrial Training Building Addition Substantial Completion	October 2023	June 2024	
Final Completion - CDL Building & Industrial Training Building	June 2024	July 2024	

5-Week Schedule
 IT Building Shell Completed
 > HVAC, Electrical & Plumbing Rough-in
 > Classroom Finishes (Sheetrock & Tapping)
 CDL Building
 > Wall Framing
 > HVAC, Electrical & Plumbing Rough-in
 > Pour Remaining Office Floors

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i-Hub PROJECT TIMELINE

PROJECT MILESTONES	START DATE	PROJECTED COMPLETION DATE	COMPLETE
Project – Grant Development	January 2022	September 2022	✓
Building Purchase & Schematic Project Scope approved by Board of Governors		August 2022	✓
Building Purchase		January 2023	✓
Programming – Schematic Design Discussions with Building Users	March 2023	September 2023	✓
Detailed Design Documents – Drawings	September 2023	March 2024	✓
Bidding & Contract Negotiation <i>*Bids Due 3/26/2024</i>	March 2024	April 2024	
Building Construction	April 2024	May 2025	

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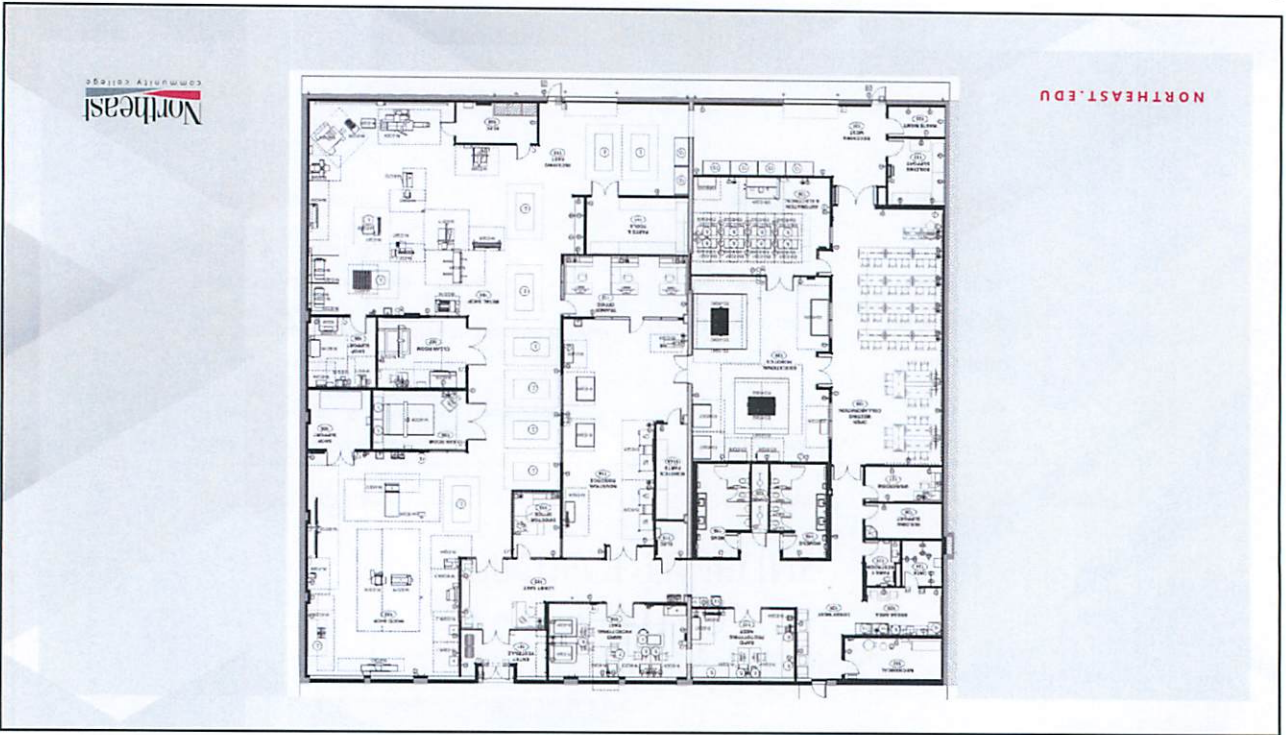
5



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9



10



11



12

User: 3/7/2024		Project Costs										Funding Sources					Total All Funding Sources		Total Funds Needed
CAPITAL CONSTRUCTION PROJECTS	Construction Cost Estimate	Feed and Prod. Sec.	Contingency	Other Costs	Furniture Cost Estimate	Instru. Equip. Cost Estimate	Technology Cost Estimate	Total Project Cost Estimate	Capital Fund	APFA	Grants	Donations	General Fund- Equip/Tech Fund	Total All Funding Sources					
																	Verification		
Machry Building	\$ 20,399,000	\$ 1,414,688	\$ 617,970	\$ 466,870	\$ 1,770,288	\$ -	\$ 903,564	\$ 25,772,380	\$ 23,098,518	\$ -	\$ -	\$ -	\$ 1,673,862	\$ 25,772,380	\$ 50,000	\$ 0.00			
Old Library Renovation	\$ 1,453,054	\$ 120,944	\$ 43,592	\$ 43,890	\$ 241,831	\$ -	\$ 188,556	\$ 2,091,887	\$ 1,654,480	\$ -	\$ -	\$ -	\$ 439,407	\$ 2,091,887	\$ 0.00	\$ 0.00			
South Sioux City Campus																			
CDI Driving Range - CDI Building	\$ 6,120,165	\$ 447,313	\$ 366,613	\$ 27,000	\$ 80,000	\$ 1,176,507	\$ 100,000	\$ 8,337,093											
Ind Tech Building Addition	\$ 1,483,235	\$ 108,404	\$ 74,162	\$ -	\$ 191,000	\$ 50,000	\$ 1,906,801												
Total	\$ 7,603,500	\$ 555,717	\$ 380,175	\$ 27,000	\$ 80,000	\$ 1,467,507	\$ 150,000	\$ 10,268,894											
Hubb (incl. purchase)	\$ 6,998,928	\$ 299,837	\$ 319,570	\$ 119,747	\$ 84,000	\$ -	\$ -	\$ 7,762,382	\$ 591,567	\$ 2,000,000	\$ 2,343,350	\$ -	\$ 90,000	\$ 5,014,917	\$ 21,247,465.13	\$ 0.00			
TOTAL	\$ 36,594,482	\$ 2,381,186	\$ 1,361,607	\$ 657,507	\$ 2,176,139	\$ 1,467,507	\$ 1,242,120	\$ 45,890,549	\$ 25,344,575	\$ 10,000,000	\$ 2,818,350	\$ -	\$ 489,761	\$ 43,051,686	\$ 2,388,857.46	\$ 0.00			
							Verification	\$ 45,890,549											

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QUESTIONS

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7.3.1 MONTHLY PRESIDENT'S UPDATE

14 March 2024

Northeast Community College is dedicated to the success of students and the region it serves.

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Open Pathway Accreditation Cycle at Northeast

In 2014, Northeast moved to the Open Pathway ten-year accreditation cycle with the Higher Learning Commission (HLC). The College received reaffirmation of accreditation in February 2024.

<p>Years 1-3 (2024-27) Institution begins writing Assurance Argument and contributing documents to the Evidence File for the Year 4 Assurance Review.</p>	<p>Year 4 (2028) Institution submits Assurance Filing (Assurance Argument and Evidence File). HLC Peer Reviewers conduct the Assurance Review (no visit). Acceptance of or action on Assurance Review provided by HLC.</p>	<p>Years 5-7 (2029-31) Institution submits Quality Initiative Proposal and may begin preparing Assurance Filing for Year 10 comprehensive evaluation.</p>	<p>Years 7-9 (2031-33) Institution submits Quality Initiative Report. May also continue preparing Assurance Filing for Year 10 comprehensive evaluation.</p>	<p>Year 10 (2033-34) Institution submits comprehensive evaluation materials. HLC Peer Reviewers conduct comprehensive evaluation (with visit). HLC will act on comprehensive evaluation and Reaffirmation of Accreditation.</p>
Prepare Assurance Filing	Assurance Review	Quality Initiative Proposal	Quality Initiative Report	Comprehensive Evaluation

The HLC has regular interactions with institutions beyond Open Pathway evaluations through the annual Institutional Update and multi-location visits.

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NETWORKING & PROFESSIONAL ENGAGEMENTS

- Completed HLC peer reviewer training!
- Welcomed the new Dean of UNMC College of Nursing, Dr. Lepaine Sharp-McHenry
- Hosted Trinity Chappelle from Senator Rickett's office
- Norfolk community engagement
- Growing Together
- One Nebraska

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ADVOCACY AT THE FEDERAL & STATE LEVELS

Federal Advocacy

- \$750,000 Community Project Funding via US Department of Commerce
 - **Thank you Congressman Flood!**
- FY2025 opportunities opened up this week
- Grant opportunities
- No updates on Farm Bill
- FAFSA – the struggle continues

108th Legislature, 2nd regular session

- Relationship Building
- The Rotunda Review...any questions?
- NCCA Day at the Capitol
- LB1329/Career Scholarships +++
- Appropriations – fully funded...

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2024 Appropriations Committee Recommendation Report

Community College Future Fund

LB 243 (2023) created the Community College Future Fund, which is funded by transfers from the General Fund equal to the amount of community college aid certified by the Postsecondary Coordinating Commission by August 15 of each year. The total amount transferred, originally estimated to be \$246,499,886, is now estimated to be approximately \$8 million higher for FY2024-25 based on information presented at the agency hearing. In the first year, aid is determined by the (1) property taxes levied for FY2023-24; or (2) property tax valuation multiplied by 7.5 cents; whichever is greater, and then increased by 3.5% or the percentage increase in the reimbursable education units (REUs) by community college area, whichever is greater. Updated estimates on growth in REU's lead to an increased estimate for aid required under the act. In future years, total certified aid continues to increase from the prior year at 3.5% or the percentage increase in REU's, whichever is greater. For purposes of the General Fund financial status, increases in the total amount transferred in FY2025-26 and FY2026-27 is estimated to grow at 3.5%.

https://nebraskalegislature.gov/pdf/reports/fiscal/2024_Committee_Recommendation_Report.pdf

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QUESTIONS/COMMENTS

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Board of Governors
Governance Committee
Thursday, February 29, 2024
9:30 a.m.

Attendees: Dirk Petersen, Chairperson; Donovan Ellis; Carol Sibbel; Julie Robinson; Scott Gray, Liaison; Absent: Diane Davies

NOTES

1. Content Review (CR) –
 - a. [GP-04, Role of the Board Chair](#) – Policy content was reviewed, and there are no suggestions for revision. A non-substantive wording change will be made from “Board-Management Delegation” to “Board-President Delegation” in item 2.
 - b. [EL-05, Financial Conditions and Activities](#) – Policy content was reviewed, and there are no suggestions for revision. Scott will provide an update to the Board on the status of requesting forgiveness of the penalties incurred for the late tax filing.

2. Board Self-Evaluation (BSE) –
 - a. [GP-04, Role of Board Chair](#) – The Board Self-Evaluation of the policy was completed, and there are no concerns.

3. The list of [Administrative Procedures](#) that reference the Board of Governors was reviewed to determine if the language is included statutorily or whether there is relevance for engagement by the Board. The Committee believes it is beneficial to be aware of operational procedures under the President’s role that affect the Board itself and recommends review of the list annually for report to the Board. Discussion took place regarding AP-7710.0 Employee Grievance. Suggestion was made to include this procedure in Board member orientation and present it in a way that is easy to understand. It would be good to talk about it so there is understanding of what should be done in a grievance situation. Scott will put information together, so it is available for the next Board orientation.

4. Policy Items on Board Meeting Agenda
 - a. The following policies are recommended for First Reading for Deletion:
 - i. [BP-6140](#) Equipment and Technology Replacement Funding Policy – Policy content was incorporated into a new administrative procedure [AP-6140.0](#) Equipment and Technology Replacement Funding and is also covered in the [Foundation Gift Acceptance Procedures](#) and [AP-3610.0](#) Grants Development and Management.
 - ii. [BP-3020](#) Solicitation on College Premises Policy – Policy content was incorporated into [AP-3020.0](#) Solicitation on College Premises.

- iii. [BP-3210](#) Safe and Secure College Environment Policy – Policy content was incorporated into [AP-3210.0](#) Safe and Secure College Environment.
 - iv. [BP-3270](#) Loitering Policy – Policy content was incorporated into [AP-3270.0](#) Loitering.
 - v. [BP-7412](#) Presidential Earned Annual Leave Policy – The President’s contract with the Board sets forth the provisions for annual leave, and [BPD-06](#) President Compensation talks broadly about the President’s compensation.
- b. Revisions to the following policies are recommended for Second Reading:
- i. [EL-02](#) Access to Education
 - ii. [EL-11](#) Construction
- c. The following policies are recommended for Second Reading for Deletion:
- i. [BP-6821](#) Alternative Construction Method Policy – Content is covered in [AP-6821.0](#) Alternative Construction Method Procedure and recommendation for revision to [EL-11](#) Construction was provided to the Board Governance Committee during their content review in February.
 - ii. [BP-3310](#) News Releases Policy – Content was incorporated into [AP-3410.0](#) Marketing, Public Relations, and Website Communications Standards.
 - iii. [BP-3410](#) Marketing, Public Relations and Web Systems Communications Standards – Policy content was incorporated into [AP-3410.0](#) Marketing, Public Relations, and Website Communications.
 - iv. [BP-5021](#) Missing Student Notification – Content was incorporated into [AP-5021.0](#) Missing Student Notification and is also included in [EL-01](#) Treatment of Students.
 - v. [BP-6120](#) Internal Control Policy – Content is covered under [EL-06](#) Asset Protection (#2, #4 and #5).
 - vi. [BP-6811](#) Construction Change Orders Policy – Content is covered under [EL-11](#) Construction and [BPD-03](#) Delegation to the President.
5. Next Meeting Date/Time – Wednesday, April 3, at 8:30 a.m.

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Status **Pending** PolicyStat ID **15346230**



Origination 12/2021
Last Approved N/A
Effective Upon Approval
Last Revised 02/2024
Next Review 2 years after approval

Owner Scott Gray: Vice President of Administrative Services and Gene
Area Board Policies - Governance Process
Policy/Procedure Number GP-04

Role of the Board Chair

The Board Chair, a specially empowered member of the Board, assures the integrity of the Board's process.

1. The assigned result of the Board Chair's job is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 1. Meeting discussion content will include only those issues that, according to Board policy, clearly belong to the Board to decide or monitor.
 2. Information that is neither for monitoring performance nor for Board decisions will be avoided or minimized and always noted as such.
 3. Deliberation will be timely, fair, orderly, and thorough, but also efficient and kept to the point.
 4. The Board Vice-Chair will be sufficiently informed of Board issues and processes to provide continuity in the event of planned or unexpected Board Chair absences.
2. The authority of the Board Chair consists in making decisions that fall within topics covered by Board policies on Governance Process and Board-~~Management~~President Delegation, with the exception of (a) employment or termination of a President and (b) instances where the Board specifically delegates portions of this authority to others. The Board Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 1. The Board Chair is empowered to chair Board meetings with all the commonly accepted power of that position, such as ruling and recognizing.
 2. The Board Chair has no authority to make decisions about policies created by the

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Board within Ends and Executive Limitations policy areas. Therefore, the Board Chair has no authority to supervise or direct the President.

3. The Board Chair may represent the Board to outside parties in announcing Board-stated positions and in stating the Board Chair's decisions and interpretations within the area delegated to the Chair.
4. The Board Chair may delegate this authority, but remains accountable for its use.

Approval Signatures

Step Description	Approver	Date
Board Governance Committee	Jennifer Happold: Executive Assistant, Administrative Services	Pending
	Scott Gray: Vice President of Administrative Services and Gene	02/2024

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Status **Active** PolicyStat ID **12439156**



Origination 12/2021
Last Approved 12/2021
Effective 12/2021
Last Revised 12/2021
Next Review 01/2024

Owner Scott Gray: Vice President of Administrative Services and Gene

Area Board Policies - Executive Limitations

References EL-05

Financial Conditions and Activities

With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or actual expenditures that are not aligned with achievement of the Board's Ends. Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Expend more funds than have been received in the fiscal year to date unless anticipated revenue exceeds anticipated expenditures for the remainder of the current fiscal year in an amount sufficient to cover any deficit.
2. Use any portion of a restricted fund balance for purposes other than those for which the fund was established.
3. Allow the untimely payment of payroll and debts.
4. Write off receivables without having first aggressively pursued payment after a reasonable grace period.
5. Allow tax payments or other government ordered payments or reports to be overdue or inaccurately filed.
6. Acquire, encumber, sell or convey land or buildings.
7. Engage in entrepreneurial activity inconsistent with contribution to the overall Ends of the college in order to generate revenue.
8. Enter into any grant arrangement or fundraising initiative that does not emphasize the production of Ends.
9. Use any resources of the College, to contribute to, or pay for fundraising events for, any political party or candidate for public office.
10. Use public funds for awards or recognition events for employees, volunteers and/or elected or

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appointed officials which exceed the Board approved limits in GP-17 items 1, 1.1 and 1.2.

Approval Signatures

Step Description

Approver

Date

Worksheet for Board Self-Monitoring of Governance Process and Board – Management Delegation Policies

This worksheet is intended to assist you in assessing your Board’s own compliance with your Governance Process policies and expediting relevant discussion at the Board meeting. You may choose to have each board member complete the worksheet for any given policy or assign a policy to one or two board members to monitor, with a discussion following. The template for discussion of the monitoring report should help you to focus on areas for improvement. For **EACH ITEM** and sub-item in the attached monitoring report, please check your responses to the following questions and provide examples.

Policy Number: GP-04 Role of the Board Chair **Time period being monitored:** 02/17/2022 – 03/14/2024 (usually a one-year period)

Item Number	Have we acted consistently with this item of policy?	Specific representative examples to support your response
Opening Statement	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Some of the time <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
1	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Some of the time <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
2	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Some of the time <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
3	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Some of the time <input type="checkbox"/> Rarely <input type="checkbox"/> Never	

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4	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Some of the time <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
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What specific actions could we take to continually improve our application of this policy?

In which areas have we rated ourselves as “some of the time,” “rarely” or “never”?

Select ONE area of this policy for improvement in the next year.

What actions will we COMMIT to taking in the next year to improve our application of this policy?

Who will be accountable for leadership to ensure that it happens?

WHEN will we reassess our progress?

Add these commitments and action plans to your Governance Action Plan.

Number	Title	Reference to the Board	Owner	Next Review
AP - 3080	Higher Learning Commission (HLC) Additional Locations	3.1.1.5 Northeast Community College's Board of Governors reviews and approves substantial changes to or the establishment of a new location when there is a budgetary impact requiring Board approval.	Widener, Charlene: Vice President of Educational Services	5/23/2028
AP-2010.0	College Property Naming	<p>1. To establish a process for recommending the naming of College Property after individuals or organizations for consideration by the President and approval by the Board of Governors.</p> <p>3.1 The College seeks to establish a uniform and consistent process to recognize the efforts and contributions of individuals (living or deceased) and organizations by the naming of College Property, and gives the President and the Board of Governors final approval of any College Property naming rights.</p> <p>3.2.4 Generally, College Property is not to be named for current employees or currently serving Board members of the College, employees of the State of Nebraska, or anyone in an elected official position at the time the naming rights are established.</p> <p>3.2.2.4 The taskforce will consider the recommendation of a specific name in response to a naming opportunity and make a formal recommendation to the President for consideration and final approval by the Board of Governors.</p> <p>3.2.3.3 The Chair of the Task Force shall notify the nominator of the approval status once the Board of Governors has acted upon the request.</p> <p>3.2.4.4 The Board of Governors reserves the right to withdraw privilege of name association with Northeast Community College should future circumstances warrant.</p> <p>3.2.4.5 If a named Property is destroyed by a natural disaster or changed due to construction or renovation, the Board of Governors and President reserve the right to re-evaluate continued recognition. If the Property is renamed, the College has the option of using plaques to recognize the previous Property name.</p> <p>3.2.4.8 The President, upon advice and consent from the Board of Governors, reserves the right to perform a background check on an individual or organization as particular facts and circumstances warrant. If a background check is deemed necessary, the donor, donor's executor or designee, shall be required to sign an authorization allowing the background check.</p> <p>3.2.4.9 The President and/or Board of Governors has the right to: 1) Determine the content, timing, location and frequency of public announcements associated with the gift; 2) Approve the color, design and size of any physical marker related to the gift of the donor according to brand and signage guidelines; 3) Determine and carry out the exact nature of any ongoing care and maintenance.</p> <p>3.2.4.10 The President and Board of Governors have the final responsibility for naming and renaming of any Property located at the College.</p> <p>3.2.4.11 All naming opportunities are negotiable and the Board of Governors retains the right to make exceptions or alter the criteria appropriate to the circumstances.</p>	Kruse, Tracy: VP of Development & External Affairs	8/1/2027
AP-2410.1	Administrative Procedure Development, Review and Implementation	<p>2.2 Procedure - Creates a plan of action for achieving policies. They identify processes used and related documents. Procedures are the responsibility of the president and do not require board action.</p> <p>2.3 Policy - Broad, holistic statements that guide operations and set standards for the institution. Policies represent the voice of the Board of Governors and require official board adoption.</p> <p>3.1.2.b Board of Governors: Includes board bylaws and operating policies, role and responsibilities, policymaking process, code of ethics, board meetings, board organization and self-assessment.</p> <p>4.1 Administrative procedures approved by the President shall apply to all students and employees employed by the College, including the President and other College officers, and, where applicable, to agents and consultants of the College and the Board of Governors.</p>	Spiegel, Lindsay: Director of Institutional Effectiveness	2/15/2028
AP-3010.0	Use and Scheduling of College Facilities and Property	2.1 Internal Users – employees who are a part of the College's official educational purposes and activities where the primary participants are college employees and students, or College Board of Governors and Foundation Board members conducting official college activities.	Gray, Scott: Vice President of Administrative Services & General Counsel	12/5/2028
AP-3030.0	Ownership of Intellectual Property and Patent	3.8 Other Provisions Any situation not covered by these guidelines shall be processed in an expedient manner by the College administration for individual consideration by the Board of Governors.	Gray, Scott: Vice President of Administrative Services & General Counsel	10/21/2028
AP-3060.1	Achievement Awards	<p>3.1.5 Reviewers shall be responsible for reviewing nominations and soliciting feedback and additional information from the nominee's current or former employer(s), family members, acquaintances, and others. Vice President of Development and External Affairs will make recommendations to Cabinet and President based on the established criteria. Recommendations will be forwarded by President to the Board of Governors for consideration and final approval.</p> <p>3.2.2.1 Description The Distinguished Service Award shall be presented to individuals, either living or deceased, and/or organizations who have demonstrated active service to higher education and who have played a significant role in the development of Northeast Community College. Current students, full and part-time employees, and present Board of Governor members are not eligible.</p>	Quinn, Holly: Director of Development Services	8/1/2027
AP-3511.1	Acceptable Use – Technology Resources	3.1.2 The use of College technology resources are services made available to students, faculty, staff, Board of Governors and other individuals and entities who have an association with the College with proper authorization to further the educational mission of Northeast Community College.	Peters, Renee: Executive Director of Security and Technology Serv	6/27/2028

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AP-4090.0	Instruction Projects	3.2.3 The source of individual projects may include those offered by students and staff of the college, member of the schools' advisory committees, member of the Board of Governors , civic groups, governmental agencies, and non-profit organizations, or the general community.	Widener, Charlene: Vice President of Educational Services	9/20/2028
AP-4192.0	Assignment of Awards	3.3.1 A diploma awards consists of existing or new courses equating to minimum of thirty (30) semester credit hours. The program may ladder into an associate degree and is to be a sequenced set of courses leading to employment outcomes. New diplomas require the approval of the Educational Services Standing Committee, the College's Board of Governors , and if more than fifty percent (50%) of the credit hours are from new courses, the CCPE must approve the diploma award prior to offering. 3.4.1 An associate of applied science degree is a sequence of courses leading to occupational and workforce learning outcomes equating to a minimum of sixty (60) semester credit hours of which a minimum of fifteen (15) semester credit hours must be from the College's general education program. New associate of applied science degrees require the approval of the Educational Services Standing Committee, the College's Board of Governors , and the CCPE before the degree can be offered.	Widener, Charlene: Vice President of Educational Services	8/1/2025
AP-5193.0	Residency Guidelines	2.1 Nebraska Resident Tuition – the Nebraska resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll. 2.2 Iowa or South Dakota Resident Tuition – the Iowa or South Dakota resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll. 2.3 Nonresident Tuition – the nonresident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll. 3.4.1 An individual who believes that he or she has been incorrectly denied a Nebraska, Iowa, or South Dakota residency determination made by the Registrar may appeal the decision through the Vice President of Student Services, then the President, and subsequently the Board of Governors .	Maple, Makala: Registrar	8/1/2026
AP-5590.0	Athletic Hall of Fame Awards	3.2.1 Nominations will be solicited from Hall of Fame Committee members, alumni, former student-athletes and coaches, College employees, and members of the community. The Hall of Fame Committee will review the nominations and make recommendations to Cabinet based on the established criteria. The Cabinet will submit selected nominations to the Northeast President and Board of Governors for consideration and final approval.	Mills, Jerrett: Athletic Director	8/1/2027
AP-6150.0	Local Government Miscellaneous Expenditure Act	3.1 Pursuant to GP-17, the Board of Governors has established uniform guidelines on the expenditure of public funds for the following items: One recognition dinner with nonalcoholic beverages and meals may be held each year for elected and appointed officials, college employees, or volunteers of the College. The maximum cost per person for such dinner shall not exceed fifty dollars (\$50) per person. An annual recognition dinner may be held separately for employees of each department or separately for volunteers, or any of them in combination. 2. Plaques, certificates of achievement, or items of value awarded to elected and appointed officials, college employees, or volunteers, including persons serving on local government boards or commissions, shall not exceed seventy-five dollars (\$75) per award. 3. Nonalcoholic beverages and meals for volunteers during or immediately following their participation in any activity approved by the Board of Governors . Such activities shall include, but are not limited to, advisory committee meetings, mowing, picking up litter, removing graffiti, snow removal or performing relief, assistance, or support activities in emergency situations, including but not limited to, tornado, severe storm, fire, or accident.	Bressler, Coleen: Executive Director of Administrative Services	12/11/2027
AP-6164.0	College Travel Reimbursement and Business Expense	3.9.2 Only college employees, students, and individuals with a college-related business reason for traveling, e.g. Board of Governors , a college contractor, visiting international faculty/students, are allowed to travel in college-owned vehicles. 3.10.1.3 When using a personal vehicle, the mileage reimbursement rate will follow the rate specified by Nebraska statute, section 81-1176 for Board members and employees.	Rutten, Christopher: Director of Purchasing	12/5/2028

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AP-6821.0	Alternative Construction Method	<p>1. In addition to the traditional design-bid-build method of construction, Nebraska law allows a political subdivision to procure construction services by utilizing alternative methods such as a construction management at risk contract, or a design-build contract. If authorized by the Board of Governors after adopting the appropriate resolution, this procedure sets forth the requirements for entering into a design-build contract or a construction management at risk contract as the method of construction.</p> <p>3.1.1 Prior to proceeding with the requirements of this procedure, the Board of Governors shall first adopt a resolution selecting the construction management at risk contract delivery system as an alternative to the design-build method of construction. The resolution shall require the affirmative vote of at least two-thirds of the Board.</p> <p>3.2.1 For each proposed project, the Board shall evaluate current statements of qualifications and performance data of persons and firms who are on file with the College, together with those proposals that may be submitted by persons or firms regarding the proposed project.</p> <p>3.2.3 The Board shall select a construction manager after receiving a recommendation of the Board's Committee appointed by the Board for such purpose. The person or firm selected by the Board shall be fully qualified to render the required professional service.</p> <p>3.4.1 In evaluating construction managers, the College shall refer the proposals to a Construction Manager Selection Committee for recommendation to the Board. The selection committee shall include those persons identified in §13-2911 of the Political Subdivisions Alternatives Act as the same currently exists or as may be amended.</p> <p>3.4.2 At least one of the members of the committee shall be a person whose profession represents that particular field of endeavor being considered by the Board.</p> <p>3.5.1 The Board shall evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.</p> <p>3.5.2 The Board shall attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor. If the Board is unable to negotiate a satisfactory contract with the highest ranked construction manager, the Board may terminate negotiations with that construction manager. The Board may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations. If the Board is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the Board may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.</p> <p>3.5.3 If the Board is unable to negotiate a satisfactory contract with any of the ranked construction managers, the Board may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the Political Subdivisions Construction Alternatives Act and this Procedure.</p>	McLean, Brandon: Executive Director of Physical Plant	12/5/2028
AP-7110.1	Hiring Process - President	<p>This hiring process supersedes the general hiring process procedures (AP-7110.0), where different, with regard to the hiring process for the President. 1. A committee of not less than three (3) Board members shall be appointed by the Chairperson of the Board to consider candidates for the Presidential vacancy. 2. At the discretion of the Board, an advisory committee composed of the Vice Presidents and the Associate Vice Presidents may assist the Board Committee in arriving at a list of candidates to be interviewed by the full Board. The advisory committee may be expanded to include a representative of each employee group and the Student Leadership Association (SLA) at the discretion of the Board. 3. The Board shall conduct a personal interview with the recommended candidates for President. 4. Employment of the President shall be approved by the Board.</p>	Lammers, Kathy: Associate Director of Talent & Development	8/1/2026
AP-7244.0	Full-Time Faculty Load	<p>3.2.4 Overload salary calculation shall be based upon a rate established by the Board of Governors through negotiations as follows: 1. Overload salary for faculty on a 15 credit hour load shall be calculated using the credit hours of overload multiplied by the approved overload rate. 2. Overload salary for faculty on a contact hour basis shall be calculated by using: (1.) laboratory courses - contact hours of overload multiplied by 60% by the approved overload rate. (2.) lecture courses - the credit hours of overload multiplied by the approved overload rate.</p> <p>3.2.6.1 Special Services Assignments. Non-instructional work shall be paid at rate(s) approved by the Board and substantiated by time sheets. Special services assignments may be authorized in special circumstances by obtaining prior approval of the immediate supervisor, the Vice President of Educational Services and the President. An estimate by the employee of the total hours required for the project must be included.</p> <p>3.2.7 Full-time staff teaching off-campus courses as an overload will be allowed a travel time stipend of \$.20 per mile (round trip), as approved by the Board if the course is at an off-campus site which is 50 miles or more round trip. Travel time stipends shall be paid at the completion of the course.</p> <p>3.2.12 When credit or non-credit courses do not materialize, instructors shall be paid at the Board approved credit and non-credit teaching rate per contact hour for the actual hours taught not to exceed one class meeting. It is the responsibility of the site coordinator or the Dean to determine when the class will be taught. The normal size is eight.</p>	Krause, Carly: Director of Compensation and HR Compliance	8/1/2020
AP-7248.0	Adjunct Faculty Load	<p>3.5 Adjunct faculty teaching credit classes shall be paid based upon a per credit hour rate established by the Board of Governors. Adjunct faculty teaching non-credit classes shall be paid an hourly rate established by the Board of Governors.</p> <p>3.10 When credit or non-credit courses do not materialize, instructors shall be paid at the Board approved credit and non-credit teaching rate per contact hour for the actual hours taught not to exceed one class meeting. It is the responsibility of the regional coordinator or the Dean to determine when the class will be taught. The normal class size is eight.</p>	Krause, Carly: Director of Compensation and HR Compliance	8/1/2019

AP-7410.5	Leave of Absence	<p>3.2.2.3 The normal deadline for completed and approved applications to be presented to the Human Resource Department will be April 1 for the following fiscal year for presentation to the Board of Governors. The Vice President of Human Resources and Organizational Development will present the application to the Board of Governors through the President. Exceptions to the normal deadline will be at the discretion of the President.</p> <p>3.2.2.6 All applications for leave must be coordinated and sanctioned by the Vice President of Human Resources and Organizational Development, approved by the supervisor, the appropriate Vice President, and the President prior to submission to the Board of Governors for ratification.</p>	Krause, Carly: Director of Compensation and HR Compliance	7/4/2028
AP-7710.0	Employee Grievance	<p>3.4 Step Four - If the grievant is not satisfied with the disposition of his/her case at Step Three, he/ she may file a written appeal to the Board of Governors of Northeast Community College within (5) calendar days of the receipt by the grievant of the decision rendered by the President, or his/her designee, and may also request a hearing by the Board. The written appeal shall include a copy of the original written grievance, and the appeals and the decisions at all preceding steps, together with a clear, concise statement of the reason for the appeal to the Board. The Board, at its sole discretion, may elect to review or not review the case. If it elects to review the case it may, in its discretion, review same solely on the basis of the record of the prior proceedings of the case or it may call the case before the Board for a full or partial hearing, in which event the grievant shall appear at said hearing and respond to any questions the Board may have in the matter. No later than the second regular meeting of the Board following the lodging of the appeal with the Board, the Board shall determine whether it will accept and decide the appeal. The recording secretary of the Board shall notify the grievant and the President of the Board's decision in this respect. Not later than the conclusion of its next regular meeting after a decision by the Board to accept an appeal, the Board shall render its decision (if same is to be based upon the prior record of the case), or shall schedule a hearing (if the case is to be determined on the basis of a full or partial hearing, such hearing to be held not later than the next regularly scheduled Board meeting thereafter).</p> <p>3.5 In the event of such a hearing, the Board shall render its decision not later than the conclusion of its next regular meeting following the conclusion of such hearing. A copy of the appeal and the Board's decision shall be placed in the official personnel file of the grievant. The Board's decision on the matter, or its decision not to hear and decide the matter, whichever the case may be, shall be final under this grievance procedure. The Step Four procedure may be changed by mutual agreement of the employee and the Board. A transcript of the hearing shall be made, and any party may request a copy of the same at that party's expense. Each party shall be responsible for their own costs and fees incurred in their presentation at the hearing.</p>	Dvorak, Jessica: Vice President of Human Resources & Organizational	8/1/2023
AP-7810.0	Reduction in Force - Faculty	<p>3.2 Before implementing a reduction in force of full-time faculty, the President shall present to the Board of Governors competent, convincing evidence demonstrating that a change of circumstances has occurred with regard to federal, state or area funding, other financial considerations, declines in enrollments in specific programs, and other factors which affect the viability of any course or program. The President may appoint an advisory task force to determine facts and provide recommendations to the President. Any such task force appointed shall act as an advisory group to the President.</p> <p>3.3 Upon the President presenting to the Board competent evidence of diminution of financial support, program discontinuance, declining enrollments, projected declining enrollments, or other like changes or circumstances which would necessitate a reduction in force of full-time faculty, the President shall report to the Board that such reduction in force shall be from the College as a whole or a particular campus or campuses. If such a reduction in force is to affect only a specific campus, such circumstances must specifically relate to the full-time faculty members from that particular campus. The President shall also present evidence to the Board that there are no other full-time faculty vacancies on that particular campus on which the proposed reduction in force may occur.</p> <p>3.4 The President shall present competent evidence to the Board that in addition to the legitimate need to reduce full-time faculty on a particular campus that there are no such openings on other campuses or educational facilities operated by the College for which any affected faculty would be qualified and to which said faculty might transfer.</p> <p>3.5 The President shall provide to the Board evidence that the affected faculty member(s) were given adequate advance notice of the possibility of the reduction in force. In cases where the President has determined the need and extent of reduction in force, he/she should make all reasonable efforts to give at least ninety (90) day notice of the proposed effective date of the termination of employment. The President shall demonstrate to the Board that the President has considered all reasonable alternatives to reduction in force as were apparent to the President.</p>	Dvorak, Jessica: Vice President of Human Resources & Organizational	8/1/2019

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Status **Pending** PolicyStat ID **14804108**



Origination 01/1996
Last Approved N/A
Effective Upon Approval
Last Revised 01/2018
Next Review 5 years after approval

Owner Coleen Bressler:
Executive
Director of
Administrative
Services

Area Business and
Fiscal Affairs

References BP-6140

Equipment and Technology Replacement Funding Policy

1. POLICY REASON/PURPOSE/INTENT

To establish a policy to set funding levels for equipment and technology replacement.

2. DEFINITIONS

N/A

3. POLICY

1. The College recognizes the importance of technology in providing quality programs and services and is committed to maintaining funding for equipment and technology acquisition and replacement.
2. The College will set an annual target funding level at 4% of the General Fund Budget for equipment and technology acquisition and replacement. Funding sources shall include general fund appropriations, private gifts and bequests and corporate donations, grants, and year-end reappropriation of unexpended General Fund Budget.
 1. General Fund Appropriations: Capital outlay requests shall be included in individual cost center budgets. The contingency cost center may include funding for unanticipated equipment needs which could be transferred to individual cost centers based upon need as approved by the President. Such transfers would be initiated by a budget transfer.
 2. Private Gifts and Bequests: Corporate Donations: The College Foundation may solicit private gifts and bequests to help supplement capital outlay needs. Instructional departments may solicit corporations and businesses for donation of equipment

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which would benefit their program. Such donations would be in accordance with BP-6175, Acceptance and Valuation of Gifts, the Northeast Community College Foundation Gift Acceptance Procedures, and established college procedures.

3. Grants: The College shall initiate grant requests for capital outlay needs. Any grant for this purpose shall be for the direct benefit of an instructional program or college service. All grant requests shall be completed in accordance with AP-3610.0, Grants Development and Management Procedures...
4. General Fund Reappropriation of Unexpended Balances: At the end of each fiscal year, the administration shall review the General Fund Budget and reappropriate up to 50% of any unexpended balance to an auxiliary fund account for equipment and technology acquisition and replacement. This account will then be used to supplement future year's capital outlay and technology funding needs. The expenditure of such funds shall be managed through the annual budget process or by submitting a budget request to the Vice President of Administrative Services. The College Cabinet will approve budget requests based upon need.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	Pending
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	12/2023
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene	12/2023
	Coleen Bressler: Executive Director of Administrative Services	11/2023

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Status Pending PolicyStat ID 14906400



Origination N/A
Last Approved N/A
Effective Upon Approval
Last Revised N/A
Next Review 5 years after approval

Owner Coleen Bressler:
Executive
Director of
Administrative
Services
Area Business and
Fiscal Affairs
References AP-6140.0

Equipment and Technology Replacement Funding

1. Procedure Summary Statement

The College recognizes the importance of technology in providing quality programs and services and is committed to maintaining funding for equipment and technology acquisition and replacement. This procedure provides a method for supplementing funding for capital outlay equipment requests, and technology acquisition and replacement, outside of the annual budget process.

2. Definitions

N/A

3. Procedure

1. Funding sources for equipment and technology acquisition and replacement may include general fund appropriations, private gifts and bequests and corporate donations, grants, and year-end reappropriation of unexpended General Fund Budget.
2. At the end of each fiscal year, the Budget Office shall review all available funding sources and reappropriate up to 100% of any unexpended General Fund balance to an auxiliary fund account for equipment and technology acquisition and replacement. This account will then be used to supplement future year's capital outlay and technology funding needs. The expenditure of such funds shall be managed through the annual budget process.

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4. Applicability

N/A

Approval Signatures

Step Description	Approver	Date
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	Pending
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	01/2024
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene [JH]	01/2024
	Coleen Bressler: Executive Director of Administrative Services	12/2023

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Origination 04/2015
Last Approved 07/2018
Effective 07/2018
Last Revised 04/2015
Next Review 07/2023

Owner Holly Quinn:
Director of
Development
Area Foundation

Foundation Gift Acceptance Procedures

The Northeast Community College Foundation (herein after "the Foundation"), is a duly established Nebraska non-profit corporation exclusively for charitable and education purposes and is an organization within the meaning of Section 501(c) 3 of the Internal Revenue Code. All charitable gifts made to support Northeast Community College (herein after "the College") are to be accepted by the Foundation on behalf of the College and are to follow the procedures set forth below.

I. PURPOSE:

- A. Govern the acceptance of all gifts.
- B. Provide guidance to donors and their professional advisors in completing gifts.
- C. Define, focus, and strengthen the Foundation's role in gift administration.

II. RESTRICTIONS OF GIFTS:

- A. Unrestricted gifts shall be used and applied for the benefit of the College at the discretion of the Foundation Board of Directors.
- B. Temporarily restricted gifts will be accepted for specific projects, capital improvements or equipment.
- C. Restricted gifts for endowment shall be held by the Foundation in appropriate accounts and managed according to the terms of the gifts.
- D. The Foundation is responsible for ensuring that the Board approves any donor-imposed restrictions prior to acceptance. All donations will be designated toward meeting the needs of the College.

III. AUTHORIZATON, ACCEPTING OR

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DECLINING A GIFT:

- A. Anyone who wishes to make a gift should contact the Foundation Executive Director. Non-cash gifts and other gifts that are not easily resalable must be approved by the Foundation Board Executive Committee and the ex-officio Treasurer of the Foundation.
- B. The Foundation shall not pay finder's fees to brokers in exchange for charitable gifts.
- C. In consultation with College officials, such as the president, vice president or dean, the Foundation may decline a gift if one or more of the following exist:
 1. There are conditions to a gift that are not consistent with the mission, values and objectives of the College or Foundation.
 2. The gift could financially jeopardize the donor, College or Foundation.
 3. The gift or terms are illegal.
 4. The College or Foundation does not have resources to honor the terms of the gift.
 5. An appropriate Fair Market Value cannot be determined, or will result in unmanageable expense to the College or the Foundation
 6. Physical or environmental hazards exist in the gift.
 7. The gift could jeopardize the tax exempt status of the Foundation.
 8. Notwithstanding the above, the Foundation Board of Directors has the right to decline any gift at its discretion for any reason.
- D. Procedure for specific items: if a donor wishes to donate a specific in-kind item not previously identified as approved, the Foundation will seek approval in writing from the appropriate administrator or the College President before accepting. If the donation is contrary to the planning priorities or existing commitment, the Foundation will ask the donor to redesignate the gift. If the donation cannot be made within the parameters of the Foundation goals, the contribution will be respectfully declined.
- E. Gifts of \$250 or more made to Student Clubs must follow these procedures in order to comply with IRS guidelines. Gifts under \$250 can be accepted directly by the Student Club following approval of the appropriate administrator(s) per the Fundraising procedures (AP-6170.0).

IV. RECOGNITION

A. ACKNOWLEDGMENT OF GIFTS:

1. The Foundation will ensure that a gift is acceptable and acknowledge it as a charitable gift.
2. Official acknowledgments to donors will be issued in a timely manner. Such acknowledgment will serve as the donor's record for their tax purposes.

B. NAMED GIVING OPPORTUNITIES:

1. The Foundation Board of Directors, working with the Executive Director of the Foundation, College Administration, and select staff and community volunteers may identify naming

opportunities for facilities and equipment for the College.

2. No facilities nor equipment shall be named without the approval of the Northeast Community College Board of Governors and shall follow College Policy (BP-2010) and Administrative Procedures (AP-2010.0).

C. MEMORIAL & HONORARY GIFTS

1. The Foundation will accept gifts made in remembrance of deceased family members, friends or loved ones (memorial gifts) as well as those gifts made in honor of living individuals (honorary gifts).

V. TYPES OF GIFTS:

- A. **Cash:** Personal checks, money orders, credit cards or currency are accepted by the Foundation.
- B. **Matching:** All corporate matching gifts and pledges will be recorded only upon receipt. Any donor whose gift is matched by a corporate contribution will receive soft credit on their account but will receive full credit for the amount of the match for recognition purposes only. The corporate donor will be included in all recognition listings. Corporate matching gifts will be credited to the fund of the employee/donor's original designation unless specifications from the matching company prevent this.
- C. **In Kind:**
 1. Solicitation of in-kind gifts for the benefit of the College shall require acceptance from the appropriate College administrator (s). Gifts valued at \$250 or above should follow the acceptance procedures as outlined above.
 2. Acceptance must meet the following criteria:
 - a. Consistent with the College's Mission.
 - b. Deemed financially viable. Considerations may include:
 - a. Gift transfer costs
 - b. Gift disposal costs
 - c. Insurance costs
 - d. Maintenance costs
 - e. Potential repair costs
 - c. Potential gifts are consistent with the College's environmental policies and procedures.
 3. Valuation and receipting for approved in-kind gift is consistent with the College's Gift Acceptance Policy, BP-6175, and the Foundation's approved Gift Acceptance Procedure. All in-kind gift valuation and reporting standards adhere to the guidelines established in the Council for Advancement and Support of Education (CASE) Management and Reporting Standards.
 - a. Valued at what the institution would have paid if purchased outright.

- b. An appraisal must be conducted for items estimated at a fair market value over \$5,000. This will typically be paid for by donor, unless otherwise directed by the Foundation Executive Director.
 - c. All in-kind gift valuation and reporting adhere to guidelines established by the IRS.
 - d. Neither the College nor the Foundation assigns a value to the gift for the purpose of the donor's charitable deduction.
 4. All approved in-kind gifts valued at \$250 or above are accepted for the College by the Foundation. (For further explanation please refer to VI E below.) The Foundation transfers ownership of all in-kind gifts valued at \$5,000 or greater to the College at the time of the donation. (*Exception: all vehicles are transferred to the College regardless of value.*)
- D. **Securities:** The Foundation will accept gifts of readily marketable securities and will incur the costs relative to their disposal. All readily marketable securities may be sold immediately on the open market; or held and sold over an extended period of time if the Foundation Investment Committee believes sale of all the stock could have a depressing impact of the price of the stock.
 1. If held, the securities will be deposited in the appropriate Foundation account at the Foundation's sole discretion.
 2. Stock controlled under the Securities and Exchange Commission Rule 144 will be held until the restriction on the sale expires and then will be immediately sold.
 3. Per IRS regulations, gifts of readily marketable securities are valued at their mean market value on the date of delivery, defined as follows:
 - a. Postmarked date on the packet containing the securities.
 - b. Date the securities are transferred by the donor's broker in the Foundation account, or
 - c. Date the securities are personally delivered to a representative of the Foundation in form ready to transfer.
 4. Losses or gains realized from the sale of securities after their receipt do not affect the value credited to the donor.
 5. Brokerage fees and/or changes in the gift's value prior to liquidation are expenses or income to the Foundation.
 6. Gifts that are not readily marketable will be accepted under the following conditions:
 - a. In the absence of financial information, which would enable determination of book value, gifts of closely held stock will be carried on the Foundation books at \$1.00 or,
 - b. Such securities will be carried at book value as long as audited financial statements are provided to the Foundation so book value can be substantiated.
 - c. Gift of bonds which require a holding period will be accepted and cashed when the holding period has expired.

7. Securities not accepted are:

- a. Securities which are assessable or which in any way could create a liability to the Foundation.
- b. Securities which by their nature may not be assigned (such as Series E savings bonds).
- c. Securities which upon investigation have no apparent value.

E. **Real or other Tangible Personal Property:** The Foundation will consider acceptance of gifts of real and/or personal property (land, houses or other related use items), subject to approval (in advance of acceptance) by the Foundation Board of Directors Executive Committee.

1. Value must be determined by a qualified independent appraisal acceptable to the Foundation. The appraisal will:
 - a. Provide the Finance Office and auditors a reasonable value at which to carry the asset on the Foundation's books.
 - b. Establish a selling price.
2. Foundation will request that the donor pay for the appraisal.
3. The Foundation should be willing to wait a reasonable period (one year) to receive an offer in this range.
4. If the Foundation intends to resell the property quickly (because of high taxes or a sizable mortgage), the prospective donor will be informed.
5. The Foundation is required by law to notify the IRS of the resale price if the property is sold within three years of gifting.
6. Persons contacting the Foundation with an offer to donate such items will be referred to the Foundation Executive Director.

F. **Works of Art:** Art, either self-created or purchased, will be accepted by the Foundation. The Foundation retains the sole right to do what it wishes with the donation, including but not limited to, display, storage, or sale.

G. **Miscellaneous Property:**

Other gifts of property will be accepted if it is either usable by the Foundation or readily resalable. Donors are responsible for establishing value for their deduction. In cases where the Foundation keeps the property, it will obtain an estimate so that it can be booked as a Foundation asset.

Other items of property will be accepted if:

1. It is useful to the Foundation and/or College.
2. It is readily salable. In this case, if the Foundation does not believe it will be able to realize the value placed on the item by the donor, the Foundation will inform the donor.
3. Establishment of value is always the responsibility of the donor.
4. Other matters to take into consideration before accepting are cost of transportation, storage, cost of selling, maintenance and repairs, and insurance costs.

H. **Planned Gifts:** To avoid charges of conflict of interest, undue influence, or unauthorized practice of law, all donors of planned gifts must utilize their own legal counsel and/or financial advisor. The Foundation will seek advice from legal counsel and/or auditor at the discretion of the Foundation Executive Director. The Foundation will not pay the fees charged by any professional advising to a potential donor. The Foundation will adhere to the policies and guidelines as outlined in CASE Reporting Standards & Management Guidelines 4th Edition and Partnership for Philanthropic Planning (PPP) Valuation Standards for Charitable Planned Gifts. Some pertinent areas of these Guidelines are highlighted below:

1. **Revocable Gifts** may be included in fundraising totals at face value if they are documented, and reported separately from outright gifts and irrevocable deferred gifts.
 - a. The practice of counting revocable gifts is beneficial because it deepens relationships with donors and sets the stage for future support. CASE recommends setting specific goals for revocable gifts at the outset of the fiscal year or campaign. CASE also recommends periodic verification of the gift.
 - b. Appropriate documentation might include a commitment in writing by the donor, attorney or financial advisor, or a copy of the bequest intention, retirement plan, or other source of the gift. It should include assumed value of the gift.
 - c. If a revocable gift is realized or becomes an irrevocable deferred gift during the fiscal year or campaign that it was pledged, the value of the gift should be removed from the revocable category and added to the irrevocable category. If a revocable gift is realized at a future time, only amounts not already attributed to the original year or campaign may be counted at the new time.
 - d. Externally managed irrevocable life income trusts that allow the owner to change the beneficiary should be counted as a revocable gift at face value and in the revocable category.
2. **Irrevocable Gifts** will be reported at discounted present value in accordance with existing IRS methodologies. These gifts may be included in fiscal year/campaign totals at face value, however, both current face and discounted present values should be reported. (Present value is calculated according to the IRS standards.) They should be recorded separately from outright gifts and revocable gifts. CASE recommends this reporting method for the following reasons:
 - a. Reporting both values accurately and transparently reflects the funds donated by individuals (face value) and the fundraising activity of the College, as well as the long-term estimated benefit to the College (present value) by a standardized methodology (IRS charitable deduction calculation). In addition, we may want to use the PPP method for calculating the future value in today's dollars based on their investment in the trust.
 - b. In the case of charitable lead trusts, which make contributions over time, the face value of the payment stream should be recorded as a pledge in

the year that it is given and annual income should be recorded as pledge payments as they are received regardless of the length of the trust.

- c. The Foundation shall utilize the Valuation Standards for Charitable Planned Gifts published by PPP.

3. The Foundation will accept the following planned gifts:

- a. **Charitable Bequest** is a written statement in a will which directs that a gift be made to the Foundation upon the death of the person who established the will. State laws vary concerning requirements for a valid will. Donors should always be directed to seek professional legal advice in the preparation of a will and secure counsel on all estate planning issues.

- a. Specific Bequests – bequeaths a certain dollar amount or certain other property (such as a home, art collection, etc.).
- b. Percentage Bequests – devises a set percentage, i.e. 5% of the value of the estate.
- c. Residual Bequests – bequeath assets that remain after all other specific bequests, death taxes and estate expenses have been satisfied.
- d. Contingent Bequests – devises property only when those named as primary beneficiaries predecease the testator or if the named beneficiaries refuse the bequest provision.

b. **Charitable Gift Annuities**

- a. The Foundation will consider charitable gift annuities within the guidelines and regulations established by Neb.Rev.Stat. 59-1801 et seq., as the same may from time to time be amended. In the issuance of annuities, the Foundation will utilize rates that adhere to or are lower than the rates suggested by the American Council on Gift Annuities.
- b. In compliance with the Philanthropy Protection Act of 1995, as the same may be from time to time amended, representatives of the Foundation will, prior to the execution of any binding contract for a charitable gift annuity, make a disclosure to the potential donor. This disclosure will be in a form approved by the Executive Committee.
- c. Property accepted for gift annuities will normally be in the form of cash or readily marketable property. For annuities that involve multiple transfers of stock and/or mutual funds, the date of the gift will be considered the date that ownership of the last asset to be donated is transferred to the Foundation.

c. **Insurance** gifts may be accomplished in several ways:

- a. Donor may name the Foundation as an irrevocable beneficiary.
- b. Proceeds may be part of a gross estate, with the gift qualifying

as a charitable deduction.

- c. Donor may purchase a policy naming the Foundation as beneficiary, then contribute annually to the Foundation for the annual premium on the policy. This annual donation is a charitable contribution.
- d. Donor may gift a paid-up policy receiving the charitable deduction equal to the replacement costs of the policy.

d. Trusts

- a. Encumbrances on property to be placed in a charitable remainder trust must be at least five (5) years old. Income property covered by a mortgage or other indebtedness will not be accepted as an outright gift unless the obligation is at least five (5) years old. Encumbered assets will be reviewed in light of their individual circumstances.
 - b. When a trust is funded with "hard to value" or "non-income producing" property, a net income unitrust will be used. This obligates the trustee to pay only the lower of the specified percentages or trust assets or actual trust income.
 - c. Where income interest is to be retained by the donor, the asset offered must be of sufficient value to produce the income the donor anticipates. Otherwise, the gift will not be accepted.
 - d. When net income unitrusts are used, a separate letter of understanding to the Foundation should be signed by the donor indicating that they understand the income concept of the net income unitrust. The income concept means the donor will receive the lower of the specified percentage of the trust assets or actual income produced by the trust. The letter will also cover such items as problems of marketing the property, etc.
 - e. Trusts should pay all trustee fees. However, where requested by the donors and approved, trust fees may be paid by the remainder beneficiary.
- e. **Retirement Plan Beneficiary Designations:** Designation of the Foundation as beneficiary of donor retirement plans will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and payment is due in the future, the value of the gift at the time the gift becomes irrevocable is the amount to be recorded.

VI. MINIMUM CONTRIBUTION LEVELS:

- A. **Charitable Remainder Trusts:** If the Foundation is to serve as Trustee, the gift must be funded with cash or other assets having a minimum net present value of the Foundation's remainder interest of at least \$100,000 and must meet the eligibility tests set forth in the IRS Code. All

non-charitable beneficiaries must be at least 55 years old when the trust is created; no more than two (2) life beneficiaries shall be permitted. The Foundation Board and staff shall carefully evaluate the assets which fund the trust.

- B. **Charitable Lead Trusts:** If the foundation is to serve as Trustee, the gift must be in cash, securities or real estate, having a value sufficient that the net present value of the Foundation's lead interest is at least \$50,000.
- C. **Charitable Gift Annuities:** The minimum gift must be funded with cash or other assets having a minimum fair market value of \$10,000. Any contract to be funded with real property must be reviewed by the Foundation Board. There may be no more than two (2) annuitants and they must be 55 years or older unless circumstances warrant review by the Board to allow deviation from the age requirement. The gift annuity rates shall be established by the American Council on Gift Annuities.
- D. **Deferred Gift Annuities:** The minimum gift must be funded with cash or other assets having a minimum fair market value of \$10,000 for the initial annuity contract. There may be no more than two (2) annuitants and in the case of college tuition annuities, only one annuitant. There shall be no minimum age requirement for deferred annuities unless the deferral period is less than five (5) years and the annuitants will be younger than age 55 when payments are to begin, in which case review and approval by the Foundation Board will be required.
- E. **Gift of Property Reserving a Life Estate:** The life estate gift may be suitable for older donors with highly appreciated real estate. Donor must provide a written life estate agreement along with a Grant Deed and approval by the Foundation Board is required prior to acceptance. The minimum fair market value of property proposed for the gift, the stability of the market, the life expectancies of the donors, anticipated expenses and other due diligence, as well as the donors' need for income must allow for a projected minimum residual gift to the College of \$50,000 when the gift matures.

VII. ADMINISTRATIVE ISSUES

- A. The Foundation and staff shall not act as an executor for a donor's estate.
- B. The Foundation may act as co-trustee of a charitable trust when the trust names the Foundation and/or the College as a beneficiary of 50% or more of the trust.
- C. The Foundation will pay for the drafting of legal documents for a charitable remainder trust of which the Foundation is named as a beneficiary of 50% or more of the trust. The donor's own counsel must review the documents at the donor's cost.
- D. Terms and conditions must be agreed upon before an endowment is established; therefore, contact with the Foundation Executive Director for appropriate documentation is required.
- E. In accordance with the Foundation's Investment Policy, a minimum contribution is required to establish a named endowment.
- F. For restricted and endowment funds, if circumstances change, or the donor fails to fulfill the pledge obligation, or the purpose for which the fund was established becomes illegal, impractical, or no longer meets the needs of the Foundation/College, the Foundation may designate an alternative use in the spirit of the donor's original intent for the gift.

VIII. ACKNOWLEDGMENT OF ALL GIFTS:

The Foundation Board of Directors has ultimate responsibility for accepting and acknowledging all gifts made to Northeast Community College and the Northeast Community College Foundation. The Board is also responsible for compliance with the current IRS requirements in acknowledgment of such gifts. IRS Publication 561 covers determining the value of donated property and IRS Publication 526 covers charitable contributions.

Approval Signatures

Step Description

Approver

Date

9.1/15.3

Status **Active** PolicyStat ID 12387470



Origination 03/1997
Last Approved 12/2022
Effective 12/2022
Last Revised 12/2022
Next Review 12/2027

Owner Jeri Parks:
Director of Grants
and Contracts
Area General
Institution
Policy/
Procedure
Number AP-3610.0

Grants Development and Management

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for developing and managing grants.

2. DEFINITIONS

N/A

3. PROCEDURE

1. General

1. The Grants and Contracts Office provides assistance to faculty and staff in securing external grants that are consistent with the role and mission of the College. All College grant applications, grant awards, and related contracts/subcontracts shall be administered in accordance with the procedures identified herein. The Grants and Contracts Office is responsible for:
 1. Researching and identifying sources of external grant funding (private and public) and making referrals for departmental consideration.
 2. Providing advice and guidance in the development of proposals.
 3. Coordinating the development of proposed projects and project budgets.
 4. Ensuring appropriate internal and external approval processes are followed.
 5. Writing grant proposals and editing proposals written by others.
 6. Providing assistance as needed to the College's grants compliance

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accountant to ensure compliance with agency/grantor grant application regulations.

7. Submitting grant applications on behalf of the College and assisting in the submission of applications on behalf of the Northeast Community College Foundation.
8. Maintaining appropriate records and files on each grant proposal.
9. Assisting project managers and principal investigators in grant monitoring and reporting.

2. Identifying Funding Sources

1. The Grants and Contracts Office assists staff and faculty in identifying potential external grant funding opportunities. Information about various grant funding opportunities will be made available to staff and faculty. Pertinent grant announcements or request for proposals (RFPs) received by staff and faculty shall be forwarded to the Grants and Contracts Office.

3. Proposal Development and Approval Process

1. Individuals or departments wishing to respond to a grant announcement or RFP, or seeking grant funding for a particular project, shall submit the Project Planning Form available from the Grants and Contracts Office. Each request submitted shall have the prior approval of the appropriate vice president or dean.
2. Approval for pursuing grant funds for a particular project shall be based on the following criteria:
 1. The proposed project is consistent with the role and mission of the College.
 2. The College is eligible for funding under the terms of the grant.
 3. The proposed project fits within the parameters of the grant guidelines.
 4. The project fulfills a specific institutional priority.
 5. The value of the grant is balanced with the requirements for applying and managing the grant.
 6. An individual has been identified as the project lead and will help provide the content of the grant.
 7. The availability of matching funds, if required.
 8. Other resources, if required.
3. If a grant will obligate the College to provide additional space, facilities, matching funds, or to fund the continuation of a program once the grant expires, the College administration will determine the likelihood of such funds/resources being available. Such need should be foreseen and submitted for review as early as possible in the grant-seeking process so as to not delay the grant process at the last moment.
4. The Human Resources Office will provide all salary and benefit information needed for grant-funded positions.

5. The Accounting Department will review all grant budgets and ascertain that adequate funds are included in the budget to cover expenses that may be incurred as a result of the award. If the grant application is for an annual grant, the Grants Compliance Accountant will be responsible for the budget review. If the application is for a new grant, the Grants Compliance Accountant will conduct an initial review, and the Director of Accounting will conduct a final review of the budget.
6. All grant applications must be reviewed by the Grants and Contracts Office before being submitted for administrative review and forwarded to the Accounting Department. The Grants and Contracts Office is responsible for ensuring that necessary signatures are obtained, mandatory assurances and certificates are included, and that all of the required information is submitted. The final proposal will be mailed or submitted electronically by the Grants and Contracts Office. The Accounting Department will be notified of such submission.
7. All applications on behalf of the Northeast Community College Foundation must be developed in collaboration with and approved by the Vice President for Development and External Affairs or their designee.

4. Award Acceptance

1. The Grants and Contracts Office shall be informed by the person receiving the official notification from a funding agency that a proposal has been recommended or denied for funding. Upon receiving notice of grant funding, the project lead shall provide a copy of the award letter and any other documents sent by the grantor to the Grants and Contracts Office.
2. The Grants and Contracts Office shall:
 1. Work with the Grants Compliance Accountant to compare the notification to the proposal and resolve any budgetary differences.
 2. Inform the President and the appropriate vice president of all awards received as result of a grant.
 3. Present all grant agreements or related contracts, subcontracts, and subawards between Northeast Community College and a funding agency to the Director of Purchasing for review. In accordance with College policy, only the President or their designee is authorized to sign grant agreements.
 4. Process award documents and secure appropriate signatures.
 5. Provide the Accounting Department with digital versions of original approved documents.

5. Indirect Costs

1. Indirect costs, if allowed by the granting agency, may be included in grant budgets. These costs will be determined on a case-by-case basis. Indirect costs for Federal grants and related contracts must be in compliance with Northeast's negotiated indirect cost rate agreement.
2. When provided by a grant, indirect funds will be aggregated into a single pool of funds and overseen by the Vice President of Administrative Services and the Vice

President of Development and External Affairs. The College Cabinet and/or the College President reserves the right to determine the distribution of indirect funds.

6. Post-Award Activities and Responsibilities

1. After a grant has been awarded to and accepted by the College or the Foundation, the Grants and Contracts Office, the Accounting Department, and the Project Manager or Principal Investigator will fulfill the following responsibilities:

1. The Grants and Contracts Office is responsible for:

1. Coordinating with the Grants Compliance Accountant to maintain a site for grant documentation and collaboration.
2. Providing information to all departments regarding their role in the grant.
3. Participating in meetings as needed with the Grants Compliance Accountant and new project managers/principal investigators to review grant processes.
4. Coordinating with the Grants Compliance Accountant to establish a grant calendar identifying due dates for grant tasks and the submission of reports.
5. Assisting the Grants Compliance Accountant and project manager in revising the project budget if necessary.
6. Establishing appropriate grant files and records to be kept in the Grants and Contracts Office. The Accounting Department, however, maintains the permanent grant file.
7. Assisting the project manager in the completion and submission of progress/final narrative reports.
8. Assisting the project manager in subsequent grant renewal processes.

2. The Accounting Department is responsible for:

1. Maintaining the permanent grant file containing the original award letter, the grant application, claim forms, correspondence with grantor, progress and final reports, and other information regarding the grant.
2. Providing the Grants and Contracts Office with copies of the grant file documents.
3. Creating a restricted fund within the College's accounting structure to be used for tracking revenues and expenditures for the grant project.
4. Reviewing all budget modifications prior to submission.
5. Monitoring/approving grant expenditures for allowability.
6. Providing budget training to the project manager and/or principal investigator.

7. Managing cash and drawdowns as required by grantor, and requesting reimbursement from agency within 90 days from end of claim period.
8. Preparing grant claims according to the grantor requirements.
9. Preparing and submitting, if appropriate, any subaward and subcontract documents as necessary.
10. Ensuring that the College is in compliance with 2 CFR 200 (Uniform Guidance) for all federal sponsored projects.

3. The project lead or their designee is responsible for:

1. Hiring personnel identified in the grant proposal in accordance with College procedures.
2. The overall management of the grant project. Specifically, a project lead's duties shall include, but not be limited to, the following: start-up activities, implementation of project, budget oversight, data management and requests for data reports, evaluation of activities, and the submission of any progress/final reports in coordination with the Grants Compliance Accountant and the Grants and Contracts Office.
3. Keeping the Grants and Contracts Office and the Accounting Department apprised of progress and needed changes to budget or project plan.
4. Obtaining approval from the Accounting Department for budget modifications.
5. Providing copies of correspondence, documents, reports, etc. to the Grants and Contracts Office and the Accounting Department.

2. For all approved grants and contracts/subcontracts received as a result of a grant, the College will follow current policies, procedures, and practices. This includes personnel selections and administration and all purchasing practices and guidelines.

4. APPLICABILITY

N/A

Approval Signatures

Step Description

Approver

Date

9.1/15.3

Status **Active** PolicyStat ID 12387253



Origination 08/1996
Last Approved 03/2019
Effective 03/2019
Last Revised 03/2019
Next Review 08/2024

Owner Christopher Ruten: Director of Purchasing
Area General Institution
References BP-3020

Solicitation on College Premises Policy

1. POLICY REASON/PURPOSE/INTENT

To establish control of the solicitation of students, employees, and guests on college premises.

2. DEFINITIONS

N/A

3. POLICY

1. The College and its facilities are dedicated to a mission of education. The College shall control solicitation on college premises, as necessary, to accomplish that mission.
2. It shall be the purview of the Purchasing Department, in coordination with the appropriate Vice President, or designee, as applicable, to authorize commercial solicitation by non-college related individuals or groups.
3. The Director of Student Activities, in coordination with the Vice President of Student Services or designee, shall be responsible for approval of student involved solicitation, including solicitation by college-recognized student clubs and organizations.
4. The President or designee shall be responsible to grant permission for the gathering of signatures for petitions, distribution of materials, or conducting peaceful demonstrations on college property while adhering to established guidelines.
5. If solicitations are authorized, they may be restricted as to time and place and may not interfere with academic or institutional activities of the College or impede the flow of traffic on campus sidewalks, streets or other facilities.
6. All authorized solicitation must be conducted in a manner that is not disruptive to college operations.

E.21/1.P

7. All authorized solicitation is additionally subject to regulation in accordance with college procedures.

4. APPLICABILITY

N/A

Approval Signatures

Step Description

Approver

Date

COPY

9.1/15.3

Status **Pending** PolicyStat ID **15061245**



Origination 08/1996
Last Approved N/A
Effective Upon Approval
Last Revised 02/2024
Next Review 5 years after approval

Owner Christopher Rutten: Director of Purchasing
Area General Institution
References AP-3020.0

Solicitation on College Premises

1. PROCEDURE SUMMARY STATEMENT

The College is committed to making its facilities and grounds available for use consistent with its educational mission. Controlling and reasonably restricting the solicitation of students, employees, and visitors on college premises is necessary to accomplish this mission. The purpose of this procedure is to place reasonable limitations on solicitation activities and the placement of materials and signs so the College may fulfill its primary mission of education and ensure the safety and welfare of the College community.

2. DEFINITIONS

1. Non-Commercial Solicitation (or "Soliciting") – includes, but is not limited to, gathering of signatures for petitions, distribution of materials, or conducting peaceful demonstrations on College property, canvassing, soliciting or seeking to obtain membership in or support for any organization; requesting contributions; petitioning activities; and posting or distributing notices, posters, signs, banners, placards, advertising, handbills, pamphlets, and the like of any kind ("Materials") on college premises or using college resources, including, but not limited to, bulletin boards, computers, mail, e-mail and telecommunications systems, photocopiers, telephone lists and databases.
2. Commercial solicitation – includes peddling or otherwise selling, purchasing or offering goods and services for sale or purchase; distributing advertising materials; circulars or product samples; or engaging in any other conduct relating to any outside business interests or for-profit or personal economic benefit on college premises or using College resources. Solicitation and commercial solicitation shall include the above activities, whether these activities are performed through verbal, written, or electronic means.

E.21/1.P

3. College premises – any property in use by the College, which includes property leased or owned, property used for functions sponsored by the College, and property used by the College to conduct business.
4. Charitable organizations – a non-profit group designed to benefit society or a specific group of people. These organizations are tax-exempt bodies which (1) are created and operated for charitable purposes, e.g. educational, humanitarian, or religious; (2) employ all of its resources to those charitable activities that are under its direct control; (3) do not distribute any part of the income generated for the benefit of any trustee, trustor, member or other private individual; and (4) do not contribute to or associate with political organizations.

3. PROCEDURE

1. All activities under this procedure must also comply with the College's Use and Scheduling of College Property procedure, where applicable.
2. Use of a College facility for solicitation, the distribution of materials, and public displays does not mean that the College in any way supports, sanctions, or agrees with the policies and activities of the user. The College reserves the right to limit use of the College's name, registered marks, and other College indicia in connection with promotion or endorsement of events. Except for the purpose of describing location, promotional and advertising materials may not implicitly use the College's name, logo or other indicia without prior approval of the College.
3. Non-college individuals or organizations shall not engage in petitioning activities regarding legislative, political, and similar topics on college premises without prior approval of the President or designee.
4. Door-to-door or office-to-office solicitation activities are prohibited.
5. Solicitation activities by non-college individuals or organizations are prohibited in college residence halls and apartments and other traditional non-public forums such as libraries, laboratories, and classrooms.
6. Solicitation activities shall not interfere with academic or institutional activities of the College or impede the flow of traffic on campus sidewalks, streets, or other facilities.
7. Commercial solicitation activities on college premises shall only be allowed with the prior approval of the Purchasing Department, in coordination with the appropriate Vice President or designee, as applicable.
 1. Commercial solicitations that relate to the promotion or consumption of alcoholic beverages or tobacco, or to products or services that are contrary to the mission or policies and procedures of the College are prohibited.
 2. This procedure does not prohibit normal business contacts by authorized vendor representatives engaging in business with the College in compliance with other college policies, procedures and plans, provided such contacts are made with the consent of college officials.
8. Non-commercial solicitation activities require advance notice provided to the Office of the President, and shall be permitted when conducted within protocols established to minimize potential disruption to educational activities or college operations.

1. Such protocols may include, but not be limited to, providing the petition or materials to administration when seeking permission, utilizing the designated time(s) and location(s), clearly displaying a disclaimer notice that the petitions or materials provided are not affiliated with the College, avoiding obstruction or restriction of access to buildings, and not interrupting students, faculty, or staff to obtain signatures.
 2. Other time, place and manner restrictions of solicitation activities may include limiting solicitation activities to certain areas of campus that are traditionally more public forums, such as the Paradise Courtyard.
9. Non-college individuals or organizations that engage in unauthorized solicitation activities on college premises shall be subject to removal from college premises, arrest, and prosecution.
 10. Any solicitation activities undertaken by college-recognized student clubs or organizations must be approved by the Student Activities Department, in accordance with student club and organization procedures and protocols as established by the Student Activities Office, and college policies and procedures.
 11. Academic Departments or programs may have limited authority to conduct sales in conjunction with educational activities. Revenue and expenditures associated within Academic Departments and educational courses, which involve, as part of the educational experience, the sponsorship of activities and the production and sale of a product on a limited basis, shall be accounted for through Student Accounts as departmental sales and services. Activities shall be conducted in accordance with college policies and procedures.
 12. The Athletic Department or teams may have limited authority to conduct solicitation activities in conjunction with fundraising activities. Revenue and expenditures associated with the Athletic Department or team activities, shall be accounted for through Student Accounts. Activities shall be conducted in accordance with college policies and procedures, as well as procedures established for these activities by Administrative Services.
 13. With the exception of college authorized charitable giving campaigns, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization or employee group, or an employee with an affiliation with the charitable organization.
 14. Solicitation activities that involve the approved posting or distribution of materials are subject to additional procedures as follows:
 1. Materials may only be posted on bulletin boards or other places provided for that purpose. Bulletin boards are reserved for use by the College to support college functions, student organizations, and college-sponsored programs and activities. Some bulletin boards are reserved for specific use and may require special permission.
 2. The posting of materials is prohibited on utility poles, trees, painted surfaces and under the windshield wipers of vehicles parked on college premises.
 3. Commercial postings and business advertisements may be permitted only if approved by the Vice President of Student Services or designee(s). Such approved posting must comply with all campus regulations and are only permitted when of service to the College community.

4. Student and student organization materials are required to have the approval of the Student Services Division prior to posting.
5. Materials must contain the following information: (a) the name of the individual or organization responsible for the posting; (b) the name of an individual who is their authorized representative; (c) the imprint of the Student Services Division authorization; and (d) a pull date.
6. The person or organization shall remove its materials no later than fourteen (14) days after posting or no later than one business day after the event to which the material relates, whichever is earlier.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	Pending
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	01/2024
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene [JH]	01/2024
	Christopher Rutten: Director of Purchasing	01/2024

9.1/15.3

Status **Active** PolicyStat ID 12387512



Origination 12/1992
Last Approved 06/2018
Effective 06/2018
Last Revised 06/2018
Next Review 08/2022

Owner Brandon McLean:
Executive Director of Physical Plant
Area General Institution
References BP-3210

Safe and Secure College Environment Policy

1. POLICY REASON/PURPOSE/INTENT

To establish principles for maintaining a safe and secure college environment.

2. DEFINITIONS

N/A

3. POLICY

1. The College shall provide a safe and secure environment for students, employees, and visitors through an effective College environmental, health, safety, and security program in accordance with college procedures.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
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9.1/153

Status **Active** PolicyStat ID **15060796**



Origination 12/1992
Last Approved 02/2024
Effective 02/2024
Last Revised 02/2024
Next Review 02/2029

Owner Brandon McLean:
Executive
Director of
Physical Plant
Area General
Institution
Policy/
Procedure
Number AP-3210.0

Safe and Secure College Environment

1. PROCEDURE SUMMARY STATEMENT

The College strives to provide a safe and secure environment for students, employees, and visitors through an effective environmental, health, safety and security program. The purpose of this procedure is to establish general principles under which a safe and secure college environment is maintained.

2. DEFINITIONS

N/A

3. PROCEDURE

1. General

1. The College strives to maintain a safe and secure campus environment. College employees and students share in that responsibility. Employees are responsible for not only their own personal health and safety, but also for the provision and maintenance of safe working conditions. Responsibility includes the enforcement of all applicable federal, state, and local building, fire, and life safety codes and regulations. Students must assume responsibility for their own personal safety and the security of their personal belongings.
2. The Executive Director of Physical Plant or designee is responsible for establishing and maintaining a safety program that conforms to all local, state and federal regulations. All employees, students and visitors are required to comply with procedures and/or safety elements set forth within the College's safety plans.

3/21/19

2. Buildings

1. The Physical Plant shall maintain a campus-wide door keying and access control system. Lockable doors and windows secure all college buildings.
2. Doors and windows shall not be blocked or propped open to allow unauthorized access. Any defective locks shall be immediately reported to the Physical Plant.

3. Residence Halls

1. On the Norfolk campus, resident housing safety protocols shall be followed in accordance with the Residence Life Manual available at <http://northeast.edu/>.
2. The Residence Life Coordinators shall reside in the residence halls for onsite management.

4. Parking Lots and Outdoor Spaces

1. Parking lots and sidewalks are maintained in accordance with all applicable federal, state, and local building, fire, and life safety codes and regulations.
2. Students and employees shall notify the Physical Plant with any related concerns.

5. Vehicles and Other Personal Property

1. Students and employees are responsible for their personal property. Students and employees shall park their vehicles and bicycles in assigned areas and keep them locked at all times. Valuable items shall be secured. The College is not responsible for loss or damage to vehicles or any personal property items stored in vehicles.

6. Firearms and Weapons

1. The unauthorized possession of firearms, fireworks, gun powder, weapons, explosives, and other items or materials which may endanger the health and safety of persons is prohibited on owned or leased property controlled by the College or in connection with a college-sponsored activity, regardless of a concealed weapon permit or if allowed by law to possess a weapon. Any threats, unauthorized or unlawful use or display of these items or materials ordinarily or generally considered a lethal weapon on college property or at sponsored functions, shall be immediately referred to the local law enforcement agencies for appropriate action.
2. Local law enforcement or contracted security personnel are authorized to carry a firearm. Authorization must be granted prior to utilizing firearms and weapons for training or educational purposes.

7. Security Services

1. The Executive Director of Physical Plant or designee is responsible for contract management of security services.
2. All security officers are required to carry a firearm. Security officers may have arrest powers and work closely with local law enforcement agencies in coordinating college security by calling (402) 841-5163 or 7777 from any Norfolk campus phone.

8. Victimization, Criminal Actions and Emergencies

1. Students or college employees shall report actual or potential criminal actions and

other emergencies by calling 911. On the Norfolk campus, individuals should also contact campus security.

2. Any student, employee or visitor who is a victim of a crime should report it immediately by calling 911, campus security, or a college employee for assistance.
3. The Human Resources Division shall provide employees with access to the Employee Assistance Program and other professional resources.
4. The Student Services Division shall provide counseling and other services for students needing additional professional assistance.
5. The Title IX Coordinator or Deputy Coordinators shall maintain procedures and offer resources in accordance with Title IX regulations.
6. Non-emergency criminal activity suspected by an employee shall be reported to their immediate supervisor.

9. Training and Information

1. The College provides written materials, online, practical, classroom, and convocational training and education.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President Approval	Lindsay Spiegel: Director of Institutional Effectiveness	02/2024
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	02/2024
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	01/2024
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene [JH]	01/2024
	Brandon McLean: Executive Director of Physical Plant [JH]	01/2024

9.1/153

Status **Active** PolicyStat ID 12387516



Origination 01/2019
Last Approved 01/2019
Effective 01/2019
Last Revised 01/2019
Next Review 08/2024

Owner Brandon McLean:
Executive
Director of
Physical Plant
Area General
Institution
References BP-3270

Loitering Policy

1. POLICY REASON/PURPOSE/INTENT

To establish principles to address loitering while maintaining an environment conducive to education and the safety of Northeast students and employees on college property.

2. DEFINITIONS

N/A

3. POLICY

1. Loitering on college property by individuals or groups not associated with the College may interfere with the educational function or safety of the College community. Thus, loitering is not permitted on Northeast property.
2. Operations regarding loitering shall be administered in accordance with college procedures.

4. APPLICABILITY

N/A

Approval Signatures

Step Description

Approver

Date

E 21/1.P

9.1/15.3

Status **Pending** PolicyStat ID **15060374**



Origination 11/2018
Last Approved N/A
Effective Upon Approval
Last Revised 01/2024
Next Review 5 years after approval

Owner Brandon McLean:
Executive
Director of
Physical Plant
Area General
Institution
References AP-3270.0

Loitering

1. PROCEDURE SUMMARY STATEMENT

The College is dedicated to maintaining an environment conducive to education and the safety of students and employees on College property. The purpose of this procedure is to address situations when the actions or behaviors of individuals or groups may be disruptive to this environment.

2. DEFINITIONS

1. Authorized College Business/Operations – Activity which furthers the mission and purpose of the College and business that has been approved by the appropriate college authorized personnel.
2. Loitering – Lingering idly, aimlessly or without purpose in any area of Northeast property without official authority, hanging around in clusters, creating or causing unusually loud noises, disrupting Northeast students, employees or the use of facilities and/or wandering about Northeast property for their own purpose or convenience.
3. Loitering Warning – A warning that a person is not authorized to be on Northeast property, or a portion thereof, other than for appropriate use pursuant to College procedures.
4. Non-Northeast Persons – All persons who are not classified below as Northeast persons including, but not limited to, visitors, invited guests, students of other institutions and employees of other entities, and persons who have applied but have not been admitted to the College.
5. Northeast Persons – Those persons who are current administration, faculty, staff, students or other employees, volunteers or agents of Northeast, persons on Northeast property fulfilling contractual obligations or authorized members of registered Northeast organizations.

6. Northeast Property – The Norfolk campus and extended campuses owned or leased by Northeast and all locations, buildings or grounds utilized by the College for authorized Northeast business.
7. Unlawful or Unauthorized Activity – Any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, (ii) local statutes, or (iii) any policy, rule or regulation of Northeast Community College.

3. PROCEDURE

1. The College reserves the right to set the time and place of public presence or gatherings so as to provide an environment on campus that is conducive to learning and maintaining operations.
2. The Executive Director of Physical Plant is responsible for oversight of matters involving loitering on Northeast property. The President or Executive Director of Physical Plant and/or their designee may withdraw the visitation privilege of any individual or group at any time.
3. Northeast employees with oversight of the use of any College facility or property, and/or their designee, is authorized to warn those non-Northeast persons of inappropriate actions or behavior.
4. Visitors and guests are expected to identify themselves when requested and conduct themselves in a proper and lawful manner while on Northeast property. Failure to do so may result in imposition of personal restrictions relating to their presence on Northeast property.
5. Only Northeast students registered for a class may be in attendance in instructional areas unless permission of the instructor is given. Non-Northeast persons are not allowed in buildings with classrooms unless present on authorized college business.
6. Residence halls are considered to be the home of the students. Non-Northeast persons are not permitted in a residence hall except as authorized in accordance with Northeast Residence Life visitation and guest policies.
7. Any person whose conduct or presence is interfering with or causing disruption to the educational function, safety, or operations of the College may be directed to leave Northeast property, as warranted by their actions, and immediately reported to the Executive Director of Physical Plant and/or their designee.
8. The College will not infringe upon the right of any person or group to conduct orderly picketing or make other lawful forms of protest. However, participants in protests or demonstrations will not be permitted to obstruct sight, hearing, access, or otherwise interfere with the orderly conduct of any event or of normal activities and operations of the College. Additionally, riotous behavior that threatens the College community with personal injury or property destruction will not be tolerated at any time. Off-campus groups or organizations wishing to hold a demonstration on campus must first obtain permission to do so from the College. Permission for such purposes will be considered in accordance with the College's procedures related to Solicitation, Use and Scheduling of College Facilities and Property, Safe and Secure College Environment and other applicable policies, protocols, and security concerns.
9. Northeast campus security may issue written warnings to leave or be banned from Northeast property to any person who has been contacted or observed on the property while engaged in any unlawful or unauthorized activity.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	Pending
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	01/2024
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene [JH]	01/2024
	Brandon McLean: Executive Director of Physical Plant [JH]	01/2024

9.1/15.3

Status **Active** PolicyStat ID 12439309



Origination 12/1974
Last Approved 02/2015
Effective 02/2015
Last Revised 02/2015
Next Review 08/2020

Owner Carly Krause:
Director of
Compensation
and HR
Compliance
Area Human
Resources
Policy/
Procedure
Number BP-7412

Presidential Earned Annual Leave Policy

1. POLICY REASON/PURPOSE/INTENT

To establish the President's earned annual leave.

2. DEFINITIONS

N/A

3. POLICY

1. The President will earn 20 hours of annual leave beginning the first full month of employment for each month of consecutive full-time service to the College. The cumulative amount of annual leave shall not exceed 360 hours; any amount over 360 hours shall be forfeited. Upon termination of employment, the College shall pay the President his/her earned but unused annual leave on the next regular payday or within two weeks of the date of termination, whichever is sooner.

4. APPLICABILITY

N/A

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Approval Signatures

Step Description

Approver

Date

9.1/15.3

Status **Active** PolicyStat ID 12439362



Origination 12/2021
Last Approved 12/2021
Effective 12/2021
Last Revised 12/2021
Next Review 03/2027

Owner Scott Gray: Vice President of Administrative Services and Gene
Area Board Policies - Board President Delegation
Policy/ Procedure Number BPD-06

President Compensation

The President's compensation will be decided by the Board, acting as a body corporate and based on organizational performance and executive market conditions.

1. Organizational performance will be only that performance revealed by the monitoring system to be directly related to criteria given by the Board in policy.
2. Compensation will cover the entire range of salary, benefits, and all other forms of compensation.
3. Compensation is to be competitive with similar performance within the marketplace.
4. A committee process may be used to gather information and to provide options and their implications to the full Board for its decision.

Approval Signatures

Step Description	Approver	Date
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9.1 / 12.5

Status Pending PolicyStat ID 14615127



Origination 12/2021
Last Approved N/A
Effective Upon Approval
Last Revised 10/2023
Next Review 1 year after approval

Owner Scott Gray: Vice President of Administrative Services and Gene
Area Board Policies - Executive Limitations
References EL-02

Access to Education

The President shall not allow conditions that unnecessarily restrict student or potential student access to education.

Further, without limiting the scope of the above statement by the following list, the President shall not:

- 1. Cause or allow Recommend the setting of tuition fees that are not based on a reasonable balance of fiscal responsibility between students and taxpayers, within the context of the impact of the property tax levy on local property owners and the overall cost of attendance for a student to be provided with an affordable education.
2. Allow students and potential students to be uninformed of plans for future tuition fee increases to allow students in credit programs to do long-term financial planning.
3. Be without a consistent method that provides for appropriate recognition of learning outside of College programs.
4. Permit academically qualified students with disabilities to be without a supportive environment that, without compromising academic standards, wherever possible enables them to complete their programs.
5. Permit activities, circumstances, or decisions that jeopardize the ability of students to enroll in available courses or to obtain the instructional hours required to complete their course of studies.

Approval Signatures

Step Description Approver Date

2.61'1.92

Board of Governors

Lindsay Spiegel: Director of Institutional Effectiveness Pending

Board Governance Committee

Jennifer Happold: Executive Assistant, Administrative Services 10/2023

Scott Gray: Vice President of Administrative Services and Gene 10/2023



Origination 12/2021
Last Approved 09/2023
Effective 09/2023
Last Revised 03/2022
Next Review 09/2024

Owner Scott Gray: Vice President of Administrative Services and Gene
Area Board Policies - Executive Limitations
References EL-11

Construction

The President shall not allow construction of a new building or facility or major renovation that is inconsistent with industry standards and grantor expectations, environmentally irresponsible, risks financial jeopardy, or is not aligned with achievement of the Board's Ends.

Further, without limiting the scope of the above by the following list, the President shall not:

1. Proceed with grant applications, detailed architecture or engineering, procurement of construction services, or real-estate transactions for a capital construction project as that term is defined under the Coordinating Commission for Postsecondary Education Act.
2. Request authorization to proceed with such a capital construction project prior to providing information that demonstrates that such construction is fiscally responsible and aligned with achievement of the Board's Ends, and without providing data that supports an informed decision by the Board – including but not limited to clearly articulated information about the following:
 1. Definition of the project's purpose and goals.
 2. Definition of the project's key elements and rationale for their inclusion.
 3. Definition of the project's strategic context, and contribution to advancing the Board's Ends or other policies, including the Master Site and Facilities Plan.
 4. Explanation of the project's priority relative to other capital needs.
 5. Estimates of the capital cost, ongoing operating and maintenance costs, and expected useful life associated with the project.
 6. Explanation of anticipated funding sources and financing mechanisms.
 7. Project timeline.
 - 7-8. Whether the traditional design-bid-build or construction management at risk is the preferred method of construction.

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3. Request authorization to proceed with a capital construction project without incorporating it into an annual budget or a budget amendment.
4. Proceed with any other construction project in excess of \$500,000 prior to having plans, specifications and estimates prepared or reviewed by an architect or engineer.
5. Expend funds on any other construction project prior to having confirmed funding for that stage.
- 5.6. Proceed with the negotiation or execution of a construction management at risk contract without the Board first adopting a resolution selecting the construction management at risk contract delivery system as the method of construction, in compliance with the Political Subdivisions Construction Alternatives Act.
- 6.7. Allow the Board to be without regular reports on a capital construction project's implementation, including but not limited to:
 1. Changes to the anticipated cost of the project.
 2. Changes to the elements/scope of the project.
 3. Changes to scheduled completion, delays or impacts to timelines.
 4. Timely notice of possible cost overruns and planned action to reduce impact.
 5. Changes in contractor(s) and rationale.

Approval Signatures

Step Description	Approver	Date
Board of Governors	Lindsay Spiegel: Director of Institutional Effectiveness	09/2023
Board Governance Committee	Jennifer Happold: Administrative Services Executive Assistant	04/2023
	Scott Gray: Vice President of Administrative Services and Gene	04/2023

9.1 / 12.4

Status Pending PolicyStat ID 14701469



Origination 12/2011
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2014
 Next Review 5 years after approval

Owner Brandon McLean:
 Executive Director of Physical Plant
 Area Business and Fiscal Affairs
 References BP-6821

Alternative Construction Method Policy

1. POLICY REASON/PURPOSE/INTENT

To establish a policy on the use of a construction manager at risk method of construction.

2. DEFINITIONS

N/A

3. POLICY

1. Notwithstanding the procedures for public lettings found in Neb. Rev. Stat. §§73-101 to 73-106 or any other Nebraska statute relating to the letting of bids, this policy shall allow the Board of Governors to enter into a construction management at risk contract by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act (Neb. Rev. Stat. §13-2901 through §13-2914), as the same may from time to time be amended, and in accordance with college procedures.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
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4.61/14
President's Council

Bobbi Rowlett: Executive
Assistant, Technology Services

Pending

Administrative Services
Standing Committee

Scott Gray: Vice President of
Administrative Services and
Gene

11/2023

Administrative Services
Standing Committee

Jennifer Happold: Executive
Assistant, Administrative
Services

11/2023

Brandon McLean: Executive
Director of Physical Plant [JH]

11/2023

9-11-24

Status **Active** PolicyStat ID **14701412**



Origination 12/2011
Last Approved 12/2023
Effective 12/2023
Last Revised 12/2023
Next Review 12/2028

Owner Brandon McLean:
Executive Director of Physical Plant
Area Business and Fiscal Affairs
References AP-6821.0

Alternative Construction Method

1. PROCEDURE SUMMARY STATEMENT

In addition to the traditional design-bid-build method of construction, Nebraska law allows a political subdivision to procure construction services by utilizing alternative methods such as a construction management at risk contract, or a design-build contract. If authorized by the Board of Governors after adopting the appropriate resolution, this procedure sets forth the requirements for entering into a design-build contract or a construction management at risk contract as the method of construction.

2. DEFINITIONS

- 1. For purposes of this procedure the definitions found in the Political Subdivisions Construction Alternatives Act (Neb. Rev. Stat. §§13-2901 to 13-2914) are applicable.

3. PROCEDURE

- 1. Board Resolution
 - 1. Prior to proceeding with the requirements of this procedure, the Board of Governors shall first adopt a resolution selecting the construction management at risk contract delivery system as an alternative to the design-build method of construction. The resolution shall require the affirmative vote of at least two-thirds of the Board.
- 2. Process For Selecting a Construction Manager
 - 1. For each proposed project, the Board shall evaluate current statements of qualifications and performance data of persons and firms who are on file with the College, together with those proposals that may be submitted by persons or firms regarding the proposed project.
 - 2. At least thirty days prior to the deadline for receiving and opening proposals

prepared in accordance with Section 4.3 below, notice of the request for proposal shall be published in a newspaper of general circulation within the College's service area. The notice shall include a general description of the project and shall indicate how interested persons or firms can apply for consideration for such contract.

3. The Board shall select a construction manager after receiving a recommendation of the Board's Committee appointed by the Board for such purpose. The person or firm selected by the Board shall be fully qualified to render the required professional service.
4. The public shall not be excluded from the meetings or proceedings where such findings are made in accordance with the Open Meetings Act.
5. Notwithstanding any other provisions set forth above, there shall be no public notice requirement or utilization of the selection process as provided herein for projects in which the College is able to reuse existing drawings, specifications, and other documents from a prior project.

3. Construction Manager - Request for Proposals

1. After adopting the aforementioned resolution the College shall prepare a request for proposal for each construction management at risk contract.
2. The request for proposal shall contain, at a minimum, the elements set forth in §13-2909 of the Political Subdivisions Construction Alternatives Act as the same currently exists or as may be amended.

4. Construction Manager Selection Committee and Proposal Evaluation

1. In evaluating construction managers, the College shall refer the proposals to a Construction Manager Selection Committee for recommendation to the Board. The selection committee shall include those persons identified in §13-2911 of the Political Subdivisions Alternatives Act as the same currently exists or as may be amended.
2. At least one of the members of the committee shall be a person whose profession represents that particular field of endeavor being considered by the Board.
3. The selection committee shall evaluate proposals taking into consideration the criteria enumerated in §13-2911 of the Political Subdivisions Construction Alternatives Act as the same currently exists or as may be amended.
4. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of Neb. Rev. Stat. §84-712.01.

5. Board Evaluation and Negotiation

1. The Board shall evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
2. The Board shall attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations. The negotiations shall include a

final determination of the manner by which the construction manager selects a subcontractor. If the Board is unable to negotiate a satisfactory contract with the highest ranked construction manager, the Board may terminate negotiations with that construction manager. The Board may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations. If the Board is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the Board may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.

3. If the Board is unable to negotiate a satisfactory contract with any of the ranked construction managers, the Board may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the Political Subdivisions Construction Alternatives Act and this Procedure.

6. Other Applicable Provisions

1. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements under this section shall not exceed the scope of the project statement contained in the request for proposals.
2. Nothing in these procedures shall limit or reduce statutory or regulatory requirements regarding bonding or insurance.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President Approval	Lindsay Spiegel: Director of Institutional Effectiveness	12/2023
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	12/2023
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene	11/2023
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	11/2023

Brandon McLean: Executive
Director of Physical Plant [JH]

11/2023

APPLICABILITY

Status **Active** PolicyStat ID **12387247**



Origination 11/1974
 Last Approved 05/2016
 Effective 05/2016
 Last Revised 05/2016
 Next Review 08/2021

Owner Jim Curry:
 Director of Public Relations
 Area General Institution
 References BP-3310

News Releases Policy

1. POLICY REASON/PURPOSE/INTENT

To establish the Public Relations Office as the clearinghouse for all College news releases.

2. DEFINITIONS

N/A

3. POLICY

1. To provide area constituents with adequate information relative to the College's progress and development, the Public Relations Office is recognized as the clearinghouse for all news releases in accordance with the established College procedures.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
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9-1/12-4

Status **Active** PolicyStat ID **14049394**



Origination 02/2012
 Last 12/2023
 Approved
 Effective 12/2023
 Last Revised 12/2023
 Next Review 12/2028

Owner Jennifer Greve:
 Executive
 Director of
 Marketing and
 Recruitment
 Area General
 Institution
 References AP-3410.0

Marketing, Public Relations and Website Communication Standards

1. PROCEDURE SUMMARY STATEMENT

To establish standards regarding official College communications.

2. DEFINITIONS

N/A

3. PROCEDURE

1. The Marketing, Public Relations, and Web Departments are recognized as the official clearinghouse for all marketing activities, public release of information, and information delivery through Northeast Community College domains, websites, and applications, both externally and internally, in accordance with the established Northeast Community College procedures. Adherence to these procedures is designed to assure that the College's brand image is promoted in a professional and positive manner while providing a consistent message to all audiences.

2. Northeast Community College Communication and Information Standards

1. Marketing

The Marketing Department is responsible for protecting the positive image of the College, promoting awareness of its programs and services to prospective students, students and members of the public while ensuring that consistent and accurate communications are produced and marketing resources are used effectively. The Marketing Department serves as the clearinghouse for all promotional/marketing

projects.

All Northeast Community College marketing efforts reflect the following standards:

1. Provide a comprehensive marketing plan to achieve the strategic goals of the College.
2. Protect and enhance the Northeast brand.
3. Provide a consistent image of Northeast Community College.

2. Marketing Procedures

In order for Northeast to fully realize these standards, the Marketing Department has instituted the following procedures:

1. All advertising for Northeast Community College can be placed only with prior authorization of the Marketing Department.
2. The Marketing Department must approve the use of all promotional projects directed to an external audience. This includes any information displayed on the web, in print, and any form of digital media.
3. The Marketing Department will provide recommendations on, and the creation of, promotional/marketing projects for the College and its departments.
4. All promotional/marketing projects for Northeast should be requested through a service request.
5. Proper use of the College logos must be followed.

Northeast's official Branding and Social Media Guides must be followed by all personnel and departments of the College. These guides provide specific information and are available in the Marketing Department and on the marketing SharePoint site.

3. Public Relations

Public Relations maintains open and positive communication with the media in the region served by Northeast Community College and beyond and provides information related to the College's educational programs, services, events, and accomplishments. Public Relations develops communications for publication or broadcast designed to encourage and cultivate pride of association and ownership with College programs among students, parents, faculty, staff, and constituents in Northeast's 20-county service area as well as the state of Nebraska, the nation and across the world.

All Northeast Community College public information is developed with the following standards:

1. Public Relations coordinates and seeks approval for any statement or release of information for publication or broadcast concerning or involving

College policy with the College Director of Public Relations or their designee.

2. All public information and activities of the College campus in Norfolk and its extended campuses in O'Neill, South Sioux City, and West Point and regional offices in Ainsworth and Hartington for publication or broadcast are coordinated to assure a consistent message is communicated throughout the College's 20-county service area.
3. A program of public information and community relations is designed to assist current and prospective students in making informed decisions regarding enrollment in academic programs and promote the value of a comprehensive community college.

4. Public Relations Procedures

In order for Northeast to fully realize these standards, Public Relations has instituted the following procedures:

1. The President is the official spokesperson of Northeast Community College.
2. Public Relations is responsible for issuing Northeast Community College-related news releases that are distributed primarily across the college's 20-county service area and beyond. Releases are also posted to the Northeast website and through the college's social media channels.
3. Public Relations serves as the primary contact for fielding inquiries from the media and arranging interviews with faculty/or staff experts. This also includes notifying the media to pitch story ideas, cover events as well as achievements and accomplishments of students, employees, and the college in general. All news releases by any employees should be routed through Public Relations. Public Relations also serves as the primary contact for fielding inquiries from the media and in making arrangements for interviews with employees. Any statement or release of information concerning or involving College policy must be cleared with the Director of Public Relations or their designee.

5. Website

The Web Department follows industry standards and laws by establishing best practices when designing, developing, or administering websites and web systems. These best practices are important to the integrity of the Northeast brand and user experiences when engaging with the College's stakeholders.

All Northeast Community College websites and applications are created and maintained with the following standards:

1. Maintain accurate and up-to-date information.
2. Abide by all local, state, and federal laws and regulations.
3. Follow industry accepted best practices.

4. Follow web accessibility standards.
5. Provide a consistent visual appearance.
6. Keep the user's needs in mind and strive for simplicity.
7. Protect the reputation of the College's domains and web presence.

6. Web Department Procedures

In order for Northeast to fully realize these standards and to protect the College's domains and web presence, the Web Department has instituted the following procedures:

1. The sponsoring department, division, or program is responsible for periodically reviewing the web page and providing accurate and updated information.
2. The Web Department is responsible for the design of all College websites and applications to assure that websites meet all legal requirements and follow best practices.
3. Staff must contact the Marketing and/or Web Department for assistance on the proper use of mass electronic communication tools (such as email, text, etc.) to assure protocols which protect the College's web properties and domains are followed.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President Approval	Lindsay Spiegel: Director of Institutional Effectiveness	12/2023
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	12/2023
Institutional Effectiveness Standing Committee	Charlene Widener: Vice President of Educational Services	11/2023
Institutional Effectiveness Standing Committee	Bobbi Rowlett: Executive Assistant, Technology Services	10/2023
Institutional Effectiveness Standing Committee	Amanda Nipp: Vice President of Student Services	10/2023

Jennifer Greve: Executive
Director of Marketing and
Recruitment

10/2023

9.1/12.4

Status **Active** PolicyStat ID **12387221**



Origination 02/2012
Last 05/2016
Approved
Effective 05/2016
Last Revised 05/2016
Next Review 08/2021

Owner Jennifer Greve:
Executive
Director of
Marketing and
Recruitment
Area General
Institution
References BP-3410

Marketing, Public Relations and Web Systems Communication Standards Policy

1. POLICY REASON/PURPOSE/INTENT

To establish standards regarding official College communications.

2. DEFINITIONS

N/A

3. POLICY

1. The Marketing, Public Relations, and Web Systems Services Departments are recognized as the official clearinghouse for all marketing activities, public release of information, and information delivery through Northeast Community College domains, websites, and applications, both externally and internally, in accordance with the established Northeast Community College Communication and Information Standards and college procedures. Adherence to these standards is designed to assure that the College's image is promoted in a professional and positive manner while providing a consistent message to all audiences.

4. APPLICABILITY

N/A

12/1/23

Approval Signatures

Step Description

Approver

Date

Step Description	Approver	Date

9.1/12-4

Status **Active** PolicyStat ID **12402494**



Origination 09/2010
Last Approved 03/2018
Effective 03/2018
Last Revised 03/2018
Next Review 08/2022

Owner Lai-Monté
Hunter: Dean of Students
Area Student Services
References BP-5021

Missing Student Notification Policy

1. POLICY REASON/PURPOSE/INTENT

1. Northeast Community College (Northeast) is committed to creating and preserving a safe and secure environment for its students. In accordance with this commitment, this policy and the corresponding procedures, establish a framework for action to assist in locating students residing in college-owned or controlled student housing facilities who are reported missing.

2. DEFINITIONS

1. Missing Student: A Northeast student who resides in a college-owned or controlled student housing facility, who has not been seen by students or staff for 24 hours, or less if circumstances warrant, and whose whereabouts have been questioned and brought to the attention of a Northeast staff member.
2. Northeast-owned or controlled student housing facilities: Buildings owned by Northeast that provide student housing, buildings owned by a third party that has a written agreement with the College to provide student housing, and/or buildings that house students located on property owned or controlled by the College.

3. POLICY

1. When a student residing in a college-owned or controlled student housing facility is determined to be missing for 24 hours, or less if circumstances warrant, this policy and the corresponding college procedures will be implemented to assist in locating the student.

4. APPLICABILITY

N/A

12/1/23

Approval Signatures

Step Description

Approver

Date

9.1/12.4

Status **Active** PolicyStat ID **14138545**



Origination 09/2010
Last Approved 12/2023
Effective 12/2023
Last Revised 12/2023
Next Review 12/2028

Owner Lai-Monté
Hunter: Dean of Students
Area Student Services
References AP-5021.0

Missing Student Notification

1. PROCEDURE SUMMARY STATEMENT

1. Northeast Community College (Northeast) is committed to creating and preserving a safe and secure environment for students. In accordance with this commitment, these procedures establish a framework for action to assist in locating students residing in College-owned or controlled student housing facilities who are reported missing.

2. DEFINITIONS

1. Missing student: A Northeast student who resides in a College-owned or controlled student housing facility, who has not been seen by students or staff for 24 hours, or less if circumstances warrant, and whose whereabouts have been questioned and brought to the attention of a Northeast staff member.
2. Northeast-owned or controlled student housing facilities: Buildings owned by Northeast that provide student housing, buildings owned by a third party that has a written agreement with the College to provide student housing, and/or buildings that house students located on property owned or controlled by the College.

3. PROCEDURE

1. Each Northeast student residing in College-owned or controlled student housing will identify and submit to the Residence Life Office the name of at least one individual to be contacted by Northeast in the event that the student is determined to be missing:
 1. Students will provide emergency contact information to the Residence Life Office through the housing application process. This emergency contact information will be kept confidential by Northeast. The emergency contact information will be confirmed at check-in into their student housing facility.

2. When the student is determined to be missing for 24 hours, or less if circumstances warrant, and the student is under 18 years of age and not an emancipated individual, Northeast is required to notify a custodial parent or guardian.
 3. Local law enforcement will be notified if a student is determined missing regardless of the prior notification of a contact person.
2. Northeast will implement the following notification procedure for a missing student who resides in a College-owned or controlled student housing facility:
 1. A student is determined to be missing when a report comes to the attention of a Northeast staff member and Northeast determines the report to be credible. The Northeast staff member receiving the report will collect and document the following information at the time of the report:
 1. The name of the person making the report and the relationship of the person to the missing student.
 2. The date, time and location the missing student was last seen.
 3. The general routine or habits of the suspected missing student (i.e., visiting friends or relatives who live off-campus, employment off-campus, etc.), including any recent changes in behavior or demeanor.
 4. The missing student's most recent cell phone number and e-mail address if known by the reporter.
 2. The Northeast staff member will immediately begin a search for the missing student by contacting the Dean of Students or a Residence Life staff member who will:
 1. Initiate an investigation to determine the validity of the report of the missing student and attempt to locate the missing student by utilizing any or all of the following resources: check the student's room; contact the student's roommate/suitemates, Resident Assistants, Desk Assistants, and peers to determine if anyone can confirm the missing student's whereabouts and/or confirm the time and location the student was last seen; contact all of the student's instructors for last date of attendance; contact the food service vendor to determine when the last meal was consumed at the cafeteria; call and text the student's cell phone and call any other numbers on-record; send the missing student an e-mail; and contact any on or off-campus known contacts of the missing student.
 2. Forward the report of the missing student to Campus Security.
 3. Make a determination as to the status of the missing student.
 3. Within 24 hours of a determination that a student is missing or sooner if circumstances warrant:
 1. The Dean of Students or designee will be contacted by the Director of Residence Life or designee.
 2. The Dean of Students or designee will notify the appropriate law enforcement agency to report the missing student immediately upon receiving the official missing student report.

3. The missing student's emergency contact will be notified by the Dean of Students or designee.
 4. If the missing student is under the age of 18 years, the missing student's custodial parent or guardian will be notified by the Dean of Students or designee.
4. Documentation concerning the missing student reported to the appropriate law enforcement agency will be maintained in the office of the Vice President of Student Services.
3. Legal Reference: HEOA Sec 488(g) amended HEA Sec 485 (20 U.S.C. 1092: added HEA Sec. 485(j)

4. APPLICABILITY

Approval Signatures

Step Description	Approver	Date
President Approval	Lindsay Spiegel: Director of Institutional Effectiveness	12/2023
President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	12/2023
Student Services Standing Committee	Amanda Nipp: Vice President of Student Services	11/2023
Student Services Standing Committee	Amy Clausen: Executive Assistant, Student Services	11/2023
	Lai-Monté Hunter: Dean of Students	11/2023

9.1/12.4

Status **Active** PolicyStat ID **13748484**



Origination 12/2021
Last 09/2023
Approved
Effective 09/2023
Last Revised 12/2021
Next Review 09/2024

Owner Scott Gray: Vice President of Administrative Services and Gene
Area Board Policies - Executive Limitations
References EL-01

Treatment of Students

The President shall not cause or allow conditions, procedures or decisions related to the treatment of students that are unsafe, unfair, disrespectful, or unnecessarily intrusive.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Permit students and others who use College property to be without reasonable protections against hazards or conditions that might threaten their health, safety or well-being.
 1. Allow students to be without current, enforced procedures that minimize the potential for exposure to harassment, provide remedy for harassment situations, and provide methods for dealing with individuals who harass.
2. Deliver programs in a manner that is insensitive to students' culture.
3. Permit violation of student confidentiality and privacy, except where specific disclosure is required by legislation or regulation.
 1. Use forms or procedures that elicit information for which there is no clear necessity.
 2. Use methods of collecting, reviewing, storing or transmitting student information that inadequately protect against improper access to personal information.
4. Permit admission, registration, evaluation, or recognition processes that treat students unfairly.
5. Permit unfair, inconsistent or untimely handling of student complaints.
 1. Permit students to be without a process for registering a complaint or concern, including an appeal process, or to be uninformed of the process.
 2. Retaliate against any student for non-disruptive expression of dissent.

6. Permit students to be uninformed of student rights and responsibilities, including expectations for student behavior, and the consequences of failure to adhere to the expectations.
7. Permit decisions affecting students to be taken without appropriate consultation with students.

Approval Signatures

Step Description	Approver	Date
Board of Governors	Lindsay Spiegel: Director of Institutional Effectiveness	09/2023
Board Governance Committee	Jennifer Happold: Administrative Services Executive Assistant	06/2023
	Scott Gray: Vice President of Administrative Services and Gene	06/2023

9.1/12.4

Status Pending PolicyStat ID 14804097



Origination 11/1978
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2016
 Next Review 5 years after approval

Owner Coleen Bressler:
 Executive Director of Administrative Services
 Area Business and Fiscal Affairs
 References BP-6120

Internal Control Policy

1. POLICY REASON/PURPOSE/INTENT

To establish a policy on internal control.

2. DEFINITIONS

N/A

3. POLICY

1. It is the policy of the College to develop and maintain a system of internal control, thereby providing assurance that transactions have been executed in accordance with established college policy and procedures, that accounting data is accurate and reliable, and that accountability is maintained over the assets of the College.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
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4-21-19

President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	Pending
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	12/2023
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene	12/2023
	Coleen Bressler: Executive Director of Administrative Services	11/2023

Internal Control Policy

PUBLIC RELATIONS DEPARTMENT

DEFINITIONS

POLICY

APPLICABILITY

FOR MORE INFORMATION

9.1/12-4

Status **Active** PolicyStat ID **14837219**



Origination 12/2021
Last 12/2023
Approved
Effective 12/2023
Last Revised 03/2023
Next Review 12/2024

Owner Scott Gray: Vice President of Administrative Services and Gene
Area Board Policies - Executive Limitations
References EL-06

Asset Protection

The President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked. Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Permit the organization to have inadequate bonding and/or inadequate insurance against property and casualty losses.
 1. Permit the organization to insure its property with inadequate valuation and limits and for damage due to an insufficient scope of perils.
 1. Insure the buildings and contents with a blanket limit which is not in accordance with the industry standard cost to replace the damaged items with materials of like kind and quality, without deduction for depreciation.
 2. Permit the organization to have inadequate insurance for theft, disappearance or destruction of money and securities inside or outside the premises.
 2. Permit the Board members, College staff and individuals engaged in activities on behalf of the organization, or the organization itself, to have inadequate liability insurance.
 1. Allow the organization, Board members, and College staff to have inadequate insurance covering professional liability, errors or omissions related to the administration of or fiduciary duties involved with design or administration of employee benefits, wrongful acts involving personnel or other material decisions, or claims alleging sexual harassment, molestation, abuse or workplace harassment.
 3. Permit the organization to have inadequate Privacy/Cyber insurance.

- 14837219
4. Permit individuals traveling out of the United States on behalf of the College to have inadequate Travel Accident insurance.
 5. Permit the organization to purchase a bond or crime insurance with inadequate limits and which does not cover loss due to dishonesty and lack of faithful performance by personnel having access to material amounts of funds, and which does not comply with any applicable statutory or regulatory obligations related to retirement accounts.
 2. Allow personnel who are not included under a bond or crime insurance to have access to material amounts of funds
 3. Unnecessarily expose the organization, its Board members or staff to claims of liability.
 1. Allow any material contracts or material internal human resource documents to be executed without adequate review by qualified legal counsel.
 2. Allow any employee or volunteer to be in contact with children under the age of 18 or other vulnerable populations without being screened subject to the requirements of the organization's insurer.
 4. Receive, process or disburse assets under controls that are insufficient to meet the Board-appointed auditor's standards.
 1. Receive, process or disburse the organization's assets under internal controls insufficient to detect, deter and prevent fraud or insufficient to prevent and detect significant deficiencies or material weaknesses.
 5. Permit internal controls insufficient to prevent and ensure against tardy, inaccurate, specious or misleading financial reporting.
 6. Cause or allow buildings and equipment to be subjected to improper wear and tear or insufficient maintenance.
 7. Allow the organization to operate without a plan to mitigate loss to organizational assets damaged by a disaster and to expedite recovery from a disaster.
 8. Make purchases that do not result in an appropriate level of quality, after-purchase service and value for dollar, or do not provide opportunity for fair competition.
 9. Compromise the independence of the Board's audit or other external monitoring or advice.
 1. Engage parties already chosen by the Board as consultants, auditors, legal counsel or advisers.
 10. Permit investments that are inconsistent with state law, or managed in a way that is inconsistent with the primary objectives of capital preservation and reasonable growth.
 11. Allow intellectual property, trademarks and copyrights, information, and files to be exposed to loss or significant damage.
 12. Allow information and files to be retained for an inappropriate period of time, stored in a manner that does not enable efficient access, or improperly destroyed.
 1. Permit employees and contractors to be uninformed of these requirements.
 13. Endanger the organization's public image, credibility, or its ability to accomplish Ends.

1. Allow non-adherence to guidelines for required institutional and desired supplemental program accreditations.
 2. Accept gifts or bequests other than through the Northeast Community College Foundation in accordance with Foundation Gift Acceptance Procedures.
 3. Publicly position the college in support of or opposition to any political party or candidate for public office.
 4. Develop or continue collaborative relationships with organizations whose principles or practices are incompatible with those of the College.
 5. Allow relationships with stakeholders to be inconsistent with the productive cooperation necessary to the achievement of Ends.
 6. Permit inconsistent, disrespectful or untimely response to stakeholder concerns.
14. Change the organization's name or substantially alter its identity in the community.
 15. Decide or change the name of any College Property after an individual or organization.
 16. Create or purchase any subsidiary corporation.

Approval Signatures

Step Description	Approver	Date
Board of Governors	Lindsay Spiegel: Director of Institutional Effectiveness	12/2023
Board Governance Committee	Jennifer Happold: Executive Assistant, Administrative Services	12/2023
	Scott Gray: Vice President of Administrative Services and Gene	12/2023

9-11124

Status **Pending** PolicyStat ID **14701874**



Origination 02/2005
 Last Approved N/A
 Effective Upon Approval
 Last Revised 05/2014
 Next Review 5 years after approval

Owner Brandon McLean:
 Executive Director of Physical Plant
 Area Business and Fiscal Affairs
 References BP-6811

Construction Change Orders Policy

1. POLICY REASON/PURPOSE/INTENT

To establish a policy on the authority to approve construction change orders.

2. DEFINITIONS

N/A

3. POLICY

1. The President or his/her designee is authorized to approve and sign all change orders for construction contracts. The Board of Governors' Facilities Committee will be informed of all approved change orders through a written report.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
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President's Council	Bobbi Rowlett: Executive Assistant, Technology Services	Pending
Administrative Services Standing Committee	Scott Gray: Vice President of Administrative Services and Gene	12/2023
Administrative Services Standing Committee	Jennifer Happold: Executive Assistant, Administrative Services	12/2023
	Brandon McLean: Executive Director of Physical Plant [JH]	11/2023

9-1/12-4

Status **Active** PolicyStat ID **12439363**



Origination 12/2021
Last 12/2021
Approved
Effective 12/2021
Last Revised 12/2021
Next Review 10/2026

Owner Scott Gray: Vice President of Administrative Services and Gene

Area Board Policies - Board President Delegation

References BPD-03

Delegation to the President

The Board will instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, i.e., Executive Limitations, allowing the President to use any reasonable interpretation of these policies.

1. The Board will develop Ends policies instructing the President to achieve specified results, for specified recipients at a specified worth.
 1. Policies that do not address the subjects of results, recipients or worth will not be included in Ends, as they relate to means.
 1. Specifically, documents such as the College's Strategic Plan and budget will not be considered Ends, as they relate to operational means of achieving the Ends.
2. The Board will develop Executive Limitations policies which limit the latitude the President may exercise in choosing the organizational means.
 1. These limiting policies will describe those practices, activities, decisions and circumstances that the Board would find unethical or imprudent, and therefore unacceptable, even if they were to be effective.
 2. The Board will never prescribe organizational means delegated to the President.
3. All policies will be developed systematically from the broadest, most general level to more defined levels.
4. As long as the President uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities. Such decisions of the President shall have full force and authority as if decided by the Board.

1. The President has all management rights in accordance with applicable laws and regulations, including but not limited to, the right: (a) to hire, promote, transfer, assign, and retain employees in positions within the College, and to suspend, demote, discharge, or take employee disciplinary action, (b) to direct college employees in maintaining the efficiency of the operations of the College and to determine the methods, means, and personnel by which such operations are to be conducted, and (c) to take whatever actions may be necessary to carry out the mission of the College in situations of emergency.

5. The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board will respect and support any reasonable President interpretation of the policies. This does not prevent the Board from obtaining information from the President about the delegated areas, except for data protected by privacy legislation.

Approval Signatures

Step Description	Approver	Date
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Ownership Linkage Committee meeting notes
February 21, 2024

Present:

Del Ames, Chairperson
Steve Anderson
Terry Nelson
Nicole Sedlacek
Leah Barrett, Liaison
Diane Reikofski, Liaison
Charlene Widener
Tracy Kruse

Absent:

Pat Wojcik

1. Content Review of GP-08.2, Ownership Linkage Committee Charter. No revisions were recommended.
2. In-depth discussion was held regarding Ownership Linkage opportunities including conducting a board meeting annually at each of the three extended campuses. This will be added to the Board Planning Cycle, however, the months in which the meetings are held at the extended campuses will be flexible.

The April 18th Board of Governors meeting is scheduled to be held at the West Point Extended Campus. Linkage with ownership will include inviting P2T school superintendents, principals, and counselors. Furthermore, program advisory committee members that reside within a radius around the respective extended campus will be invited to the respective extended campus meeting. It is important to expose our Ends to the constituents so see how they react and to have constituents provide insight to the Board of Governors if there are gaps that exist. Tracy Kruse, Vice President of Development External Affairs, will help coordinate the activities with the constituents.

As a refresher for board members, Charlene will provide an update on P2T during the March board meeting; and in preparation of the Board interaction with P2T in April.

Other Ownership Linkage activities currently on the Board Planning Cycle will continue, including attending chamber banquets, meeting with students during board luncheons, etc. The 2024 Board Planning Cycle will be updated and presented at the April Board meeting.

3. Del Ames provided a 2023 Annual Summary document with minor revisions suggested. The summary document will be provided to the Board of Governors in March.

GP-08.2

Ownership Linkage Committee Charter

The Ownership Linkage Committee will assist the Board in fulfilling its responsibilities regarding connection to Owners.

Committee Products:

- I. The committee products are to support the Board's job, never to decide for the Board unless explicitly stated below.
 1. A current Ownership linkage plan that enables constructive Board dialogue with Owners related to Ends issues.
 1. An initial Ownership linkage plan provided to the Board for decision.
 2. An annual evaluation of the effectiveness of the prior year's plan will occur, with input from the Board.
 3. An updated Ownership linkage plan annually, with input from the Board.
 4. An organized written presentation of information collected from groups within the Ownership, in a format useful to the Board for Ends deliberations.

Committee Authority:

- I. The Committee's authority enables it to assist the Board in its work, while not interfering with Board holism.
 1. The committee cannot change or contravene Board policies, or instruct the President or any other staff member, other than to request information required in the conduct of its duties.
 2. The committee may not spend or commit organization funds, other than those specifically allocated by the Board.
 3. The committee may use staff resource time consistent with the President's interpretation of a reasonable amount for administrative support around meetings.
 4. The Committee Chair has the authority to make any reasonable interpretation of this policy.

Committee Composition and Tenure:

- I. The Committee's composition shall enable it to function effectively and efficiently.
 1. The Committee shall be composed of Board Members nominated by the Chair and approved by the Board.
 2. The Committee Chair shall be nominated by the Board Chair and approved by the Board.
 3. Members shall be appointed for a one-year term.

THE ENDS – BOARD OF GOVERNORS

Northeast Community College exists so that:

Students have learning opportunities that enable them to contribute to the economic and social vitality of the service area at a cost that demonstrates prudent use of taxpayers' money. Further,

1. Students have pathways to achieve academic and/or career goals

- Students can easily transfer credits to other education institutions.
- High school students can obtain dual credits.
- Students develop workforce skills necessary to meet demand of businesses in service area.
- Students are aware of the academic standards required to achieve college success.

2. Diverse populations of students experience learning and academic success responsive to their unique needs.

3. Students have access to affordable education and training.

4. Students have access to a college experience that includes campus living and student activities.

BOARD PLANNING CYCLE and Agenda Control-Year 3 (2024)

Month	Planned Linkage with Owners	Board Education	Items for Decision (Board-President Delegation)	Governance Process Decisions	Executive Limitations (EL) Decisions	Monitoring President & Board Self-Evaluation (BSE)**
				Approve new and continuation of programs and appropriate certificate, diploma and degree (schedule as needed)		
January	Attend Chamber banquets in 20-county region (SSC, O'Neill, Hartington)	enVISION Strategic Plan and Graduate Annual Report (ANNUAL REPORT)		Appoint 2 Board Members to 1 year term on NE Community College Assn. Board of Dir. Approve appointment of Committee chairs Content Review GP-14, Special Rules of Order Administer Oath of Office (odd # years) Complete Annual Conflict of Interest form	Content Review - E-00, Ends	Monitor - EL-10, Land Development Monitor - EL-11, Construction BSE - GP-14, Special Rules of Order
February	Attend NCCA Activities in Lincoln w/students Attend ACCT NLS in DC Attend outreach activities w/elected officials Attend Chamber banquets	Foundation BoD Report Financial Aid Update Spring Enrollment Report		Content Review GP-01, Governing Style	Content Review - EL-10, Land Development Content Review - EL-11, Construction	Monitor - EL-05, Financial Conditions and Activities BSE GP-01, Governing Style
March	Attend Wayne Area Economic Development Council Banquet Attend Joint City/County/ School Meeting in SSC	Annual College affordability update	Approve House Resolutions on student-built homes	CR GP-04, Role of Board Chair	Content Review - EL-05, Financial Conditions and Activities	Monitor - EL-07, Compensation and Benefits BSE GP-04, Role of Board Chair

BOARD PLANNING CYCLE and Agenda Control-Year 3 (2024)

Month	Planned Linkage with Owners	Board Education	Items for Decision (Board-President Delegation)	Governance Process Decisions	Executive Limitations (EL) Decisions	Monitoring President & Board Self-Evaluation (BSE)**
April	<u>Attend Scholarship Luncheon</u> <u>Attend Cuming Co. Feeders Event</u> <u>Attend Chamber banquets</u> <u>Conduct off-site board mtg./industry tour - (SSC, O'Neill, WP)</u>				<u>Content Review - EL-07, Compensation and Benefits</u>	<u>Monitor - EL-01, Treatment of Students</u>
May	<u>Attend Nurse's Pinning</u> <u>Attend Commencement</u>	<u>Foundation BoD Report</u> <u>Commencement overview</u> <u>HLC update</u> <u>Review County Assessed Valuation</u>	<u>Approve President's contract</u>	<u>Content Review - GP-09, Board & Committee Expenses</u>	<u>Content Review - EL-01, Treatment of Students</u>	<u>Monitor - EL-03, Treatment of Employees</u> <u>BSE - GP-09, Board & Committee Expenses</u>
June	<u>Conduct off-site board mtg./industry tour - (SSC, O'Neill, WP)</u> <u>Attend Ranch Expo</u> <u>Attend NEN Ag Appreciation Event</u>	<u>Facilities Lifecycle Repair and Maintenance Report</u>	<u>Authorize use of cash on hand to continue operations</u>		<u>Content Review - EL-03, Treatment of Employees</u>	<u>Monitor - EL-09, Organizational Integrity</u>
July	<u>Attend Burwell Rodeo</u> <u>Attend County Fairs</u> <u>Purposeful interaction w/culture on campus</u>					
August	<u>Attend Welcome Back BBQ</u> <u>Attend County Fairs</u> <u>Attend/participate in KBR Leadership program</u>	<u>Foundation BoD Report</u> <u>Budget preview</u>	<u>Approve budget lid authority</u>	<u>Content Review - GP-08.3, Search Committee Charter</u>	<u>Content Review - EL-08, Communication & Support to Board</u>	<u>Monitor - EL-04, Planning</u> <u>BSE-GP-08.3, Search Committee Charter</u>

BOARD PLANNING CYCLE and Agenda Control-Year 3 (2024)

Month	Planned Linkage with Owners	Board Education	Items for Decision (Board-President Delegation)	Governance Process Decisions	Executive Limitations (EL) Decisions	Monitoring President & Board Self-Evaluation (BSE)**
September	Visit counties w/3% increase of tax asking	Enrollment Report Cybersecurity Report	Approve College fiscal year budget		Content Review - EL-04, Planning	Monitor - EL-08, Communication & Support to Board
October	Conduct off-site board mtg./industry tour - (SSC, O'Neill, WP) Attend Achievement Awards	Annual Enrollment Report	Approve Tuition and Fees	Content Review - GP-07, Board Committee Principles	Content Review - EL-08, Communication & Support to Board (Survey and/or focus group. If survey, it needs to be administered in September.)	Monitor - EL-00, General Executive Constraint Monitor - EL-02, Access to Education BSE - GP-07, Board Committee Principles
November	Attend NCCA Annual Meeting	Foundation BoD Report	Review/Accept Auditor's Financial Report Approve Nebr. Comm. College Ins. Trust (NCCIT) (every 3 years-last done in 2021) Discuss BoG officers for next year.	Content Review - BPD-00, Global Board President Delegation Content Review - BPD-01, Unity of Control	Content Review-EL-00, General Executive Constraint Content Review - EL-02, Access to Education	Monitor - EL-06, Asset Protection BSE - BPD-00, Global Board President Delegation BSE - BPD-01, Unity of Control
December			Approve the three year extension of the Nebraska Community College Insurance Trust (every three years...last done in 2021)	Elect Chair and Vice-Chair Appoint Secretary/Treasurer Content Review - GP-10, Board Code of Conduct	Content Review - EL-06, Asset Protection	Monitor E-00, Ends BSE - GP-10, Board Code of Conduct

* Shaded columns should take majority of Board meeting time. ** Include self-evaluation of meeting process at each meeting.

Effective 10/5/2023

NECC OWNERSHIP LINKAGE COMMITTEE

2023 Annual Summary of the Ownership Linkage Committee

ANUARY-2023

-Planned visit to Burwell, Bartlett, and Chambers (Garfield & Wheeler Counties) March-April time frame.

-Concerns were expressed about weather during this time frame along with farmers and ranchers will likely be calving at this time. June was discussed as an alternative time line.

-Work with Amber Ginther, Northeast's Nebraska Math Readiness Project Coordinator from Chambers area. Nicole was also to speak to her economic development contacts for their input.

-Format to be used would be an overview that was provided during the Ainsworth visit which was very well received.

-Garfield-Wheeler Counties constituents meeting was tentatively scheduled to be held in June in Burwell. Concerned if we don't tie it to a community event that the attendance would be low. Nicole, is reaching out to Jessica in Burwell to identify a community or Chamber event. **(This event was cancelled primarily because of timing in itself for the most part).**

-Discussion was had on how to get the message back to the constituents regarding the tax credit that is provided for taxes paid to public school districts and community colleges. **(Nothing was decided during the meeting as to how to accomplish this).**

-Proposal during January Board of Governors meeting was to present free dual enrollment—which in turn would be a good talking point with our constituents. **(Free dual enrollment is now being offering).**

-Discussion and agreed to have our April 13th Board of Governors meeting at the O'Neill Extended Campus.

NECC OWNERSHIP LINKAGE COMMITTEE

-Suggested a meet and greet members of the Board of Governors-O'Neill Chamber of Commerce members, Weller Foundation members, Avera Hospital representatives, and school Superintendents were all invited along with Senator Barry DeKay for coffee and rolls prior to the regular Board of Governors retreat. Amy Shane, retired superintendent of O'Neill, Merri Schneider, O'Neill Extended Campus Director, and O'Neill Chamber of Commerce will be contacted for other to be included in the visit.

-Ownership-Linkage events/opportunities include:

a. Student and instructors from the Vet Tech program will join the Board of Governors for lunch on January 12th.

b. In upcoming months, program reviews will be conducted. Faculty members providing the program reviews will be invited to attend the respective board luncheons. This time provides a greater interaction with the Board of Governors. **(This as been implemented and is working great).**

c. Nicole Sedlacek now serves as a member of the Board of Directors of the Nebraska Community Foundation.

d. NCCA Board of Director representatives provide advocacy at the state level. Leah has met a few times with Senator Dover on the Northeast campus. Discussions continues to be held on how the make additional contacts with senators while in Lincoln.

e. Board and staff members will attend the Governor's inaugural Ball on Saturday.

f. Steve Anderson, Jeanne Reigle, and Pat Wojcik will attend the Community College National Legislative Summit in Washington, DC in February.

g. Del Ames and Dirk Petersen will attend the Higher Learning Commission Annual Meeting in Chicago in April.

NECC OWNERSHIP LINKAGE COMMITTEE

MARCH-2023

Follow-up discussion on the preparation for our April 13th O'Neill Extended Campus visit and meeting. Suggested to begin with a 8:00-9:30 a.m. constituents meeting. Retreat from 9:30-2:00 p.m., (including lunch) with the board meeting to begin at approximately 2:00 p.m.

-Dr. Barrett will start the constituent meeting off with a presentation similar to what was done in Ainsworth and then open it up for Q&A with board members. Nicole continues to hear positive comments from the Ainsworth visit and anticipates additional questions from Holt County commissioners which will be pretty diverse group.

-(Results of the outreach in O'Neill was disappointing on the attendance and lack of representatives from Holt County in itself). Might need to revisit this in 2024.

-Nicole recently gave a presentation to Ainsworth to NPPD and discussion morphed to include Northeast Community College with many positive comments being made.

JULY-2023

-July meeting was cancelled in preparation of the NCCA Strategic Planning Session that was scheduled for August 7th in Lincoln.

-A lot of discussion was had on the Southeast Community College comments on valuations and budget numbers with the passing of LB783 with it potential impact and directive for community colleges in the future.

-Northeast's board is taking the high road and we want to let the governor and legislature to know that Northeast is not in this for the money grab. In general. Our message is that not matter how this legislation goes through, it is still the taxpayer money.

NECC OWNERSHIP LINKAGE COMMITTEE

OCTOBER-2023

-Steve Anderson learned during this week's ACCT Leadership Congress that Hawkeye Community College is using their advisory committee members as part of the connection with the Ownership Linkage Committee. One of two ways to collect data from advisory committee members: (1) Charlene could collect the data during an advisory board meeting: or (2) a survey could be created to collect the data. Via a focus group or survey, advisory committee members, as business owners, would be asked if Northeast is meeting their needs, and if not what else they may need from us. Agreement of the Ownership Linkage Committee members that this is an excellent opportunity to obtain feedback without sticking our noses into the operations of the College.

-Dr. Barrett explained that any program that is Perkins eligible (career and technical programs) has an advisory committee. Advisory board feedback is received during the program review process.

-The Board of Governors establishes the Ends, and the advisory board members would provide the feedback. Data received could be provided to the faculty and to show the support of the Ends.

-Other areas to focus as we look at 2024 include:

a. Planning a meeting in West Point and involve employers and superintendents that are involved in P2T to join the board for lunch. These types of meetings will provide exposure to our Ends to wider constituent groups and enables the board to obtain valuable feedback from constituents.

b. Discussion was held on whether there would be value in annually scheduling a board meeting in O'Neill, South Sioux City, and West Point. The meeting date could potentially be tied in with an activity that is occurring in the respective community. Steve Anderson reminded the Ownership Linkage Committee that the main campus is Norfolk is more centrally located for all board members and having an annual meeting in O'Neill, South Sioux City, and West Point may add additional

NECC OWNERSHIP LINKAGE COMMITTEE

strain on board members who would be required to travel a further distance.

Additional discussion will be held with the full board on whether a board meeting should be scheduled annually at each of the extended campuses.

c. Del requested a visual of what stackable credentials means. Leach will as Charlene to do this and review during the December meeting. **(This was done in the December Board meeting and was greatly appreciated).**

d. Initial conversation was held regarding membership in the Nebraska Community College Association. What is the net worth that we are getting out of this membership? Concern that it is too early with the new formula to determine if we have a unified voice in the legislature. There is also concern if Courtney is making the right connections. Also not convinced that Northeast should take the lead in the efforts to leave the Association. Keep in the back of our minds that we need to have a spokesperson, but not sure who that should be.



OWNERSHIP LINKAGE COMMITTEE

THE COMMITTEE CONTINUE TO EVALUATE ITS EFFECTIVENESS AND ITS TRUE NORTH.

THE PROCESS CONTINUES TO EVOLVE TO MAKE SURE NORTHEAST IS TRULY ENGAGING WITH OUR 20 COUNTIES STAKEHOLDERS.

THE OWNERSHIP LINKAGE COMMITTEE CONTINUES TO ASSESS WHETHER OUR MESSAGE AND OUR OVERALL FOCUS IS IN THE RIGHT DIRECTION.

THIS YEAR WE WILL BE FOCUSING MORE ON GUIDED PATHWAYS, INCREASING THE NUMBER OF DEGREE SEEKING STUDENTS ON A PATH, EXAMINING NON-DEGREE SEEKING STUDENTS, & STACKABLE CREDENTIALS TO NAME A FEW.

WITH THIS FOCUS WE WILL BE ENGAGING MORE WITH OUR PRE-K THRU 12 SCHOOLS, AS WILL AS ENGAGING WITH OUR LOCAL CONSTITUENTS ESPECIALLY AT ALL OF OUR CAMPUSES. THEREBY. COORDINATING WITH THE LOCAL AREAS AT ALL OF OUR CAMPUSES TO HAVE OUR BOARD MEETINGS AT EACH SITE IN CONJUNCTION WITH AREA STAKEHOLDERS.



OUR INTENT IS TO BROADEN OUR KNOWLEDGE OF THEIR NEEDS AND WHERE THERE MIGHT BE ANY GAPS.

REGARDS

DEL AMES





Monitoring Report
EL-07, Compensation and Benefits
March 14, 2024

I hereby present my monitoring report on the **Executive Limitations Policy EL-07: Compensation and Benefits** according to the monitoring report schedule (BPD-04). I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed Leah A. Barrett
Leah A. Barrett, President

Date 7 March 2024

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the President shall not cause or allow jeopardy to fiscal integrity or public image.

INTERPRETATION

I interpret fiscal integrity to mean:

- A. A compensation philosophy that administers and maintains an equitable total compensation program that provides consistent treatment for all employees with measured flexibility, under appropriate controls, designed to attract and retain top talent.
- B. Employee salaries are determined by institutional goals, position responsibility, and market information as key considerations.
- C. The College provides an atmosphere and public image that demonstrates a commitment to service, excellence, and customer satisfaction.
- D. Compliance will be demonstrated with equitable salary offers for new hires falling within compensation classifications for staff as well as any negotiated compensation increases.

10.1

EVIDENCE

- A. In 2023 the college completed a compensation study to understand the position of our current salaries and the structure compared to the market. Recommendations were provided and [compensation protocols](#) were developed including new job families, salary grades and midpoint targets.
- B. The college's annual compensation increase is taken into consideration with the market and projected budget availability.
- C. New faculty salary offers are based on established compensation tier structure and rate(s). The 2023 compensation study added more programs to the level 2 tier for competitive salaries upon hiring new instructors and retention of current instructors. This analysis of faculty salary levels was conducted by the compensation consultants, National Financial Partners (NFP).
- D. The use of the same method to determine staff compensation and benefits is calculated consistently based on the employee classification as provided in the current negotiated agreements and all written human resources procedures.
- E. The use of our [compensation protocols](#) and administrative services protocols to calculate the midpoint of the faculty array and the Bureau of Labor Statistics and the Consumer Price Index as a staff compensation benchmark.
- F. Use of established hiring practices, including the determination of beginning salaries, in accordance with [AP-7110.0 General Hiring Process](#).
- G. The collective bargaining negotiation process: The Board is provided with updates during the process and a final recommendation from the college administration for approval of a feasible total compensation increase percentage. Source: State Statute Link for Collective Bargaining Units, <https://nebraskalegislature.gov/laws/statutes.php?statute=48-818.01>.

... the President shall not:

- 1. Change his or her compensation and benefits.**

INTERPRETATION

I interpret not changing compensation and benefits as the President not taking any action to influence or direct the HR or Payroll departments to make suggested changes that are not provided in the Board approved contract.

EVIDENCE

- A. The President's contract is reviewed and approved by the Board at a scheduled meeting and recorded in the meeting [minutes](#).

- B. As stated in the contract, the Board retains the right to determine the President's salary as well as the number of years of contractual employment.
- C. The President's contract, as approved by the Board of Governors, is provided to the appropriate personnel in the Administrative Services and Human Resources Divisions to ensure the President's salary, benefits, and other compensation factors are properly implemented in accordance with the agreement provisions.
- D. The Executive Director of Administrative Services and the Vice President of Human Resources provide the Payroll, Accounting, and Human Resources departments with the necessary compensation and benefits adjustments from the Board's approved contract for the President. This allows internal controls in the form of checks and balances between departments to ensure the contract is followed as written. The President is not involved in the distribution of her contract for processing or action.

...the President shall not:

2. Promise or imply permanent employment.

INTERPRETATION

I interpret permanent employment as an employer/employee relationship that is expected to last if the employee wants to maintain the relationship. The faculty, other than new faculty within their first two years of employment, are not "at will" employees. The negotiated agreement provides that "just cause" is required to terminate employment. There is no similar provision for non-faculty staff. However, as a matter of general practice, we have required "just cause" for termination of any employee, even though we would not otherwise be required to. Nebraska Statute 85-1528 only applies to "teaching staff" by the clear language of the statute.

EVIDENCE

- A. Applicable College and procedures are in place:
 - [BP-7231 Continuation / Amendment / Termination of Employment - Faculty Policy](#)
 - [AP-7327.0 Suspension, Demotion and Termination for Non – Faculty Employees](#)
 - [BP-7810 Reduction in Force – Faculty](#)
 - [AP-7810.0 Reduction in Force - Faculty](#)
- B. Northeast ensures compliance with the Nebraska Fair Employment Act.
 - <https://neoc.nebraska.gov/laws/pdf/NebraskaFairEmploymentAct.pdf>

- C. As stated in all employment offers from the College to potential employees, the job offer is made in accordance with college procedures AP-7325.0 Employment Probation, which provides that the first two years of employment are a probationary period and is contingent upon an official transcript from the employee's highest level of education achieved unless otherwise specified. [AP-7325.0 Employment Probation](#)

...the President shall not:

3. Establish compensation and benefits which deviate materially from the geographic or professional market for the skills employed.

INTERPRETATION

I interpret not deviate materially from the market to mean the College follows staff [compensation protocols](#) and negotiated agreements to establish a process for assessing total compensation that compares competitively with the market and that employees are paid appropriately for the skills in their job descriptions. For faculty, their compensation is based on their collective bargaining agreement which is within the statutory range of 98% to 102% of the array's midpoint calculation. This calculation does not take into account job description or market analysis for pay.

EVIDENCE

- A. A compensation study was conducted at the College ten years ago by the Waters Group. The need for another compensation study was identified in the fiscal year 2021. The College formed a compensation study task force comprised of cross-functional members (employees) to conduct a request for proposal (RFP) with third-party compensation consultants nationally. The proposals were reviewed by the group in January 2022. The task force decided to contract with a consultant, National Financial Partners (NFP). The compensation study has moved through multiple phases of the project which include job description reviews, benchmarking positions and data analysis to market, internal equity review, and communication to the College community with updates and videos of the project updates by the Consultants. In February 2023, the consultants completed an analysis of current positions within the new grades based on the tenure of employment and degree attainment. The implementation date of new salaries as a result of the compensation study was on July 1, 2023, for staff and September 1, 2023, for faculty.

- B. The use of compensation administration protocols and administrative services division protocols to calculate the faculty array as outlined in the collective bargaining agreement, the Bureau of Labor Statistics, and the Consumer Price Index as a benchmark of the cost of labor percentage for staff.
- C. Phase 2 of the Compensation Study will include the development of a faculty-level rubric by the Vice President of Educational Services along with faculty members from each academic division, the Vice President of Administrative Services and the Vice President of Human Resources. A staff level matrix will be developed by the Director of Compensation and Compliance and divisional Vice Presidents. An additional analysis will be performed for any positions that NFP recommended above the 15% increase for the compensation study and landed at the minimum of the pay grade for the 2023-24 budget year. A three-to-five-year cycle will be developed to review job families with changes to the market. And finally, faculty job descriptions will be updated to the new template created by the Vice President of Educational Services.

...the President shall not:

3.1 Finalize collective agreements which exceed the parameters established by the Board of Governors.

INTERPRETATION

I interpret not exceeding parameters to mean that collective bargaining agreements are within the College's general fund budget for fiscal responsibility and sustainability as annual compensation increases are incurred for all personnel costs. Personnel budget expenses are typically 80% of the college's total budget. Exceeding that percentage could be a risk for the college to continue operations with limited budget availability. Compliance will be met by the use of the faculty array calculation and a negotiation spreadsheet for percentage increase scenarios to assess the potential budget impact. This work is conducted by the Vice President of Administrative Services, Vice President of Human Resources, Director of Compensation and HR Compliance, and Executive Director of Administrative Services positions and reviewed by the President.

EVIDENCE

- A. Budget projections for the next five years contain a projection of revenue and expenses which information is provided to the Board at a designated Board of Governors meeting in the Spring of each calendar year. The latest five-year projections use a total compensation increase of 4.0% per year as an assumption for planning purposes. The total compensation increases for

the next two years (FY25 and FY26), based on negotiated agreements with all employee groups, is 3.25%, which is within the planning assumption percentage.

- B. For each fiscal year, the College proposed budget takes into consideration a portion of the unspent personnel dollars from the prior year's budget and appropriates a like amount of cash reserves to apply to the budgeted increase for the following fiscal year.
- C. The Board is also provided with five-year forecasts that estimate increases in other areas of expenditures based on historical information and trends in benefits, inflation, and related market conditions.

...the President shall not:

4. Establish or change retirement benefits such that the provisions:

- **Incur unfunded liabilities or commit the organization in any way to benefits that incur predictable future costs.**
- **Provide less than some basic level of benefits to all full-time employees, through differential benefits to encourage longevity are not prohibited.**

INTERPRETATION

I interpret changing retirement benefits that do not incur liabilities or provide a basic level of benefits for employees as following the organization's retirement plan vendor (TIAA) [agreement](#). As stated in the TIAA investment policy statement: The Northeast Community College retirement plan is intended to provide eligible employees the opportunity to generate a long-term accumulation of retirement savings through employer and employee contributions to individual participant accounts and the earnings thereon. The Plan is an employee benefit plan intended to comply with all applicable federal laws and regulations including the Internal Revenue Code of 1986, as amended and applicable to Nebraska state law. The Plan's purpose is to provide a vehicle to accumulate and grow assets to fund retirement needs on an individual basis for eligible employees.

EVIDENCE

- A. In 2019, the College President appointed an Investment Oversight Team (IOT) that is delegated to choose and monitor plan funding options. It is the intent of the IOT to provide a range of funding options under the Plan that will enable participants to invest according to varying risk tolerances, savings time horizons, and other financial goals. The funding options offered under

the Plan shall be administered solely in the interests of the plan participants and their beneficiaries. The IOT is responsible for maintaining a written record of its decisions and steps taken in connection with the monitoring of the Plan's funding options.

- B. The compensation study of 2022-23 provided an objective analysis of all college benefits, which includes the retirement plan.
- C. Retirement contribution and match percentages are set forth in the current collective bargaining agreements signed by the Board.
- D. McMill CPAs and Advisors in Norfolk, Nebraska was hired in January, 2022, as a third-party retirement consultant and co-fiduciary of the College's retirement plan. Beginning in February of 2023, McMill CPAs and Advisors and the IOT have met quarterly to review a comprehensive quarterly fund review for the retirement plan provided and presented by McMill. These meetings are ongoing each quarter and the slide deck provided by McMill is published with the meeting notes for employees to access. [IOT meeting notes 2-7-24 with slide deck.pdf](#)
- E. The IOT collaborated with McMill CPAs and Advisors to introduce a new investment option for employees. Effective January 1, 2023, the Northeast Community College RA Defined Contribution Retirement Plan (151150) began offering employees the option to make Roth after-tax contributions in addition to the current pretax contributions. This new option is applicable to the additional percentage choices.

12.1



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Thursday, February 15, 2024

ATTENDANCE

BOARD OF GOVERNORS

Jeffrey Scherer, Chairperson.....	Present
Donovan Ellis, Vice-Chairperson	Present
Nicole Sedlacek, Secretary	Absent-Excused
Del Ames	Present
Steve Anderson	Present
Diane Davies	Present
Dr. Terry Nelson	Absent-Excused
Dirk Petersen.....	Present
Julie Robinson.....	Absent-Excused
Carol Sibbel	Present
Pat Wojcik.....	Absent-Excused

OTHERS PRESENT

- Dr. Leah A. Barrett, President
- Scott Gray, Vice President, Administrative Services
- Dr. Charlene Widener, Vice President, Educational Services
- Dr. Tracy Kruse, Vice President, Development and External Affairs
- Amanda Nipp, Vice President, Student Services
- Jerry Guenther, Director, Public Relations
- Lindsay Spiegel, Director, Institutional Effectiveness
- Diane Reikofski, Executive Assistant to the President
- Carly Krause, Interim Vice President, Human Resources
- Todd Pfeil, Utility Line Instructor
- Matt Johnson, Utility Line Instructor
- Kyle Voecks, Utility Line Instructor
- Larry Oetken, JT&S
- Tom McKeon, Utility Line Instructor
- John Liewer, Wind Energy Instructor/Interim Associate Dean, Applied Technology
- Stacy Dieckman, Senior Director, Financial Aid
- Dr. Janel Walton, Executive Director, Student Success
- Jay Grote, Systems Administrator
- Wendy Swensen, Spanish Instructor
- Alissa Gubbels, College Engagement Coordinator
- Allison Lambert, College Engagement Coordinator
- Neila Muminovic, *Norfolk Daily News*
- Cortlynn Cadwallader, Northeast Student Leadership Association (SLA)
- Alex Guenther, Northeast Student Leadership Association (SLA)

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, February 15, 2024 in Suite 197 of the Lifelong Learning Center, located on the campus of Northeast Community College, 801 East Benjamin Avenue, Norfolk, NE.

1. **PLEDGE OF ALLEGIANCE**

Chairperson Scherer convened the meeting at 11:00 a.m. and led the assembly in pledging their allegiance to the flag of the United States of America.

2. **ADOPT AGENDA**

MOTION by Del Ames, **SECONDED** by Carol Sibbel to adopt the Agenda of the February 15, 2024 Regular Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Friday, February 9, 2024.

Voting Yes: Ames, Anderson, Davies, Ellis, Petersen, Scherer, and Sibbel

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

3. **OPEN MEETINGS ACT**

A copy of the Nebraska Open Meetings Act is posted on the table at the back of the meeting room, along with a copy of the February 15th Board of Governors Meeting agenda and all printable supporting documents.

4. **BOARD EDUCATION AND INFORMATION**

4.1 Educational Services Report

4.1.1 A comprehensive review of the Utility Line program at Northeast Community College was provided. Utility Line is a premier program at Northeast that exceeds the minimum thresholds established by the Nebraska Coordinating Commission for Postsecondary Education (CCPE) and meets the needs of the 20-county service area and beyond. Charts summarizing the findings were reviewed, providing a basis for recommendation for board action.

At 11:59 a.m., Chairperson Scherer declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty and students from the Utility Line program joined the Board of Governors and administration for lunch.

Chairperson Scherer declared the Board in session at 12:45 p.m.

5. **CLOSED SESSION**

At 12:45 p.m., **MOTION** by Del Ames, **SECONDED** by Dirk Petersen, to enter into Closed Session for the purpose of discussing collective bargaining for the protection of the public’s interest and to reconvene to the public meeting after business is discussed.

Voting Yes: Anderson, Davies, Ellis, Petersen, Scherer, Sibbel, and Ames

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

Reconvened to the public meeting at 1:09 p.m.

6. BOARD EDUCATION AND INFORMATION

6.1 Administrative Services Report

6.1.1 Monthly Financial Report and Paid Bills

Review was given to the financial report for the period ending January 31, 2024. Items of significance within the paid bills report include payments to Hausman Construction for work on the Maclay Building. The anticipated occupancy date of the Maclay Building is summer of 2025. Payments to HCI Inc. are for work on the South Sioux City project. The project is going well with the CDL driving range being open and used. The CDL building is under construction.

6.2 Student Services Report

6.2.1 Athletics Hall of Fame recipients

Board members were in support of the four recipients who were recommended for induction into the Northeast Athletics Hall of Fame. Names will remain anonymous until the nominees have been duly notified.

6.2.2 Spring Enrollment Report

Spring 2024 enrollment reflects a 1% increase in headcount and credit hours compared to Spring 2023. The largest changes are a result of an increase of 307 Early College students which equates to an increase of 1,603 credit hours.

6.2.3 Financial Aid update

The FAFSA Simplification is a result of several pieces of legislation that have been put in place over the past few years including the Future Act, Consolidated Appropriations Act of 2021, and the Consolidated Appropriations Act of 2022. Stacy Dieckman, Senior Director of Financial Aid, explained new responsibilities, implications on campus, and FAFSA delays that are a result of the legislation. FAFSA notifications to students are delayed until approximately mid-April. The Department of Education has implemented some relief efforts to aid the FAFSA college support strategy.

The order of agenda items was adjusted to accommodate the schedule of a Board of Governors member needing to depart the meeting early.

7. COMMITTEE REPORTS

7.1 Governance Committee

- The Governance Committee met on January 31, 2024.
- Content review was conducted of EL-10, Land Development, with no recommendations for revision.
- Content review was conducted of GP-01, Governing Style, with no recommendations for revision.
- Board Self-Evaluation of GP-01, Governing Style. The Governance Committee will forward any policies needing input from the Ownership Linkage Committee to that Committee for review.
- The Governance Committee reviewed multiple policies for revisions or deletions and ensures that deleted policies are covered by another policy or in administrative procedure. These policies are included in today's Board's decision portion of the agenda.

8. CONSENT AGENDA

MOTION by Carol Sibbel, **SECONDED** by Dirk Petersen to **APPROVE** the Consent Agenda as follows:

- 8.1 Minutes of the January 11, 2024 Regular Meeting as presented.
- 8.2 Monthly Financial Report for January 31, 2024.
- 8.3 Claims paid in January 2024 with the exception of payments to themselves.

Voting Yes: Davies, Ellis, Petersen, Scherer, Sibbel, Ames, and Anderson

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

9. PUBLIC COMMENT

Chairperson Scherer advised that individuals commenting on Items for Decision are allowed three minutes each. No constituents were in attendance to address the board with a public comment.

10. ITEMS FOR DECISION

10.1 **MOTION** by Del Ames, **SECONDED** by Dirk Petersen, to recommend continuation of the Utility Line program at Northeast Community College for submission to and consideration by the Nebraska Coordinating Commission for Postsecondary Education.

Voting Yes: Ellis, Petersen, Scherer, Sibbel, Ames, Anderson, and Davies

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

10.2 **MOTION** by Dirk Petersen, **SECONDED** by Carol Sibbel to accept the **SECOND READING** and **APPROVE** revisions to:

- GP-10, Board Code of Conduct.
- GP-13, Board Linkage with External Organizations.

Voting Yes: Petersen, Scherer, Sibbel, Ames, Anderson, Davies, and Ellis

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

10.3 **FIRST READING** for the **DELETION** of:

- BP-6821, Alternative Construction Method Policy. Content is covered in AP-6821.0, Alternative Construction Method Procedure and recommendation for revision to EL-11, Construction will be provided to the Board Governance Committee during their next content review in February of 2024.

- BP-3310, News Releases Policy. Content was incorporated into AP-3410.0, Marketing, Public Relations, and Website Communications Standards.
- BP-3410, Marketing, Public Relations and Web Systems Communications Standards. Policy content was incorporated into AP-3410.0, Marketing, Public Relations, and Website Communications.
- BP-5021, Missing Student Notification. Content was incorporated into AP-5021.0, Missing Student Notification and is also included in EL-01, Treatment of Students.
- BP-6120, Internal Control Policy. Content is covered under EL-06, Asset Protection (#2, #4 and #5).
- BP-6811, Construction Change Orders Policy. Content is covered under EL-11, Construction and BPD-03, Delegation to the President.

10.4 **FIRST READING of REVISIONS to:**

- EL-02, Access to Education.
- EL-11, Construction.

10.5 **MOTION** by Steve Anderson, **SECONDED** by Donovan Ellis to **APPROVE** the 2024 Athletics Hall of Fame Recipients.

Voting Yes: Scherer, Sibbel, Ames, Anderson, Davies, Ellis, and Petersen

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

10.6 **MOTION** by Del Ames, **SECONDED** by Diane Davies to **APPROVE** the Amended Faculty Association Negotiated Agreement for the 2023-2024, 2024-2025, and 2025-2026 contract years.

Voting Yes: Sibbel, Ames, Anderson, Davies, Ellis, Petersen, and Scherer

Voting No: None

Absent: Nelson, Robinson, Sedlacek, and Wojcik **MOTION CARRIED**

11. BOARD EDUCATION AND INFORMATION

11.1 Development/External Relations Report

11.1.1 Monthly Presidential Update

- Highlights were provided on the Nebraska Statewide Workforce Educational Report System (NSWERS) Dual Enrollment Report. NSWERS is a resource in the state that integrates education data over time, from preschool to grade 12, through college, and into work, creating a wholistic view of the learning and earning journey. In Nebraska, Dual Enrollment is associated with positive academic outcomes including higher graduation rates in high school, higher levels of college enrollment and persistence, higher GPAs, and higher college graduate rates. The

NSWERS Dual Enrollment Report can be viewed online at www.nswers.org.

- Networking and professional engagement opportunities that Dr. Barrett has been involved in over the past month include South Sioux City visits with the City Council and school superintendent, participating in State Chamber Policy Councils, attending Appropriations hearing and NSWERS meetings, meeting with representatives from Norfolk Crush, and serving as a panelist for the State Chamber.
- Dr. Tracy Kruse has been selected as a finalist for the 2024 AACC Awards of Excellence.
- Northeast has entered into a cooperative agreement with NRCS to provide training for NRCS employees across nine states. This is a non-competitive grant agreement and Northeast receives funding from NRCS. There is a potential that Northeast could provide training across the nation.
- Recently, articles have been published related to the well-being of college presidents. The articles are available in today's Teams site.

11.1.2 Student Leadership Association (SLA) Report

- SLA members will attend the National Association for Campus Activities (NACA) Conference in Pittsburgh, PA, February 23-27, 2024.
- Sponsor National Oreo Day on March 19th.
- Recently collaborated with the Robotics Club and provided pizza for participants in the robotics competition.
- Sponsored the Clubs and Cocoa event after students returned from the holiday break.
- Will collaborate with the Ag and Horticulture Instructors to assist with the Prairie Restoration Project.
- SLA is seeking support for the emergency blue light telephone project. Benefits of the blue light telephone are to provide visible safety and security measures in areas that are not easily traveled by Night Patrol. SLA will continue to search for grants or partner with other organizations to pay for this project.

11.1.3 Federal and State Legislation

11.1.3.1 ACCT Report

Board members Dirk Petersen and Pat Wojcik accompanied Drs. Barrett and Kruse to the Community College National Legislative Summit (NLS) in Washington, DC. Mr. Petersen indicated that he was impressed with how representatives at the national level knew and interacted with Dr. Barrett and Dr. Kruse. He also encouraged other members of the board to participate in this opportunity to meet with our national representatives. During this year's visit, there was a push to encourage approval of Pell Grants for short term programs. Nebraska representatives were provided a night tour of the U.S. Capital by Congressman Mike Flood.

Steven Anderson was unable to attend the NLS in person but was provided the opportunity to participate in the ACCT Public Policy and Advocacy Committee Meeting via Zoom.

11.3.3.2 NCCA Report

The NCCA Board of Directors first quarter meeting was held on January 26th. LB-1263, which provides scholarships to students enrolled in the trade programs, and LB-1320, a bill that will change provisions of the NE Career Scholarship Grant were prioritized. Priorities include finding the champions in the legislature and collaborating with them.

The NCCA budget was discussed and the timing of the development of the budget needs to be altered to create a better flow of sequences.

The Policy and Bylaws Committee reviewed the bylaws. The full board needs to be made aware of suggested changes that will hopefully enhance the engagement of the NCCA Board of Directors.

The next meeting of the NCCA Board of Directors will be held in May.

- 11.3.3.3** NCCA Legislative Day at the Capitol will be held on February 28, 2024. Drs. Barrett and Kruse, Del Ames, Nicole Sedlacek, Donovan Ellis, and four students are scheduled to attend.

Carol Sibbel departed the at 2:59 p.m.

11.1.4 Quarterly Foundation Board of Directors update

- Jared Faltys, Investment Manager, provided an annual financial presentation, including an overview of the McMill CPAs & Advisors investment philosophy, the diversification of the Foundation's current portfolio, and a recap of 2023 performance.
- Approved a 4% payout rate for scholarships and the Student Success Endowment for School Year 2024-2025. A 1% administrative fee was approved for all endowments with the exclusion of the College of Nursing endowment funds and others as directed by the donors.
- Amended the Foundation Gift Acceptance Procedures.
- For the calendar year, 82% of the Foundation Board members and 100% of the Board of Governors members have made their annual contributions for a 91% combined giving average.
- Scholarship Luncheon is scheduled for April 30, 2024.

12. PUBLIC COMMENT on Board Education and Information

Chairperson Scherer advised that individuals commenting on Board Education and Information items are allowed three minutes each. No constituents were in attendance to address the board with a public comment.

13. MONITORING REPORT

13.1 EL-05, Financial Conditions and Activities

This monitoring report provides information on the overall financial condition of the institution. The primary piece of evidence is the financial audit which was presented in October 2023 and had no material findings.

Two instances of non-compliance in the area of payment of tax installments to the IRS for employee income tax withholding were noted. Upon investigation, it was discovered that Northeast must operate under the next business day rule, rather than the 3-business day rule. Systems have been put in place to ensure that all federal tax deposits are made by the next business day, and to properly train new employees on compliance with this rule.

The Board assessed the monitoring report and determined that there is substantial evidence of compliance with a reasonable interpretation.

14. COLLEGE REPORTS

14.1 President’s Report

President Leah Barrett highlighted activities, events, and accomplishments of faculty, staff, students, and athletes that occurred during the past month. The complete copy of the President’s Report is available in the February 15, 2024 Board of Governors Teams site.

15. In other business, Chairperson Scherer acknowledged board and staff members having birthdays during the month of February.

President Leah Barrett presented Steve Anderson with a Past Chairperson plaque to recognize his service as Board of Governors Chairperson in 2019, 2020, and 2021.

16. A self-evaluation of today’s meeting was conducted and is recorded in today’s Board of Governors Teams site.

17. ADJOURNMENT

At 4:50 p.m., there being no further business to discuss, it was **UNANIMOUSLY PASSED BY VOICE VOTE** to **ADJOURN** the meeting.

Minutes prepared by Diane Reikofski, Recording Secretary.

Jeff Scherer, Chairperson
Northeast Board of Governors

Donovan Ellis, Vice-Chairperson
Northeast Board of Governors

NCCA Legislative Day – The annual Nebraska Community College Association Legislative Day took place Feb. 28. A group from Northeast who have a strong passion for community college education represented the college well. Along with Northeast and other community college reps meeting with area state senators, the group witnessed state senators discussing legislation. They also attended committee hearings and received a briefing at the Nebraska Chamber of Commerce.

Robotics Outreach – Collaboration between several groups has benefitted South Sioux City area students interested in high tech careers, including robotics. The Sioux City Career Academy reached out and Katie Towler at South Sioux City responded, with Paul Cross, director of the iHub, helping to work out the details and demonstrate ways that robotics and automation exist in the world today. Nearly 140 students not only had fun, but they got to see how the world relies on smart machines and technology. Who knows, this may have planted a seed in some fifth graders about some exciting career possibilities?

Vet Tech Coats & Pins – Among the highlights for Veterinary Technician students are receiving their white coats and technician pins. Northeast honored members of the 2024 class with their pins and the class of 2025 with their white coats on Feb. 8. Anna McCracken, Kassie Wessendorf and Dr. Mike Cooper, the program director, shared in the students' excitement during a special ceremony, which also included remarks from President Barrett.

Employee Appreciation – Northeast has enjoyed a lofty stature over the years. Whether it is being recognized for excellence by the Aspen Institute or being lauded in speeches by Gov. Pillen, it's important to remember why Northeast enjoys such a remarkable reputation – its employees. It isn't luck that helped us enjoy this stature. It is because we have dedicated teams of workers who check their egos and have bought into our vision. On Feb. 28 during the final home men's and women's basketball games, we honored our employees with a meal before the games, door prizes and recognition, including having names read and the employees stand at halftime of the men's and women's games. It's always nice to be appreciated.

FFA Districts – We never want to take what we have for granted, and I don't think we do. Days like Feb. 26 give us a reminder. Northeast hosted three district FFA contests, with more than 1,500 FFA students on campus. They were everywhere. And from walking around and talking to some of the students and instructors, it's apparent that our visitors appreciate Northeast for its faculty and facilities. It takes a lot to put on a contest like this and we are blessed to have facilities and volunteers who make it all operate smoothly. Plus, it is a great recruiting tool for future students.

History Day – This is another one of the events that Northeast has been hosting for years. Now under the leadership of Paul Muncy, a history instructor, and 18 volunteers, this event helped students see how well they had researched a variety of topics. Plus, it enabled junior high and

high school students to meet some of the Northeast volunteers and see some of what Northeast has to offer. All the volunteers gave up part of their spring break to make it happen.

Phi Theta Kappa induction – Twice a year – in the spring and fall – we induct students into Phi Theta Kappa, which recognizes academic excellence and promotes leadership. Since Northeast installed its Tau Chi PTK chapter in 1996, about 3,600 students have been inducted into the international academic honor society for two-year colleges. The latest installment at Northeast took place on Feb. 29.

Sen. Ricketts' support – Trinity Chappelle of Omaha, a constituent liaison for Sen. Pete Ricketts of Omaha, was on campus on Feb. 26. She noted that Ricketts supports community colleges, especially for their importance in enhancing the workforce and rural vitality. Among Chappelle's interests was seeing the skeleton of the iHub, something she was familiar with when the legislation for it was being proposed when she was working in the Nebraska Legislature.

Coffee & Conversations – About every month Northeast offers a Coffee & Conversation. The events, which are open to the public when it is believed they would have widespread interest, address a range of issues, and often include speakers from outside of the college. Lai-Monté Hunter, Northeast Community College dean of students, recently pinch hit when a speaker from Omaha who was going to discuss Martin Luther King Day had a late conflict. In short, Hunter discussed the importance of talking to one another.

Convos with President, Vice President – Speaking of coffee and talking, both Leah Barrett and Charlene Widener have been making themselves accessible to Northeast faculty and students. That includes an idea that Widener brought with her as the vice president of educational services and President Barrett followed – having monthly times when people can drop by to have a cup of coffee or other refreshments and just talk candidly on any topic. Sometimes hardly anything of importance is discussed while other times it helps employees present ideas or discuss challenges.

Children's Read Aloud – Children know how to have fun, including wearing pajamas in public. The Northeast Early Childhood Education students recently sponsored an evening when about 30 children with parents listened as students read "The Bad Seed" in small groups. Children then got their own sunflower seeds, potting soil, and clay pot to plant their own seeds at home. The event also coincided with Dr. Seuss's birthday in early March and included a visit from Jazzy.

Wetlands – Willa Cather referred to wetlands as marshes. Cather noted the importance of these natural occurring draws that help to cleanse the water and provide homes for a range of plants, animals, and insects. While Cather's novel "A Lost Lady" in 1923 mentioned marshes, many scholars now look it as being an early example of eco-literature, which emphasizes the importance of the environment and living in harmony with nature. One of our adjunct instructors, Pat Burris, discussed their importance during a Hawk Talk.

Visiting Writers Series – Northeast provides cultural experiences, including the Visiting Writers Series. Recently, the series returned with three writers sharing poetry. The topics varied from a man's experiences with his three dogs to asexuality. The writers often help listeners to learn that life isn't a puzzle to solve, but an experience to share and sometimes find common interests.

Northeast Alum – As the clerk for Madison County, Anne Pruss works with people and must balance multiple situations at one time. It isn't unlike her experience at Northeast. The 1981 graduate was involved in several activities while at Northeast, including student government and cheerleading. Pruss said all these skills, as well as bookkeeping that she learned at Northeast, help her on the job every day.

Winter Concert – Music is powerful. It can send chills down your spine. It can excite a person, getting them ready for athletic competitions. And it can move people to tears, which it did during the Winter Concert. Chad Dean, the O'Neill High band director, told the story behind one of the pieces that was performed by the Community Band. Dean commissioned the piece, which was composed by Nolan Schmit of Lincoln, who is the voice of the Cornhusker Marching Band. The piece was called "At the Beginning of the Rainbow" and was written to remember a rainbow baby, which is a child who is born after a woman has had a miscarriage. It brings hope to a family after extreme sadness.

enVISION Workshop – With more planning and guidance, we can be better than we are now for our students. In short, that's what we hope to accomplish with enVISION – charting a course for our students and industries that will help to drive the success of our students and our economy. Members of the President's Council, Institutional Effectiveness Standing Committee, Strategy and Improvement Team and others met in late February to discuss integrated planning at Northeast, and review updates.

Women of Color Exhibit – The Women of Color Museum in Troy, Mich., has loaned Northeast an exhibit that focuses on Women of Color. March is Women's History Month. Northeast is fortunate to be able to host this exhibit in Union 73 next Monday, March 18, from 10 a.m. to 2 p.m. Exhibits like this help to fulfill the college mission of educating everyone on the contributions everyone makes to society.

Softball, Baseball & Golf – Spring sports are underway. The softball team got off to a rough start with a 2-10 record so far. Erin Sharpe is now serving as the head coach and has already noticed considerable improvement, so we believe better days are ahead. The baseball team also got off to a rough start with trips down south, but recently began to play better and is currently 10-10. Yesterday was a microcosm of the season so far, splitting a doubleheader at home against Southeast Community College, losing 4-3 and then taking the nightcap against the Bobcats 6-5. Head Coach Marcus Clapp said the team has been playing more error free as of late, which is just in time as the Hawks get into the thick of the schedule. Consistency is needed. Finally, the golf team began last weekend with three days in Wesley Chapel, Florida. Collegiate

golf is one of the sports that plays year-round, and head coach Ty Heimes believes the hard work the team put in will pay off, especially since there are a lot of freshmen who have worked hard to earn playing time.

PRESIDENT'S REPORT

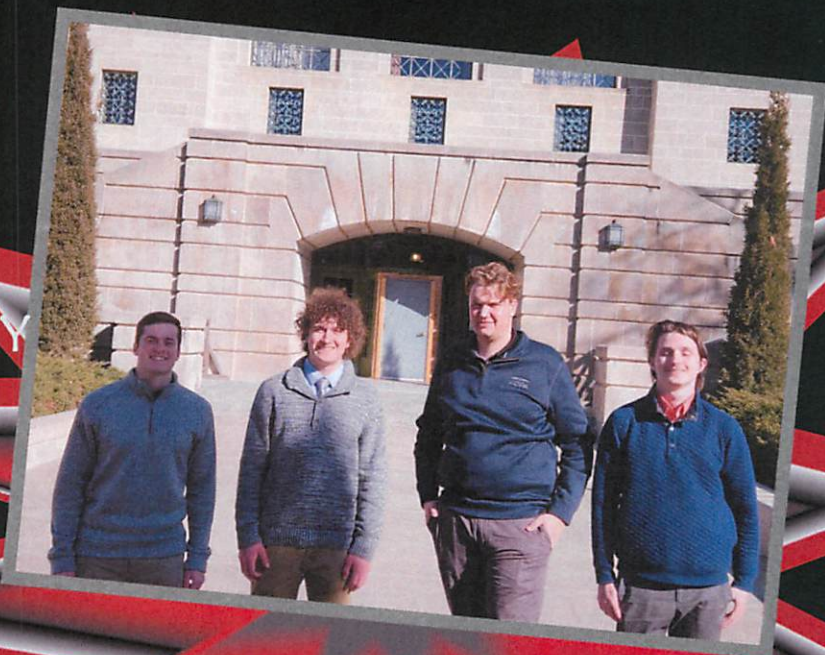
BOARD OF GOVERNORS

March 14, 2024

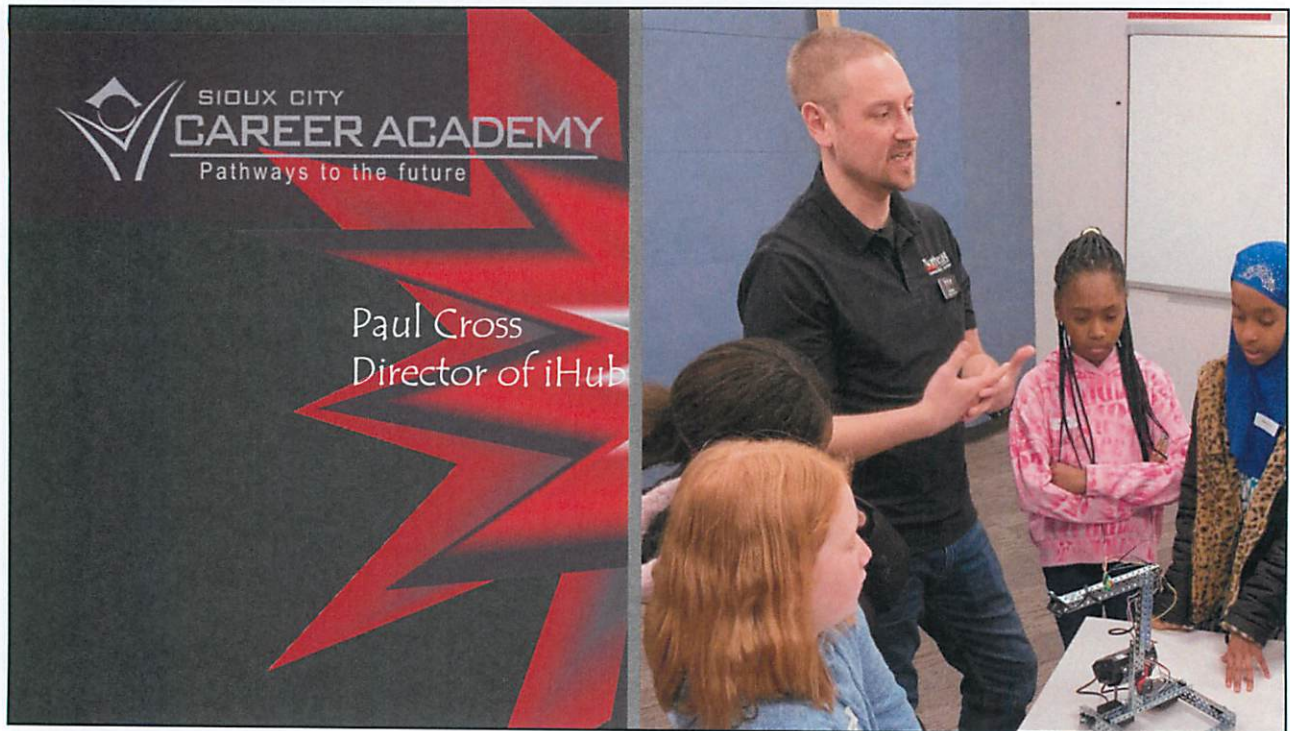


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Nebraska
Community
College
Association
LEGISLATIVE DAY



2



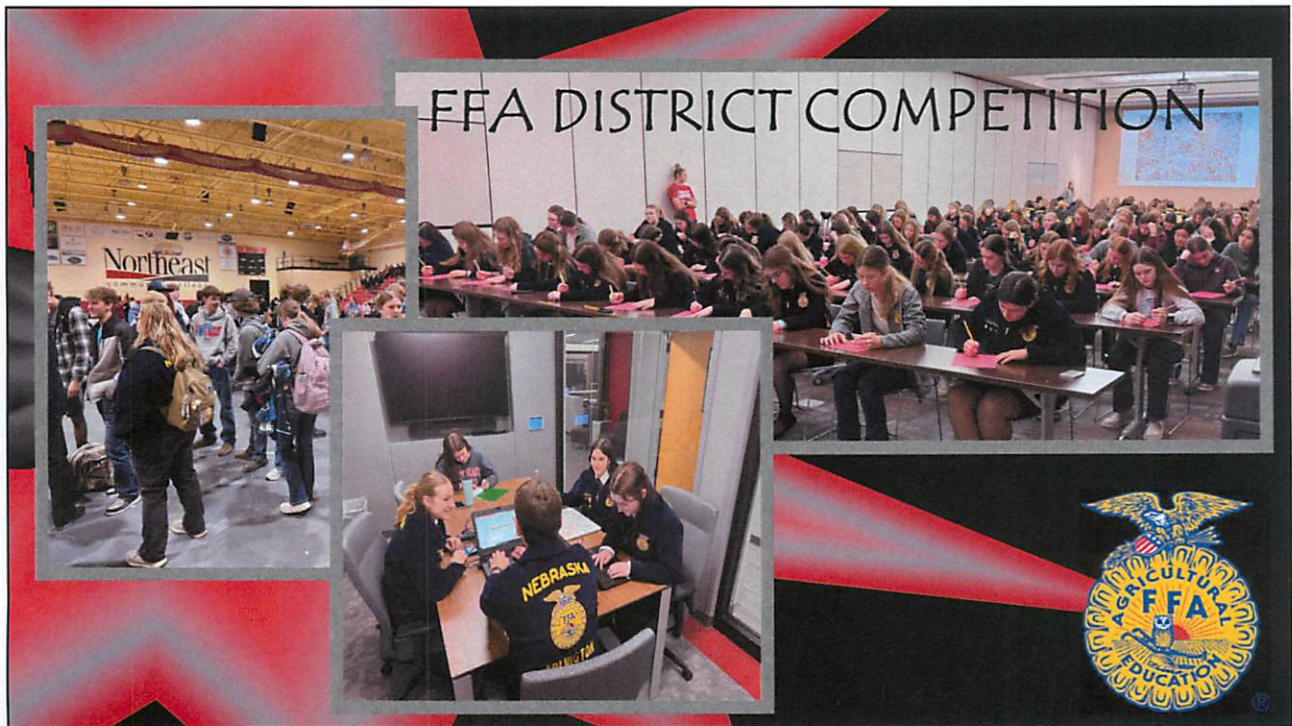
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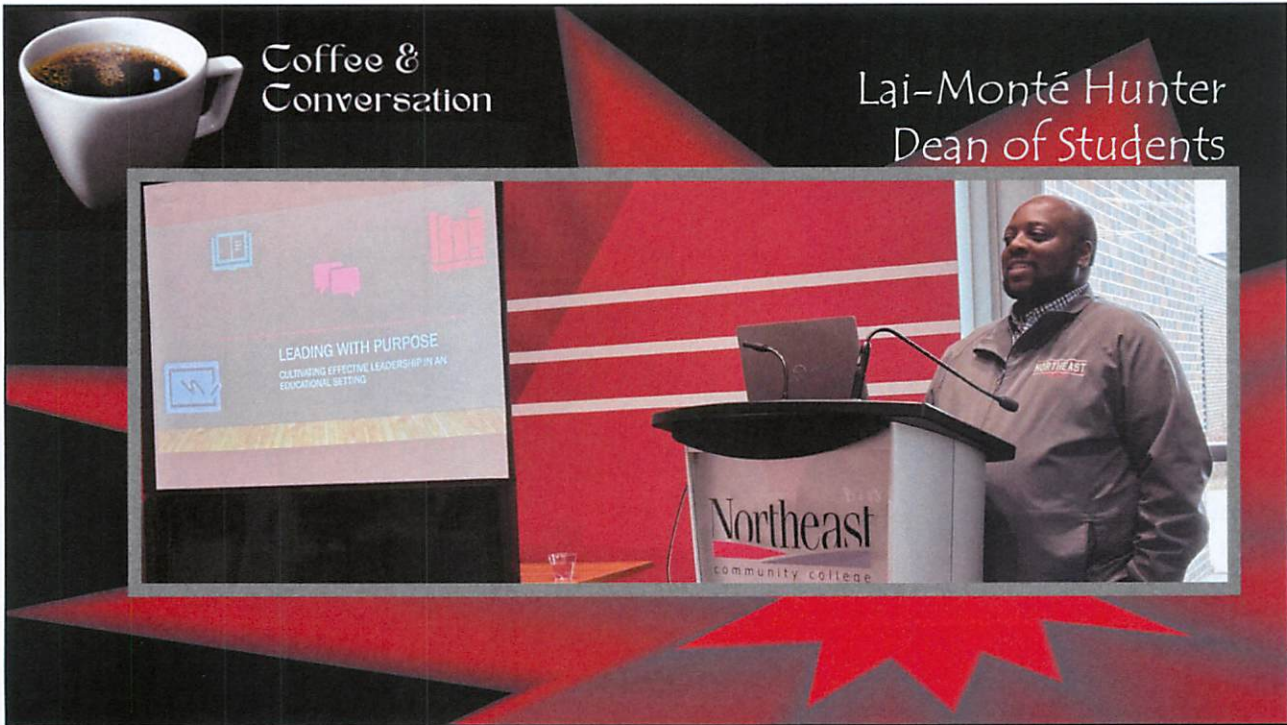


8



Trinity Chappelear
Constituent Liaison
Sen. Pete Ricketts

9



Coffee &
Conversation

Lai-Monté Hunter
Dean of Students

10

POPCORN & CONVOS



Dr. Charlene Widener
Vice President of Educational Services

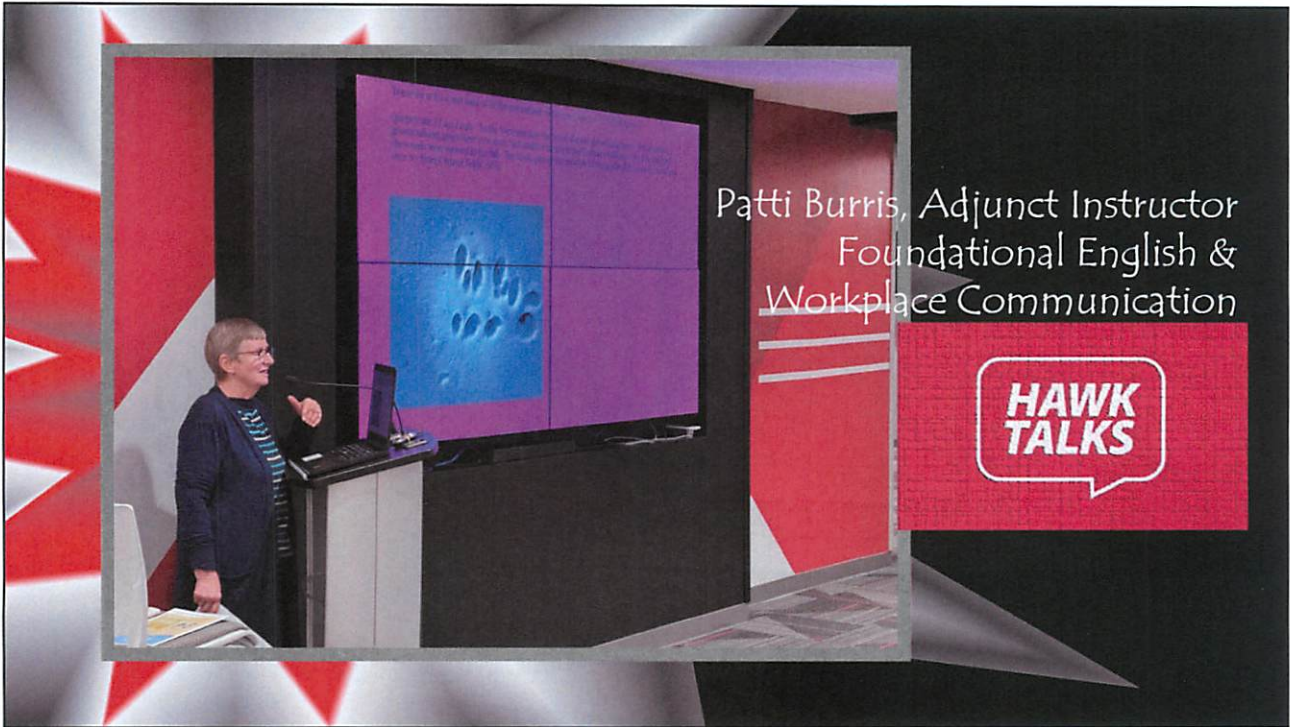
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CHILDREN'S READ ALOUD

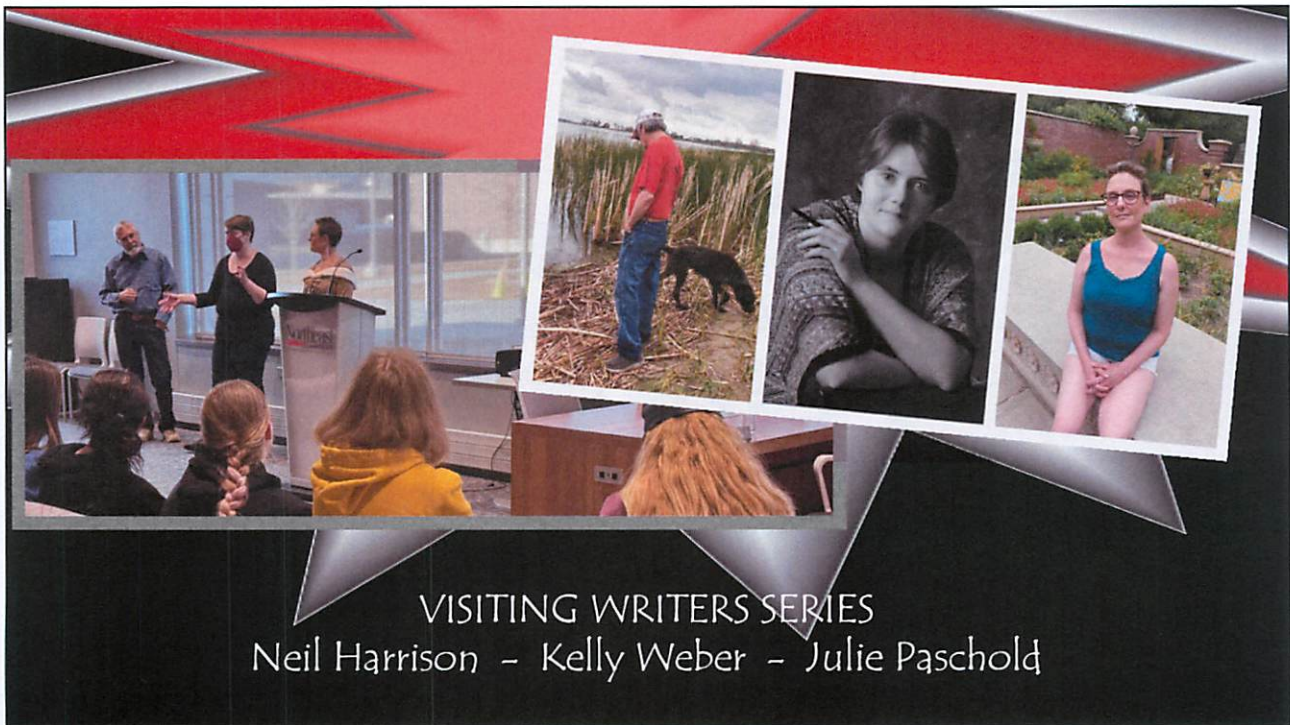
Lisa Guenther
Early Childhood Education Instructor



12



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Anne Pruss
Madison County Clerk

15



WINTER CONCERT

Margaret Schultz
Music Instructor/Choral Activities &
Accompanist

16



17



18

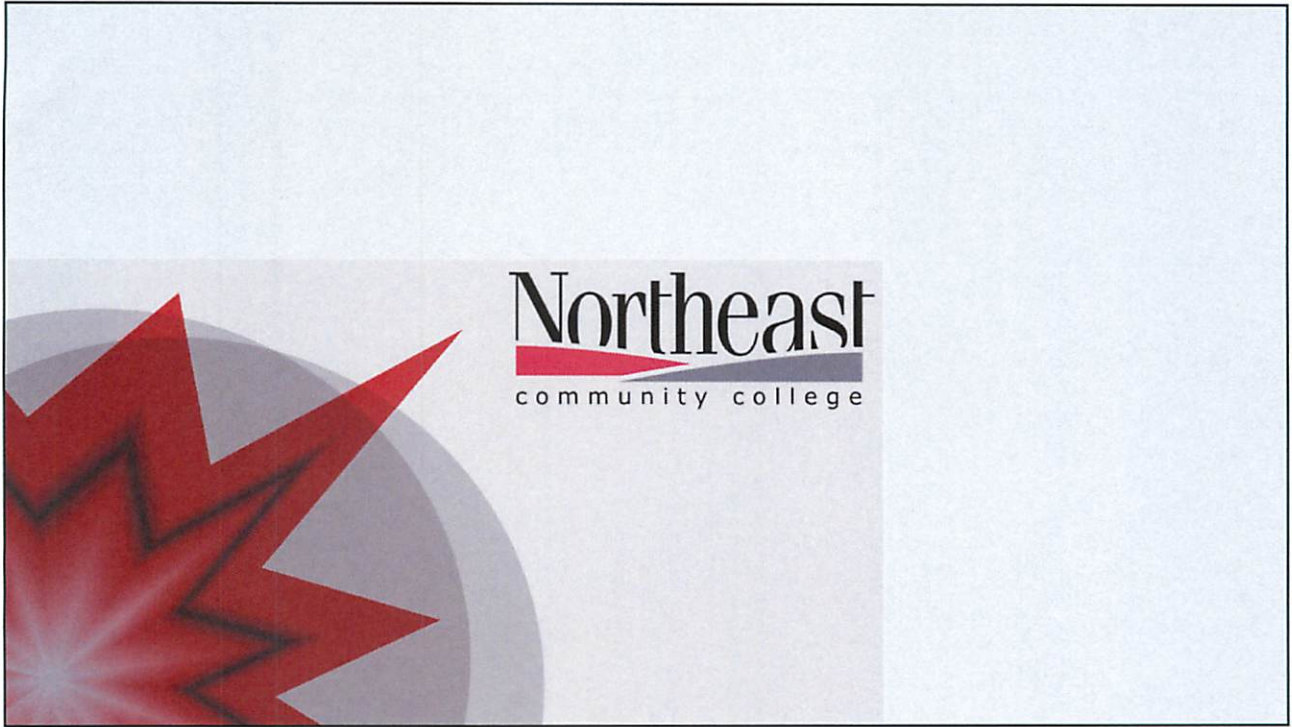
Career Fair



19



20



23

NORTHEAST COMMUNITY COLLEGE
PROFESSIONAL-MANAGERIAL STAFF EMPLOYEE ASSOCIATION
TOTAL COMPENSATION AGREEMENT

This agreement is contingent on formal approval by the Board of Governors.

This agreement shall be effective for fiscal years 2024-25 and 2025-26.

I. Salary – Salary increases shall be as follows:

- a. Fiscal Year July 1, 2024, to June 30, 2025 – Salary increase of 3.8% over prior fiscal year base salary.
- b. Fiscal Year July 1, 2025, to June 30, 2026 – Salary increase of 3.35% over prior fiscal year base salary.
- c. The cost of labor adjustment applied to Classification Compensation Grade Structure will be made in accordance with the Compensation Administrative Guidelines for Non-Faculty Staff.

II. Health Insurance:

- a. The College will make available a group health insurance plan for all full-time employees and eligible dependents, which shall be the Blue Cross/Blue Shield PPO \$1,050 Deductible Plan, or such other plan providing substantially equivalent benefits as the College may from time to time select in its sole discretion. The College retains the right to determine insurance carriers or otherwise provide for coverage.
- b. The College will contribute the full premium for all levels of coverage (employee only, employee/spouse, employee/children, and family) appropriate to each employee.

III. Cash-in-lieu:

- a. Employees currently receiving a cash-in-lieu amount will continue to receive such amount, capped at the current rate of \$15,100, less employer's share of FICA, unless and until the employee elects a change in health insurance coverage.
- b. A change in position will not result in the loss of any current cash-in-lieu payment, unless, as described in a) above, a change in health insurance coverage is requested at the same time.
- c. Newly hired employees will not receive any cash-in-lieu amount.

IV. Retirement – The College will match the employee's own contribution to the College's retirement plan up to a maximum of 9.5%. Each employee may elect contribution levels of 4%, 7.5%, 8.5% or 9.5%.

V. Leaves

- a. Sick Leave – no further changes from those implemented for the 2024 fiscal year.
- b. Emergency/Bereavement Leave – no further changes from those implemented for the 2024 fiscal year.
- c. Annual Leave
 - i. Maintain Annual Leave Cumulative Cap Amount for full-time employees at 300 hours.
 - ii. Maintain Annual Leave Cumulative Cap Amount for part-time employees at 150 hours. (Accrual for part-time employees will remain the same (pro-rated based on employee’s hours worked).
 - iii. All other Annual Leave policies and levels shall remain the same.
- d. Legal holidays will continue at the current 12 paid holiday days, and college closed days shall be determined at the discretion of the President, all pursuant to current BP - 7610.

VI. Other Benefits – all other current employee benefits, such as life insurance, disability insurance, Employee Assistance Program, shall remain the same.

VII. Right to Renegotiate. The parties understand the Nebraska Legislature may modify the amount of financial support to the College, which may include, but is not limited to, decreasing the amount of direct state aid, decreasing or eliminating the amount of the property tax levy, the percentage of the assessed value of property subject to tax, or other reason. Therefore, if, as a result of an act of the Nebraska Legislature, the amount of financial support to the College is modified, the Board reserves the right to reopen negotiation for any fiscal year covered by this Agreement.

3/1/2024

Date

Emily Duncan

Emily Duncan, Lead Negotiator
Professional-Managerial Staff Employee Assoc.

Date

Dr. Leah Barrett, President
Northeast Community College

Date

Jeff Scherer, Chairperson
Board of Governors

NORTHEAST COMMUNITY COLLEGE
CLASSIFIED STAFF EMPLOYEE ASSOCIATION
TOTAL COMPENSATION AGREEMENT

This agreement is contingent on formal approval by the Board of Governors.

This agreement shall be effective for fiscal years 2024-25 and 2025-26.

I. Salary – Salary increases shall be as follows:

- a. Fiscal Year July 1, 2024, to June 30, 2025 – Total salary dollars available shall be based on a salary increase of 3.8% over the prior fiscal year base salary. The distribution of salary will provide for a 2% increase applied to the prior year's base salary of each individual employee, and the remaining total salary dollars available shall be divided evenly based upon the total number of employees in the group.
- b. Fiscal Year July 1, 2025, to June 30, 2026 – Total salary dollars available shall be based on a salary increase of 3.35% over the prior fiscal year base salary. The distribution of salary will provide for a 2% increase applied to the prior year's base salary of each individual employee, and the remaining total salary dollars available shall be divided evenly based upon the total number of employees in the group.
- c. The cost of labor adjustment applied to Classification Compensation Grade Structure will be made in accordance with the Compensation Administrative guidelines for Non-Faculty Staff.

II. Health Insurance:

- a. The College will make available a group health insurance plan for all full-time employees and eligible dependents, which shall be the Blue Cross/Blue Shield PPO \$1,050 Deductible Plan, or such other plan providing substantially equivalent benefits as the College may from time to time select in its sole discretion. The College retains the right to determine insurance carriers or otherwise provide for coverage.
- b. The College will contribute the full premium for all levels of coverage (employee only, employee/spouse, employee/children, and family) appropriate to each employee.

III. Cash-in-lieu:

- a. Employees currently receiving a cash-in-lieu amount will continue to receive such amount, capped at the current rate of \$15,100, less employer's share of FICA, unless and until the employee elects a change in health insurance coverage.
- b. A change in position will not result in the loss of any current cash-in-lieu payment, unless, as described in a) above, a change in health insurance coverage is requested at the same time.

- c. Newly hired employees will not receive any cash-in-lieu amount.
- IV. **Retirement** – The College will match the employee’s own contribution to the College’s retirement plan up to a maximum of 9.5%. Each employee may elect contribution levels of 4%, 7.5%, 8.5% or 9.5%.
- V. **Leaves**
- a. **Sick Leave** – no further changes from those implemented for the 2024 fiscal year.
 - b. **Emergency/Bereavement Leave** – no further changes from those implemented for the 2024 fiscal year.
 - c. **Annual Leave**
 - i. Maintain total Annual Leave Cumulative Cap Amount for full-time employees at 300 hours.
 - ii. Maintain total Annual Leave Cumulative Cap Amount for part-time employees at 150 hours. (Accrual for part-time employees will remain the same (pro-rated based on employee’s hours worked)).
 - iii. All other Annual Leave policies and levels shall remain the same.
 - d. Legal holidays will continue at the current 12 paid holiday days, and college closed days shall be determined at the discretion of the President, all pursuant to current BP - 7610.
- VI. **Comp Time Carryover** – carryover of a maximum of 40 hours to the subsequent year during an employee’s first two years of employment. Requirement of using comp time before annual leave will remain the same.
- VII. **Other Benefits** – all other current employee benefits, such as life insurance, disability insurance, Employee Assistance Program, shall remain the same.
- VIII. **Right to Renegotiate**. The parties understand the Nebraska Legislature may modify the amount of financial support to the College, which may include, but is not limited to, decreasing the amount of direct state aid, decreasing or eliminating the amount of the property tax levy, the percentage of the assessed value of property subject to tax, or other reason. Therefore, if, as a result of an act of the Nebraska Legislature, the amount of financial support to the College is modified, the Board reserves the right to reopen negotiation for any fiscal year covered by this Agreement.

3/13/2024
Date

Susan Cooper
Susan Cooper, Lead Negotiator
Classified Staff Employee Association



Date

Dr. Leah Barrett, President
Northeast Community College

Date

Jeff Scherer, Chairperson
Board of Governors