



Board of Governors
Governance Committee
Wednesday, April 3, 2024
8:30 a.m.

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

NOTES

1. Content Review (CR) – Review policy content and provide suggestions for revisions.
 - a. [EL-07](#) Compensation and Benefits – Policy content was reviewed, and there were no suggestions for revision.

2. Policy Items on Board Meeting Agenda
 - a. The following policies are recommended for First Reading for Deletion:
 - i. [BP-1010](#) Nondiscrimination Policy – Policy content was incorporated into administrative procedure [AP-1010.0](#) Nondiscrimination and is broadly covered in [EL-01](#) Treatment of Students and [EL-03](#) Treatment of Employees.
 - ii. [BP-1020](#) Equal Opportunity Policy – Policy content was incorporated into administrative procedure [AP-7110.0](#) General Hiring Process and is broadly covered in [EL-01](#) Treatment of Students and [EL-03](#) Treatment of Employees.
 - b. The following policies are recommended for Second 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 that sets forth the provisions for annual leave.

3. Next Meeting Date/Time – Monday, April 29, 2024, at 8:30 a.m.

Status **Active** PolicyStat ID **12439163**

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

Owner Scott Gray: Vice President of Administrative Services and Gene
 Area Board Policies - Executive Limitations
 Policy/ Procedure Number EL-07

Compensation and Benefits

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.

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

1. Change his/her own compensation and benefits.
2. Promise or imply permanent employment.
3. Establish compensation and benefits which deviate materially from the geographic or professional market for the skills employed.
 1. Finalize collective bargaining agreements which exceed parameters established by the Board of Governors.
4. Establish or change retirement benefits such that the provisions:
 1. Incur unfunded liabilities or commit the organization in any way to benefits which incur unpredictable future costs.
 2. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited.

Approval Signatures

Step Description

Approver

Date

Active

05.1-02.a.i

 Info

Nondiscrimination Policy

1. POLICY REASON/PURPOSE/INTENT

To affirm the College's position on nondiscrimination.

2. DEFINITIONS

N/A

3. POLICY

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.

4. APPLICABILITY

N/A



Origination 10/2021
 Last N/A
 Approved
 Effective N/A
 Last Revised N/A
 Next Review N/A

Owner Scott Gray: Vice
 President of
 Administrative
 Services and
 Gene
 Area The College
 References AP-1010.0

Nondiscrimination

I. PROCEDURE SUMMARY STATEMENT

To affirm the College's position on nondiscrimination ~~and equal opportunity.~~

2. DEFINITIONS

N/A

3. PROCEDURE

- I. Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in any respect. This includes, but is not limited to, any education programs, admissions policies, employment policies, financial aid or other College administered programs ~~and-or~~ activities. ~~It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.~~

- I. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil

Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.

2. Nondiscrimination procedures are governed by Northeast Community College Harassment and Nondiscrimination for all Faculty, Students, Employees, and Third-Parties, which is maintained by the Title IX Office, and made available on the College's website at <https://northeast.edu/about-us/title-ix/policies>.

Attachments

[Harassment and Nondiscrimination for all Faculty - Students - Employees and Third Parties IP2P Document.pdf](#)

Approval Signatures

Step Description

Approver

Date

DRAFT

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.

Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with employees' ability to do their jobs.

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

1. Allow employees, or those seeking to be employees, to be without current, enforced, written human resource procedures that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
 1. Permit employees to be without adequate protection from harassment and bias.
 2. Permit employees to be uninformed of the performance standards by which they will be assessed.
 2. Allow conditions or practices inconsistent with a trusting, cooperative, and collaborative workplace environment.
 3. Retaliate against any employee for non-disruptive expression of dissent.
 4. Allow employees to be unprepared to deal with emergency situations.
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Active

05.1-02.a.ii  Info

Equal Opportunity Policy

1. POLICY REASON/PURPOSE/INTENT

To affirm the College's position on equal opportunity.

2. DEFINITIONS

N/A

3. POLICY

1. Recruitment, selection, employment, transfer, promotion, demotion, training, and pay of all employees of the College shall be without regard to race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability sexual orientation, gender expression or identity. The College will provide equal opportunity and nondiscrimination in employment for all qualified persons employed by or seeking employment with the College. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

4. APPLICABILITY

N/A



Origination 07/2014
Last Approved 06/2023
Effective 06/2023
Last Revised 06/2023
Next Review 06/2028

Owner Kathy Lammers: Associate Director of Talent & Development
Area Human Resources
References AP-7110.0

General Hiring Process

I. PROCEDURE SUMMARY STATEMENT

To establish a general hiring process at the College.

2. DEFINITIONS

N/A

3. PROCEDURE

- 1. Recruitment, selection, employment, transfer, promotion, demotion, training, and pay of all employees of the College shall be without regard to race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity. The College will provide equal opportunity and nondiscrimination in employment for all qualified persons employee by or seeking employment with the College. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Northeast-Community-College-(Northeast)-does-not-discriminate-in-hiring-based-upon-any-federal-or-state-protected-statuses-and-does-not-engage-in-any-employment-practice-that-is-discriminatory.
2. The responsibility of coordinating hiring processes at the College is delegated to the Human Resources Department. The Human Resources Department administers the hiring process in accordance with the College Recruitment Protocols. The specific functions to be coordinated in the hiring process of new employees shall include the development of a position description, determining all position announcements and advertising, managing application processing, coordinating applicant screening and interviewing, coordinating reference checking, determining beginning salaries, and onboarding new employees. Procedures for the hiring of new employees are as follows:

I. Position Description

I. All College positions shall have a formal position description before a position may be opened for employment.

I. For current positions, submission of an updated position description to the Human Resources Department is the responsibility of the supervisor. The supervisor shall review the

changes with the appropriate administrator prior to submitting the position description to the Human Resources Department.

2. For new positions, the supervisor(s) will work with the Human Resources Department in developing the position description. Required work experience, education, skills, and salary levels will be consistent with current College compensation practices.
3. The supervisor will generate the official copy of the position description in the electronic position management system, and route it for the necessary approvals.
4. Upon approval, the Human Resources Department will complete and disseminate the position announcement. The determination of where to advertise shall be the responsibility of the Vice President of Human Resources and Organizational Development or designee upon recommendations of the supervisor or appropriate administrator.

2. Position opening announcements

1. Full-time employment positions may be opened either internally or externally. The determination to allow an internal-only announcement is made by the Vice President of Human Resources and Organizational Development upon the recommendation of the supervisor and appropriate administrator. Such determination may be allowed when there are College employees who have expressed an interest in the position and who meet the qualifications; the process provides a career growth pattern for current employees and recognizes the quality of the employees.
 1. Internal openings are generally open for a period of five (5) to ten (10) working days. Position announcements are posted on the Northeast website and emailed College-wide by the Human Resources Department. All current full and part-time employees may apply for positions announced internally.
 2. External openings are generally opened for a period of two (2) to four (4) weeks depending upon the extent of the advertising. Nationally advertised positions will require the position to remain open longer than a locally or regionally advertised position. External openings shall be published on the Northeast website, distributed to appropriate placement bureaus and placement offices, including selected minority group agencies, and advertised in newspapers and other sources including job-related websites. All current full and part-time employees may apply for positions advertised externally.
2. Openings for part-time positions shall be determined on a case-by-case basis. Advertising, if necessary, and interviews shall be determined by the Vice President of Human Resources and Organizational Development or designee.

3. All position opening and closing dates for the acceptance of applications shall be determined by the Vice President of Human Resources and Organizational Development or designee. Position closing dates are generally indicated as opened until filled, unless otherwise directed by the Vice President of Human Resources and Organizational Development or designee.

3. Advertising

1. All employment advertising for the College shall be processed through the Human Resources Department. The Human Resources Department will consider reasonable requests by supervisors for the composition or placement of advertisements. The final determination of the composition or placement of advertisements shall be the responsibility of the Vice President of Human Resources and Organizational Development or designee.

4. Applications

1. All individuals interested in applying for a position at the College must complete an application in the online application portal via the Northeast website. A completed application form is required in order for applicants to be considered for employment. Applications are logged by the applicant tracking system.
2. Applications are available for review by the supervisor and search committee via the applicant tracking system. Applications may be printed as required for search committee review. Those copies must be returned to the Human Resources Department for proper disposal.

5. Interview Process

1. For positions other than administration level positions, the supervisor, appropriate administrator and the Vice President of Human Resources and Organizational Development or designee will select a search committee to screen and interview applicants for a position. The committee will review all applications and determine the candidates to be interviewed. Only candidates who meet the minimum qualifications specified in the position description may be considered. Generally, there shall be a minimum of three (3) applicants to be interviewed.
2. The Vice President of Human Resources and Organizational Development or designee may conduct pre-screen interviews or conduct preliminary reference checks to assist in determining the applicants to be interviewed.
3. The Human Resources Department will coordinate and schedule all interviews.
4. The supervisor or hiring manager shall facilitate the interview. Each search committee member shall complete an Applicant Appraisal Form at the completion of each interview. The results of the evaluation forms will be reviewed after all applicants have been interviewed. Ratings and notes from these evaluation forms shall be used as only one tool to assist the

committee in reaching a recommendation.

5. After the interview committee has decided on a candidate for the position, the supervisor in collaboration with the Human Resources Department, shall conduct reference checks. The results of the reference checking will be provided to the search committee and appropriate administrators involved with the search. Upon satisfactory references, the supervisor recommends to the divisional Vice President to move forward with the candidate for a formal offer of employment.
6. Upon approval, the Human Resources Department shall determine the appropriate salary and draft the contingent offer of employment and then forwards the document to the President for their signature.
7. The Human Resources Department is responsible for notifying any external, unsuccessful applicants. The hiring manager will notify any internal, unsuccessful candidates that interviewed for the position.
8. All applications received for the position shall be kept on file in the Human Resources Department for a minimum of three (3) years.

6. Salary Determination

1. The beginning salaries for new employees must be maintained within the established grade ranges. Salaries are based on education, experience, skills, position classification, job market, and internal equity. The salary to be paid to new employees is determined by the Vice President of Human Resources and Organizational Development or designee and the divisional Vice President.

7. Employment Process Completion

1. The Human Resources Department is responsible for notifying successful candidates of the date to report to work for orientation and completing all required employment forms. A candidate is not considered employed by the College until reporting to work and completing all employment forms. Failure to report to work shall constitute an immediate revocation of the employment offer.
2. The immediate supervisor shall be responsible for orienting new employees on the philosophy, policies, and procedures of the College. Specific job-related training shall be the responsibility of the immediate supervisor.
3. Complete standards regarding the College's general hiring processes are described in detail in the Recruitment Protocols, which is available to employees electronically in SharePoint.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President Approval	Lindsay Spiegel: Director of Institutional Effectiveness	06/2023
President's Council	Sandy Wurdinger: Executive Assistant, Institutional Effectiveness	06/2023
Human Resources Standing Committee	Tammy Svendsen: Executive Assistant, Human Resources	06/2023
Human Resources Standing Committee	Jessica Dvorak: Vice President of Human Resources & Organizational	06/2023
	Kathy Lammers: Associate Director of Talent & Development	06/2023

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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.

Active

 Info

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Treatment of Employees

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

1. Allow employees, or those seeking to be employees, to be without current, enforced, written human resource procedures that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
 1. Permit employees to be without adequate protection from harassment and bias.
 2. Permit employees to be uninformed of the performance standards by which they will be assessed.
 2. Allow conditions or practices inconsistent with a trusting, cooperative, and collaborative workplace environment.
 3. Retaliate against any employee for non-disruptive expression of dissent.
 4. Allow employees to be unprepared to deal with emergency situations.
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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

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 Coleen Bressler: Executive Director of Administrative Services	12/2023 11/2023



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.

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



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

05.1-02.b.i
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

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
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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 AP-3610.0
Number

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

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



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

Owner Christopher Rutten: 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.

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



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

Owner	Christopher Ruten: 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.

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



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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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.

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



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



Origination 11/2018
Last N/A
Approved
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 – Lingered 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

Status **Pending** PolicyStat ID **13674988**



Origination 12/1974
Last Approved N/A
Effective Upon Approval
Last Revised 12/2023
Next Review 5 years after approval

05.1-02.b.v

Owner Jessica Dvorak:
Vice President of
Human
Resources &
Organizational
Area Human
Resources
References 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.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
Human Resources Standing Committee	Tammy Svendsen: Executive Assistant, Human Resources	Pending

Human Resources Standing
Committee

Jessica Dvorak: Vice President
of Human Resources &
Organizational

12/2023

Jessica Dvorak: Vice President
of Human Resources &
Organizational

12/2023

COPY

Northeast
community college
Ownership Linkage Committee
Meeting Notes
March 26, 2024

Present:

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

Absent:

Terry Nelson

1. Discussion was held regarding the detail for the round table discussions that will be held on April 18th at the Nielsen Community Center in West Point following the scheduled Board of Governors meeting.

To provide a richer conversation, industry folks will be seated together, and education folks will be seated together at the tables with Northeast board and staff members interspersed. Questions will be prepared and provided for the respective groups of people. Staff members at the tables will take notes of the discussion and will report out at the end of the meeting.

A reception will be held following the roundtable discussions.

2. 2024 board meetings at the extended campuses include:
April 18th – West Point
June 13th – South Sioux City
November 12th – O’Neill

The meeting in South Sioux City will include a review of the Lightcast gap analysis that was recently conducted. The gap analysis provides a review of Northeast’s current programs of study and how they meet the needs of jobs in our service area; jobs in the area that Northeast doesn’t current offer; what programs need to grow; projected jobs in the service area in the next ten years, etc. This will provide great information as the Board of Governors plans for the future.

Nicole was aware of conflicts that would take constituents out of the O'Neill service area on November 14th. The November board meeting date will be changed from Thursday, November 14th to Tuesday, November 12th. This change will be noted on the board meeting dates that are listed on the last page of the regular board agenda.

Northeast staff will also work to coordinate other meetings in O'Neill that could coincide with the date of the Board of Governors meeting so that some of the same attendees could participate in both opportunities.

The Ownership Linkage Committee will refine the format for the meeting in O'Neill as the date approaches.



Monthly Financial Report
March 31, 2024

Administrative Services

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

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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
March 31, 2024

Assets	March 2024	March 2023	Annual Change	Increase (Decrease) from Prior Month
Unrestricted Cash	\$ 5,920,273.55	\$ 3,544,144.21	67.0%	\$ (4,226,198.79)
Restricted Cash	-	6,149.37	-100.0%	-
Money Market Accounts	20,637,563.50	13,757,088.92	50.0%	81,314.45
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	8,599,722.11	11,086,027.06	-22.4%	34,092.89
Receivables	1,186,007.12	863,778.48	37.3%	(152,284.28)
Uncollected Taxes	9,319,762.32	9,427,437.63	-1.1%	-
Loans	-	1,664.00	-100.0%	-
Inventories	1,273,002.06	1,262,496.59	0.8%	-
Prepaid and Clearing	560,697.80	674,871.35	-16.9%	(111,967.65)
Due From Fund	53,415.61	-	N/A	13,765.00
Total Assets	\$ 60,633,804.72	\$ 58,570,568.36	3.5%	\$ (4,361,278.38)
Liabilities				
Accounts Payable	\$ 6,596.23	\$ (6,328.37)	-204.2%	\$ (1,283,020.95)
Unapplied Payments	15,107.54	(4,278.19)	-453.1%	4,138.18
Payroll Withholding	228,128.92	294,301.61	-22.5%	10,075.13
Payroll Taxes Payable Employer	396,527.13	302,632.07	31.0%	3,852.54
Accruals	3,944,136.77	3,633,088.43	8.6%	224,027.80
Deferrals and Deposits	50.00	-	N/A	-
Other Liabilities	-	1,520.84	-100.0%	(7,312.69)
Due From Fund	-	-	N/A	-
Total Liabilities	\$ 4,590,546.59	\$ 4,220,936.39	8.8%	\$ (1,048,239.99)
Fund Balances				
General Funds	\$ 18,858,604.26	\$ 23,844,251.03	-20.9%	\$ (2,177,901.68)
Auxiliary Funds	22,048,505.76	20,700,435.30	6.5%	(521,444.11)
Grants and Contracts	7,702,756.02	129,381.19	5853.5%	(130,525.79)
Scholarships and Financial Aid	(289,839.30)	(776,624.55)	-62.7%	537,230.45
Student Loans	7,260.00	7,260.00	0.0%	-
Student Clubs	140,498.41	164,002.65	-14.3%	(5,453.52)
Other Agencies	125,805.40	129,665.36	-3.0%	(3,764.87)
Capital Improvement	9,404,032.63	12,836,420.79	-26.7%	(616,069.59)
ADA Hazard	-	4.39	-100.0%	-
Restricted Plant	(2,150,776.98)	(1,138,713.71)	88.9%	(395,109.28)
Debt Retirement	196,411.93	(1,546,450.48)	-112.7%	-
Total Fund Balance	\$ 56,043,258.13	\$ 54,349,631.97	3.1%	\$ (3,313,038.39)
Total Liabilities and Fund Balance	\$ 60,633,804.72	\$ 58,570,568.36		\$ (4,361,278.38)

NORTHEAST COMMUNITY COLLEGE
Statement of Changes in Fund Balances-Summary
July 01, 2023 to March 31, 2024

		Current Unrestricted		Current Restricted		Agency		Plant		
		General Funds	Auxiliary Funds	Grants and Contracts	Scholarships and Financial Aid	Student Clubs	Other Agencies	Capital Improvement	Restricted Plant	Debt Retirement
Revenues	Tuition	6,811,187.47	102,273.00							
	Fees	401,590.50	550,706.19					549,017.10		
	Government Appropriations	26,291,772.68						4,133,954.94		
	Grants Contracts and Gifts	81,566.94	60,428.52	12,766,503.92	11,627,874.77	7,742.78	57,751.05			
	Other Income	607,138.60	8,325,489.50	58,693.24		38,227.04	8,161.61	98,813.47		1,055.94
	Total Revenues	34,193,256.19	9,038,897.21	12,825,197.16	11,627,874.77	45,969.82	65,912.66	4,781,785.51	-	1,055.94
Personnel Expense	Salaries and Wages	30,628,460.65	1,365,998.78	1,335,882.14	40,228.77		(139.69)			
	Total Personnel Expense	30,628,460.65	1,365,998.78	1,335,882.14	40,228.77	-	(139.69)	-	-	-
Expense	Operating Expense	8,792,224.96	1,183,605.12	721,069.03	200.00	32,506.08	49,431.83	497,637.57	93,233.66	234,922.60
	Supplies and Materials Expense	1,736,068.08	1,594,287.57	128,159.20		23,909.26	14,613.24	807.10	16,587.00	
	Travel Expense	375,010.34	4,489.62	45,055.00		1,528.19		1,930.48		
	Capital Outlay Expense	833,972.50	147,285.76	245,129.56			5,776.15		318,885.00	
	Plant Related Costs		714,118.79					5,384,441.60	4,369,217.53	
	Student Aid Expense	56,993.00			11,899,029.04	(1,000.00)				
	Other Expense									1,330,000.00
	Auxiliary Cost of Sales and Service		1,646,301.96			2,177.50				
	Total Expense	11,794,268.88	5,290,088.82	1,139,412.79	11,899,229.04	59,121.03	71,751.70	5,882,886.27	4,797,923.19	1,564,922.60
Transfers	Mandatory Transfers In				15,676.00					1,757,031.76
	Non-mandatory Transfers In	120,283.14	11,856.54			8,195.25	900.00		2,647,146.21	
	Mandatory Transfers Out	(15,676.00)	(1,116,811.76)					(640,220.00)		
	Non-mandatory Transfers Out	(80,804.91)	(59,510.02)	(2,647,146.21)			(920.00)			
	Total Transfers	23,802.23	(1,164,465.24)	(2,647,146.21)	15,676.00	8,195.25	(20.00)	(640,220.00)	2,647,146.21	1,757,031.76
	Net Increase (Decrease) in Fund Balance	(8,205,671.11)	1,218,344.37	7,702,756.02	(295,907.04)	(4,955.96)	(5,719.35)	(1,741,320.76)	(2,150,776.98)	193,165.10
	Beginning Fund Balance	27,064,275.37	20,830,161.39	-	6,067.74	145,454.37	131,524.75	11,145,353.39	-	3,246.83
	Ending Fund Balance	18,858,604.26	22,048,505.76	7,702,756.02	(289,839.30)	140,498.41	125,805.40	9,404,032.63	(2,150,776.98)	196,411.93

Northeast Community College

Monthly Budget Status Report - Expenses

As of March 31, 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	\$14.86	\$693.71	\$314.13	(\$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	\$845.51	\$6,477.81	\$1,522.19	(\$1,000.00)	(14.29%)
	Supplies	0.00	44.40	64.18	0.00	(64.18)	0.00%
	Minor Equipment	0.00	0.00	1,410.24	0.00	(1,410.24)	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	\$3,486.44	\$18,958.32	\$0.00	(\$958.32)	(5.32%)
	Personal Vehicle Mileage	0.00	0.00	(56.00)	0.00	56.00	0.00%
Total Expenditures		\$135,469.00	\$4,391.21	\$168,220.30	\$1,836.32	(\$34,587.62)	(25.53%)

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

	<u>Amount</u>
General Funds	\$1,503,327.45
Auxiliary Funds	1,099,569.73
Grants and Contracts	141,314.50
Scholarships and Financial Aid	2,702.00
Student Clubs	17,448.70
Other Agencies	30,707.20
Capital Improvement	850,044.41
Restricted Plant	432,842.15
Payroll Fund	3,782,619.72
Total:	<u><u>\$7,860,575.86</u></u>

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

06.1.1/10.3

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amount</u>
1st Course Inc	00507659	I0234892	Concessions	Concessions	63.50
		I0234893	Concessions	Concessions	63.50
		I0234894	Concessions	Concessions	33.50
		I0234895	Concessions	Concessions	33.50
		I0234896	Concessions	Concessions	63.50
		I0234897	Concessions	Concessions	33.50
A & L Hydraulics Inc	00507450	I0234338	General Norfolk	Workforce Development Noncredit	8,398.51
	00507778	I0235352	General Norfolk	Applied Eng Training Noncredit	662.56
AKRS Equipment Solutions Inc	00507451	I0234530	Agriculture Production	Agriculture	955.71
	00507557	I0234679	General Norfolk	Grounds	465.85
		I0234692	Diesel Repair Parts	Diesel Technology	157.32
		I0234693	Diesel Repair Parts	Diesel Technology	(157.32)
		I0234739	Agriculture Production	Agriculture	(955.71)
		I0234740	Agriculture Production	Agriculture	955.71
		I0234843	Agriculture Production	Agriculture	94.81
		I0234845	Agriculture Production	Agriculture	5.80
	00507660	I0235019	General Norfolk	Grounds	37.83
		I0235020	General Norfolk	Grounds	30.08
APH Stores Inc	00507562	I0234742	General Norfolk	Automotive Body	122.99
		I0234743	General Norfolk	Automotive Body	53.98
		I0234744	General Norfolk	Automotive Body	62.98
		I0234745	General Norfolk	Automotive Body	387.48
	00507866	I0235353	General Norfolk	Automotive Body	22.47
		I0235354	General Norfolk	Automotive Body	72.98
		I0235355	General Norfolk	Automotive Body	134.05
ATN LLC	00507780	I0235316	General Norfolk	Grounds	11.34
AVI-SPL LLC	00507453	I0234536	General Norfolk	Presidents Contingency	17,006.26
Adam Potter	I0065014	I0234585	General Norfolk	Soccer Mens	150.00
Advance Stores Company Inc	00507556	I0234695	General Norfolk	Automotive Technology	35.14
Ainsworth Star-Journal	00507860	I0235549	General Norfolk	Marketing	662.40
Alexa Rose Simons	I0064794	I0234571	General Norfolk	Recruiting	361.13
	I0064916	I0235082	General Norfolk	Recruiting	658.82
		I0235087	General Norfolk	Recruiting	390.61
	I0064965	I0235155	General Norfolk	Recruiting	674.14
	I0065025	I0235598	General Norfolk	Recruiting	398.65
Alexander Publications	00507861	I0235504	Retail Services	Retail Services	1,012.55
Alexis Marie Huisman	I0064823	I0234709	BHECN Hawks Counseling 83	Counseling	163.48
Alissa Ellen Gubbels	I0064821	I0234707	Student Services	Student Services Student Activity	102.12
	I0064993	I0232778	Student Services	Student Services Student Activity	150.00

Allo Communications LLC	00507558	I0234657	College Center Operations	College Center Operations	377.80
		I0234657	General Norfolk	Network and Infrastructure	461.11
		I0234657	General Norfolk	Network and Infrastructure Acad	153.71
Altec Inc	00507862	I0235490	General Norfolk	Utility Line On Campus	752.60
Amanda Ellen Vogeler	I0064967	I0235257	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Amanda J C Nipp	I0065010	I0234581	General Norfolk	VP of Student Services	150.00
Amanda Noel Schultze	I0065022	I0234591	General Norfolk	Volleyball	150.00
Amazon.com LLC	I0064798	I0234340	General Norfolk	Safety and Security Services	179.97
	I0064920	I0233332	General Norfolk	Library Services	588.09
		I0233334	General Norfolk	Biology and Science	57.71
		I0233738	General Norfolk	Wind Energy	173.73
		I0234339	General Norfolk	Operations	28.78
		I0234339	General Norfolk	Safety and Security Services	373.82
		I0234942	Retail Services	Retail Services	(99.79)
		I0234943	Retail Services	Retail Services	(99.79)
		I0234944	Retail Services	Retail Services	(99.79)
		I0234945	Retail Services	Retail Services	(99.79)
		I0234946	Retail Services	Retail Services	(99.79)
		I0234947	Retail Services	Retail Services	(67.99)
		I0234950	Retail Services	Retail Services	67.99
		I0234951	General Norfolk	Wind Energy	(41.70)
		I0235002	General Norfolk	Safety and Security Services	(59.99)
		I0235003	General Norfolk	Safety and Security Services	59.99
	I0064971	I0233866	General Norfolk	Allied Health Educ Administration	31.94
		I0233866	General Norfolk	Allied Health Education Credit	120.00
		I0233866	General Norfolk	EMT Paramedic Administration	31.94
		I0233866	General Norfolk	Emergency Medical Training	197.13
		I0235178	General Norfolk	Development Office	47.49
		I0235179	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	98.76
		I0235235	Retail Services	Retail Services	104.99
		I0235263	General Norfolk	Library Services	15.99
		I0235265	General Norfolk	Wind Energy	41.00
		I0235266	General Norfolk	Physics	139.92
		I0235266	General Norfolk	Preengineering	22.58
		I0235267	Student Services	Student Serv Leadership Training	113.96
		I0235268	General Norfolk	Accounting	44.64
		I0235269	General Norfolk	Service Center	58.12
		I0235269	General Norfolk	Service Center Academic	38.75
		I0235270	General Norfolk	Graphic Design	24.15
		I0235271	General Norfolk	Early Childhood	53.91
		I0235272	General Norfolk	Safety and Security Services	268.10
		I0235274	General Norfolk	Media Arts	58.00
		I0235276	General Norfolk	Student Success	195.46
		I0235277	General Norfolk	Maintenance	68.98

		I0235279	General Norfolk	Nursing	119.80
		I0235280	General Norfolk	Graphic Design	85.71
		I0235281	General Norfolk	Early Childhood	40.31
		I0235282	General Norfolk	Network and Infrastructure	402.36
		I0235282	General Norfolk	Network and Infrastructure Acad	134.12
		I0235283	Student Services	Student Serv Leadership Training	29.22
		I0235284	General Norfolk	Automotive Technology	209.03
		I0235285	General Norfolk	Horticulture	25.46
		I0235286	General Norfolk	Library Services	185.52
		I0235287	Student Services	Student Services Fitness Center	399.21
		I0235288	General Norfolk	Agriculture	267.36
		I0235289	General Norfolk	Network and Infrastructure	9.67
		I0235289	General Norfolk	Network and Infrastructure Acad	3.22
		I0235290	General Norfolk	Financial Aid	59.99
		I0235292	Residence Life	Residence Life	776.56
		I0235293	Residence Life	Residence Life	771.87
		I0235294	CHS Precision Ag	Agriculture	6,916.01
		I0235295	General Norfolk	Baseball	69.98
		I0235296	BHECN Hawks Counseling 83	Counseling	318.75
		I0235297	General Norfolk	Board of Governors	44.40
		I0235298	General Norfolk	Health Information Mgmt Systems	26.97
		I0235344	Retail Services	Retail Services	76.08
		I0235345	Retail Services	Retail Services	67.29
	I0065037	I0233333	General Norfolk	Agriculture	222.39
		I0235356	Veterinarian Technician Services	Veterinary Technician	914.55
		I0235357	General Norfolk	Maintenance	422.47
		I0235358	General Norfolk	Network and Infrastructure	644.92
		I0235358	General Norfolk	Network and Infrastructure Acad	214.98
		I0235359	General Norfolk	Automotive Body	374.26
		I0235360	General Norfolk	Payroll	11.58
		I0235442	eSports Club	Student Clubs and Organizations	277.07
		I0235443	General Norfolk	Presidents Office	50.81
		I0235522	General Norfolk	Physics	92.95
		I0235522	General Norfolk	Preengineering	48.80
		I0235525	General Norfolk	Business Admin Mrktng Mngmt	178.56
American Heart Association Inc	I0064921	I0234909	Retail Services	Retail Services	80.00
	I0064972	I0235236	Retail Services	Retail Services	40.00
	I0065038	I0235505	Retail Services	Retail Services	40.00
	00507952	I0235470	Retail Services	Retail Services	504.00
American National Red Cross	00507452	I0234452	Allied Health Nonreimbursable	Allied Health Nonreimbursable	425.60
	00507559	I0234797	Allied Health Nonreimbursable	Allied Health Nonreimbursable	126.96
	00507863	I0235485	Allied Health Nonreimbursable	Allied Health Nonreimbursable	38.64
American Physical Therapy Association	00507560	I0234677	Physical Therapy	Student Clubs and Organizations	1,188.00
Amy Schovanec	I0065021	I0234590	College Center Operations	College Center Operations	150.00

Amy Jo Woerdemann	10064969	10235157	General Norfolk	Development Office	65.66
		10235157	USDA NRCS C2A3 Workforce Training	Development Office	65.66
Andrea Marie Suhr	10064796	10234479	General Norfolk	Physical Therapist Assistant	3,214.23
Angela Deanne Thomas	00507842	10235256	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Angela L Shaffer	10064832	10234729	Future Business Leaders of America	Student Clubs and Organizations	84.76
	10064964	10235154	General Norfolk	Business Admin Mrktng Mngmt	870.00
Anixter Inc	00507561	10234807	General Norfolk	Network and Infrastructure	167.81
		10234807	General Norfolk	Network and Infrastructure Acad	55.94
		10234809	General Norfolk	Network and Infrastructure	112.20
		10234809	General Norfolk	Network and Infrastructure Acad	37.40
		10234811	General Norfolk	Network and Infrastructure	809.32
		10234811	General Norfolk	Network and Infrastructure Acad	269.78
	00507661	10234810	General Norfolk	Network and Infrastructure	28.05
		10234810	General Norfolk	Network and Infrastructure Acad	9.35
		10234814	Restr Plant EDA Industrial Bldg	Nondepartmental	1,447.66
		10234814	SSC CDL Driving Range	Nondepartmental	7,431.34
		10234900	General Norfolk	Network and Infrastructure	1,229.02
		10234900	General Norfolk	Network and Infrastructure Acad	409.68
		10234953	Restr Plant EDA Industrial Bldg	Nondepartmental	14.84
		10234953	SSC CDL Driving Range	Nondepartmental	76.16
		10235009	Restr Plant LLC Remodel Phase 2	Nondepartmental	(48.01)
	00507779	10235180	General Norfolk	Network and Infrastructure	509.06
		10235180	General Norfolk	Network and Infrastructure Acad	169.69
	00507865	10235361	General Norfolk	Network and Infrastructure	4,320.00
		10235361	General Norfolk	Network and Infrastructure Acad	1,440.00
		10235620	General Norfolk	Network and Infrastructure	1,374.41
		10235620	General Norfolk	Network and Infrastructure Acad	458.14
Anthony Ernest Faust	10064946	10235233	General Norfolk	Recruiting	97.82
Anthony Kent Chambers	10064983	10232767	General Norfolk	Operations	150.00
Apogee Telecom Inc.	00507563	10234746	Residence Life	Residence Life	3,292.96
	00507867	10235669	Residence Life	Residence Life	3,292.96
Ariel Marie Widhalm	10064968	10235262	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Ascend Learning Holdings LLC	10064799	10234333	Nursing	Nursing	27,225.00
		10234334	Nursing	Nursing	31,762.50
Association for Student Judicial Affairs	00507546	10234035	Retail Services	Residence Life	800.00
Automationdirect.Com Inc	00507662	10234747	General Norfolk	Electromechanical	813.75
Autosales Inc	00507546	10234272	General Norfolk	Automotive Technology	1,178.97
B & B Cycle Inc	00507663	10234898	Driver Training Noncredit Non Reimb	Driver Training Noncredit Non Reimb	0.00
		10234898	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	69.36
		10234899	Driver Training Noncredit Non Reimb	Driver Training Noncredit Non Reimb	0.00
		10234899	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	239.04
	00507868	10235487	Driver Training Noncredit Non Reimb	Driver Training Noncredit Non Reimb	0.00
		10235487	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	732.05
		10235489	Driver Training Noncredit Non Reimb	Driver Training Noncredit Non Reimb	0.00

		I0235489	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	56.80
B & H Foto & Electronics Corp	00507546	I0234290	College of Nursing Operations	College of Nursing Operations	809.19
	00507952	I0235371	TRIO SSS	Student Success and Retention	916.44
Baird Holm LLP	00507454	I0234531	General Norfolk	Human Resources	3,639.00
Barcel Landscape Products	00507781	I0235346	General Norfolk	Grounds	3,855.00
		I0235347	General Norfolk	Grounds	3,855.00
Bauer Built Inc	00507564	I0234748	General Norfolk	Truck Driving Noncredit Reimb	28.50
		I0234749	Agriculture Production	Agriculture	23.25
		I0234755	Truck Driving Noncredit Reimb	Truck Driving Noncredit Reimb	1,033.54
		I0234756	Truck Driving Noncredit Reimb	Truck Driving Noncredit Reimb	1,290.00
		I0234757	Truck Driving Noncredit Reimb	Truck Driving Noncredit Reimb	(10.90)
	00507664	I0235021	General Norfolk	Truck Driving Noncredit Reimb	73.00
Bentson Termite & Pest Control Inc	00507565	I0234812	College Center Operations	College Center Operations	165.00
Bernard J Thyen	I0064834	I0234815	General Norfolk	Agriculture	501.00
Big Red Printing Inc	00507456	I0234181	Student Services	Graduation	180.83
Bio-Rad Laboratories Inc	00507457	I0234476	General Norfolk	Biology and Science	156.57
Black Hills Energy	00507458	I0234547	General Norfolk	Utilities	6,899.12
		I0234548	General Norfolk	Utilities	746.44
		I0234549	General Norfolk	Utilities	501.16
		I0234550	General Norfolk	Utilities	429.26
		I0234551	General Norfolk	Utilities	187.61
		I0234552	General Norfolk	Utilities	77.67
		I0234553	Residence Life	Residence Life	126.67
		I0234554	General Norfolk	Utilities	112.31
		I0234555	General Norfolk	Utilities	387.11
		I0234557	General Norfolk	Utilities	185.21
		I0234558	General Norfolk	Utilities	137.65
		I0234559	General Norfolk	Utilities	557.30
		I0234561	General Norfolk	Utilities	162.98
	00507566	I0234813	General West Point	Utilities	508.54
	00507869	I0235639	General Norfolk	Utilities	6,325.21
		I0235640	General Norfolk	Utilities	569.72
		I0235641	General Norfolk	Utilities	436.58
		I0235642	General Norfolk	Utilities	356.59
		I0235643	General Norfolk	Utilities	116.74
		I0235644	General Norfolk	Utilities	77.60
		I0235645	Residence Life	Residence Life	86.96
		I0235646	General Norfolk	Utilities	90.86
		I0235647	General Norfolk	Utilities	372.49
		I0235649	General Norfolk	Utilities	144.34
		I0235650	General Norfolk	Utilities	100.22
		I0235651	General Norfolk	Utilities	255.83
		I0235653	General Norfolk	Utilities	123.62
		I0235663	General O'Neill	Utilities	448.40

Blaser Appraisal Inc	00507459	I0234482	Residence Life Capital Reserve	Residence Life	450.00
Blue Cross & Blue Shield of Nebraska	00507567	I0234678	General Norfolk		928.15
Blue Icon Advisors LLC	00507782	I0235291	General Norfolk	Financial Aid	1,120.00
Board of Junior College Dist 514	00507665	I0235022	USDA NRCS C2A3 Workforce Training	Development Office	6,800.00
Board of Regents of University of Nebraska	00507460	I0234532	General Norfolk	Veterinary Technician	177.00
		I0234533	General Norfolk	Veterinary Technician	27.50
		I0234534	General Norfolk	Veterinary Technician	59.00
	00507568	I0234861	General Norfolk	Veterinary Technician	52.20
	00507952	I0235418	General Norfolk	Network and Infrastructure	471.00
		I0235418	General Norfolk	Network and Infrastructure Acad	157.00
		I0235419	General Norfolk	Network and Infrastructure	471.00
		I0235419	General Norfolk	Network and Infrastructure Acad	157.00
Bobby Cecil Frost	I0064989	I0232774	General Norfolk	Athletics	150.00
Bomgaars Supply Inc	00507461	I0234341	General Norfolk	Building Construction	91.98
	00507569	I0234758	Diesel Repair Parts	Diesel Technology	4.04
		I0234759	Diesel Repair Parts	Diesel Technology	7.99
		I0234760	Diesel Repair Parts	Diesel Technology	4.98
		I0234764	General Norfolk	Grounds	49.14
		I0234765	General Norfolk	Maintenance	6.99
		I0234766	General Norfolk	Utility Line On Campus	18.47
		I0234767	General Norfolk	Electromechanical	135.98
		I0234846	Agriculture Production	Agriculture	53.94
		I0234847	Agriculture Production	Agriculture	20.98
		I0234849	Agriculture Production	Agriculture	98.95
		I0234850	Agriculture Production	Agriculture	31.98
		I0234852	Agriculture Production	Agriculture	35.57
	00507666	I0235023	General Norfolk	Truck Driving Noncredit Reimb	26.96
		I0235024	General Norfolk	Grounds	109.99
		I0235025	General Norfolk	Grounds	89.86
		I0235026	General Norfolk	Maintenance	19.67
		I0235068	Agriculture Production	Agriculture	19.98
		I0235069	Agriculture Production	Agriculture	79.99
		I0235070	Agriculture Production	Agriculture	17.99
	00507870	I0235363	General Norfolk	Heating Ventilation and Air Cond	26.42
		I0235364	General Norfolk	Heating Ventilation and Air Cond	(16.86)
		I0235365	General Norfolk	Heating Ventilation and Air Cond	7.77
		I0235591	General Norfolk	Electromechanical	485.97
		I0235670	General Norfolk	Utility Line On Campus	89.98
		I0235671	General Norfolk	Utility Line On Campus	70.86
Bonnie Sue Johnson-Bartee	I0064824	I0234711	General Norfolk	English General Academic	135.52
Border States Industries Inc	00507570	I0234768	General Norfolk	Electrical Construction and Control	1,202.21
		I0234769	General Norfolk	Utility Line On Campus	2,882.04
	00507783	I0235317	General Norfolk	Electrical Construction and Control	62.50
	00507871	I0235673	General Norfolk	Electrical Construction and Control	84.80

Bowdie D Otte	10064958	I0235245	General Norfolk	Automotive Technology	309.75	
Bradley James Ranslem	10064829	I0234726	General Norfolk	Dean of Applied Technology	257.28	
Branded Custom Sportswear Inc	10064922	I0234628	Retail Services	Retail Services	(33.15)	
		I0234890	Retail Services	Retail Services	(18.15)	
		I0234901	Retail Services	Retail Services	853.05	
		I0235514	Retail Services	Retail Services	1,262.40	
		I0065039	Retail Services	Retail Services	150.00	
Brandon Robert McLean	10065004	I0234576	General Norfolk	Operations	150.00	
Brandy Lee Retzlaff	10065018	I0235592	General Norfolk	Disability Services	100.50	
Brian A Guenther	00507595	I0234663	Agriculture Production	Agriculture	2,106.00	
Brittnee Jo Terrill	10064833	I0234730	General Norfolk	Financial Aid	24.12	
Brown County Hospital	00507873	I0235534	General Norfolk	Workforce Development Admin	200.00	
Brown Underground	00507874	I0235515	College Center Operations	College Center Operations	205.00	
Burnight Glass LLC	00507571	I0234617	College Center Operations	College Center Operations	400.00	
Burpee W Atlee Company	00507952	I0235374	General Norfolk	Library Services	278.60	
		I0235385	General Norfolk	Library Services	9.40	
Busco Inc	00507462	I0234569	General Norfolk	Basketball Womens	2,292.00	
		I0234570	General Norfolk	Basketball Mens	2,292.00	
		I0235011	General Norfolk	Basketball Womens	2,364.00	
		I0235012	General Norfolk	Basketball Mens	2,364.00	
		I0235013	General Norfolk	Softball	3,584.00	
		I0235014	General Norfolk	Baseball	3,033.00	
		I0235339	General Norfolk	Softball	3,140.00	
		I0235535	Golf	Golf	961.00	
		I0235535	Volleyball	Volleyball	961.00	
		I0234902	College Center Operations	College Center Operations	8.55	
Bush Cleaners	00507668	I0234903	College Center Operations	College Center Operations	32.55	
		I0234973	College Center Operations	College Center Operations	11.40	
		I0235181	College Center Operations	College Center Operations	17.70	
		I0235445	College Center Operations	College Center Operations	16.00	
CASE	00507789	I0235446	College Center Operations	College Center Operations	11.40	
		I0235229	General Norfolk	Development Office	1,596.00	
		I0234342	General Norfolk	Math General Academic	1,988.02	
CDW Government LLC	10064800	I0234343	General Norfolk	Board of Governors	1,203.30	
		I0234344	General Norfolk	Board of Governors	206.94	
		I0234480	General Norfolk	Math General Academic	522.02	
		I0064923	I0234191	College Center Operations	College Center Operations	51.73
		I0064973	I0235318	General Norfolk	Accounting	1,650.12
CI Sport	00507466	I0234274	Retail Services	Retail Services	3,484.14	
		I0234910	Retail Services	Retail Services	455.85	
		I0235301	Retail Services	Retail Services	367.00	
		I0235302	Retail Services	Retail Services	520.15	
		I0235303	Retail Services	Retail Services	473.40	
		I0235304	Retail Services	Retail Services	367.00	
		I0235305	Retail Services	Retail Services	520.15	

		I0235306	Retail Services	Retail Services	367.00
		I0235307	Retail Services	Retail Services	367.00
		I0235308	Retail Services	Retail Services	520.15
		I0235309	Retail Services	Retail Services	520.15
		I0235310	Retail Services	Retail Services	367.00
		I0235311	Retail Services	Retail Services	520.15
		I0235312	Retail Services	Retail Services	367.00
CIE Norfolk GNS LLC	00507576	I0234854	Agriculture Production	Agriculture	300.17
COR Therapeutic Services LLC	00507582	I0234664	BHECN Hawks Counseling 83	Counseling	900.00
CT Corporation System	00507472	I0234410	General Sch	Financial Aid	250.00
Canva.com	00507952	I0235420	General Norfolk	Career Services	119.99
Capital Business Systems Inc	00507463	I0234481	Print Services	Print Services	6,273.75
	00507572	I0234666	Print Services	Print Services	25.00
		I0234668	Print Services	Print Services	4,090.28
		I0234669	Print Services	Print Services	174.79
	00507787	I0235320	General Norfolk	Building Construction	577.99
	00507877	I0235517	Print Services	Print Services	6,273.75
Cara Mlady Hoehne	I0064949	I0235148	General Norfolk	Center for Global Engagment	72.79
Carty Jean Krause	I0065001	I0232784	General Norfolk	Human Resources	150.00
Carnegie Dartet LLC	00507573	I0234720	General Norfolk	Marketing	2,000.00
		I0234721	General Norfolk	Marketing	750.00
		I0234722	General Norfolk	Marketing	2,887.51
		I0234841	General Norfolk	Marketing	3,704.55
	00507788	I0235348	General Norfolk	Marketing	3,316.66
	00507878	I0235462	General Norfolk	Marketing	3,704.55
		I0235466	General Norfolk	Marketing	2,887.51
		I0235468	General Norfolk	Marketing	3,816.00
		I0235478	General Norfolk	Marketing	5,949.91
		I0235481	General Norfolk	Marketing	750.00
		I0235482	General Norfolk	Marketing	1,000.00
		I0235483	General Norfolk	Marketing	3,316.66
Carol Annette Sibbel	00507936	I0235597	General Norfolk	Board of Governors	105.86
Carol Lynn Rodenborg	I0064914	I0235079	General Norfolk	Paramedic	307.53
Carolina Biological Supply Company	00507574	I0234770	General Norfolk	Biology and Science	810.30
		I0234771	General Norfolk	Biology and Science	159.01
		I0234773	General Norfolk	Biology and Science	224.45
	00507669	I0233749	General Norfolk	Biology and Science	5.47
		I0234772	General Norfolk	Biology and Science	23.11
Castle Branch Inc	00507464	I0234361	Health and Public Services Aux	Dean of Health & Public Services	87.25
		I0234364	General Norfolk	Compliance	84.00
		I0234365	General Norfolk	Compliance	576.00
		I0234398	Science Tech Ag and Math Aux	Dean of Science Tech Ag and Math	756.00
		I0234523	Physical Therapy Assistant	Physical Therapist Assistant	494.25
		I0234538	Science Tech Ag and Math Aux	Dean of Science Tech Ag and Math	1,593.00

		I0234546	Health and Public Services Aux	Dean of Health & Public Services	264.50
Catering to Suit	00507879	I0235536	General Norfolk	Workforce Development Noncredit	250.00
Cellco Partnership	00507790	I0235338	General Norfolk	Agriculture	31.14
		I0235338	General Norfolk	Athletics	135.03
		I0235338	General Norfolk	Maintenance	164.25
		I0235338	General Norfolk	Marketing	55.27
		I0235338	General Norfolk	Recruiting	181.50
		I0235338	Residence Life	Residence Life	55.27
		I0235338	Retail Services	Retail Services	40.01
		I0235338	General Norfolk	Shipping Receiving Property Ctrl	55.27
		I0235338	General Norfolk	Truck Driving Noncredit Reimb	217.91
		I0235338	General Norfolk	Utility Line Off Campus	135.09
		I0235338	Nebraska Rural Electric Association	Utility Line Off Campus	15.57
Chad Barnhill	00507455	I0234448	General Norfolk	Music	125.00
Chad Elliott Miller	I0065005	I0234577	General Norfolk	Soccer Womens	150.00
Charlene Kay Widener	I0064836	I0234733	General Norfolk	VP of Educational Services	101.84
Chelsea Schutter	I0064791	I0234470	General Norfolk	Teaching and Learning	75.00
	I0064831	I0234470	General Norfolk	Teaching and Learning	75.00
Cheryl L Cambras	I0064816	I0234680	Workforce Development Nonreimburse	Workforce Development Nonreimburse	80.00
Chesterman Co	00507465	I0234408	Concessions	Concessions	411.62
		I0234409	Concessions	Concessions	786.56
		I0234454	Retail Services	Retail Services	216.64
		I0234455	Retail Services	Retail Services	80.92
		I0234456	Retail Services	Retail Services	199.14
	00507575	I0234625	Concessions	Concessions	93.62
	00507791	I0235322	Ag Education Complex Concessions	Agriculture Complex Concessions	425.92
		I0235333	Concessions	Concessions	(305.14)
		I0235340	Retail Services	Retail Services	257.71
	00507880	I0235530	Retail Services	Retail Services	209.89
		I0235556	Concessions	Concessions	386.20
Chewy Inc	00507546	I0234273	General Norfolk	Veterinary Technician	81.50
Cindy Lea Bowers	I0064942	I0235145	Residence Life	Residence Life	215.33
	I0064977	I0232762	Residence Life	Residence Life	150.00
City of O'Neill	00507577	I0234774	General O'Neill	Utilities	556.30
	00507881	I0235588	General O'Neill	Maintenance	116.00
City of Sioux City Iowa	00507671	I0234988	General Norfolk	Recruiting	60.00
City of South Sioux City	00507578	I0234710	General South Sioux	Utilities	625.71
	00507672	I0234987	General Norfolk	Workforce Development Admin	100.00
	00507673	I0235027	College Center Operations	College Center Operations	3,368.49
City of West Point	00507467	I0234483	General West Point	Utilities	2,150.50
	00507579	I0234712	General West Point	West Point Extended Campus	9,000.00
	00507882	I0235638	General West Point	Utilities	2,019.09
Clark Heintz	00507952	I0235395	General Norfolk	Diesel Technology	445.46
Clark State Community College	00507675	I0235028	USDA NRCS C2A3 Workforce Training	Development Office	6,800.00

Clery Center for Security on Campus	00507676	I0234989	General Norfolk	Student Life	3,800.00
Cole Papers Inc	00507677	I0235015	General Norfolk	Custodial Services	1,028.32
Coleen Kay Bressler	I0084980	I0232765	General Norfolk	VP of Admin Services	150.00
College Entrance Examination Board	00507468	I0234489	General Norfolk	Testing Services	660.00
Combined Health Agency Drive	I0064801	I0234463	General Norfolk		87.00
Commission on Accreditation for Health Info and Information	00507580	I0234665	General Norfolk	Health Information Mgmt Systems	4,150.00
Compass Group USA Inc	00507469	I0234484	Student Services	Healthy Hawks	241.13
		I0234485	General Norfolk	Student Success and Retention	287.82
		I0234485	TRIO SSS	Student Success and Retention	671.58
		I0234486	Nursing	Nursing	1,000.35
		I0234488	General Norfolk	Tutor and Writers Clinic	646.30
		I0234491	Classified Staff Association	Nondepartmental	266.58
		I0234493	Cafeteria	Cafeteria	132,385.00
		I0234494	General Norfolk	Drafting	181.50
		I0234496	General Norfolk	Library Services	116.79
	00507581	I0234683	General Norfolk	Building Construction	223.80
		I0234684	General Norfolk	Student Life	172.85
		I0234685	General Norfolk	Student Life	224.48
		I0234686	General Norfolk	Agriculture	3,138.14
		I0234687	General Norfolk	Diesel Technology	329.78
		I0234690	General Norfolk	Social Sciences	237.50
		I0234691	General Norfolk	Phi Theta Kappa	142.77
		I0234775	Workforce Development Reimbursable	Workforce Development Noncredit	55.36
		I0234776	General Norfolk	Recruiting	24.00
		I0234777	General Norfolk	Recruiting	856.00
		I0234778	General Norfolk	Recruiting	288.00
		I0234779	General Norfolk	Presidents Office	122.79
		I0234780	General Norfolk	Presidents Office	(122.79)
		I0234781	General Norfolk	Presidents Office	551.26
		I0234782	General Norfolk	Presidents Office	(551.26)
		I0234818	General Norfolk	Personnel Development	1,643.35
	00507678	I0234990	Agriculture Production	Agriculture	255.75
		I0235029	Workforce Development Reimbursable	Workforce Development Noncredit	65.05
		I0235030	General Norfolk	Recruiting	24.00
		I0235031	General Norfolk	Recruiting	172.44
		I0235032	General Norfolk	Recruiting	88.00
		I0235033	General Norfolk	Recruiting	43.61
		I0235034	General Norfolk	Personnel Development	311.55
	00507793	I0235099	General Norfolk	Presidents Office	1,927.70
		I0235100	General Norfolk	Presidents Office	(1,927.70)
		I0235136	General Norfolk	Library Services	77.82
		I0235137	Student Services	Healthy Hawks	177.52
		I0235138	General Norfolk	VP of Admin Services	127.99
		I0235183	General Norfolk	Presidents Office	349.09

		I0235185	General Norfolk	Presidents Office	(349.09)
		I0235186	General Norfolk	Board of Governors	845.51
		I0235187	General Norfolk	Recruiting	952.00
		I0235188	General Norfolk	Recruiting	129.90
		I0235189	General Norfolk	Recruiting	144.10
	00507883	I0235447	General Norfolk	Presidents Office	60.91
		I0235448	General Norfolk	Presidents Office	(60.91)
		I0235449	General Norfolk	Presidents Office	139.90
		I0235450	General Norfolk	Presidents Office	(139.90)
		I0235451	General Norfolk	Presidents Office	62.91
		I0235452	General Norfolk	Presidents Office	(62.91)
		I0235453	General Norfolk	Presidents Office	138.90
		I0235454	General Norfolk	Presidents Office	(138.90)
		I0235455	General Norfolk	Presidents Office	68.95
		I0235456	General Norfolk	Presidents Office	(68.95)
		I0235457	General Norfolk	Presidents Office	138.90
		I0235458	General Norfolk	Presidents Office	(138.90)
		I0235459	General Norfolk	Recruiting	153.70
		I0235460	General Norfolk	Recruiting	83.95
		I0235461	General Norfolk	Recruiting	16.00
		I0235463	Workforce Development Reimbursable	Workforce Development Noncredit	42.37
		I0235537	General Norfolk	Information Technology	378.78
		I0235538	Tournaments Contests and Activities	Tournaments Contests and Activities	818.24
		I0235539	Job Fair	Career Services	3,494.42
		I0235540	General Norfolk	Machining and MFG Automation	90.75
		I0235541	General Norfolk	Agriculture	133.97
		I0235542	General Norfolk	Nursing	794.71
		I0235543	Cafeteria	Cafeteria	121,884.56
		I0235544	General Norfolk	Electromechanical	148.50
		I0235545	General Norfolk	Social Sciences	200.40
		I0235546	Athletic Boosters	Athletics	2,166.60
		I0235547	General Norfolk	Plumbing	82.50
		I0235548	Classified Staff Association	Nondepartmental	303.68
Component Hardware Group, Inc	00507546	I0234291	General Norfolk	Maintenance	1,121.12
Concord Theatricals Corp	00507952	I0235421	General Norfolk	Theater	440.00
Connie L Sixta	I0064795	I0234477	General Norfolk	Dean of Business and Humanities	1,073.93
Consolidated Electrical Distributors Inc	00507794	I0231490	General Norfolk	Electrical Construction and Control	3.42
		I0231492	General Norfolk	Electrical Construction and Control	(3.42)
		I0235190	General Norfolk	Electromechanical	41,825.24
	00507884	I0235464	General Norfolk	Electromechanical	409.27
Control Management Inc	00507470	I0234490	General Norfolk	Maintenance	5,503.87
		I0234528	College of Nursing Reserve Building	College of Nursing Operations	43,047.00
	00507554	I0233775	SSC CDL Driving Range	Nondepartmental	3,838.60
		I0234601	SSC CDL Driving Range	Nondepartmental	1,535.44

		I0234604	College of Nursing Reserve Building	College of Nursing Operations	29,192.25
		I0234604	Capital Improvement Norfolk	Nondepartmental	72,692.25
	00507679	I0234889	General Norfolk	Maintenance	648.00
	00507795	I0235222	College of Nursing Reserve Building	College of Nursing Operations	17,218.80
		I0235226	College of Nursing Reserve Building	College of Nursing Operations	9,730.75
		I0235226	Capital Improvement Norfolk	Nondepartmental	24,230.75
Cornhusker Cleaning Systems Inc	00507680	I0234933	General Norfolk	Grounds	131.76
County of Cuming School District 1	00507471	I0234413	Dinklage Foundation Sch	Financial Aid	1,000.00
County of Madison	00507952	I0235436	General Norfolk	Automotive Body	15.00
		I0235436	General Norfolk	Truck Driving Noncredit Reimb	21.00
		I0235436	General Norfolk	Utility Line Off Campus	16.00
Coursedog Inc.	00507796	I0235313	General Norfolk	Teaching and Learning	44,500.00
		I0235313	General Norfolk	Web and Enterprise Systems	14,800.00
		I0235313	General Norfolk	Web and Enterprise Systems Acad	3,700.00
Crucial Click LLC	00507546	I0234275	General Norfolk	Board of Governors	9.89
		I0234276	General Norfolk	Biology and Science	9.89
		I0234276	General Norfolk	Development Office	9.89
		I0234276	General Norfolk	Student Success	19.78
	00507952	I0235386	General Norfolk	Facility Reservation and Events	9.89
		I0235387	General Norfolk	Service Center	5.93
		I0235387	General Norfolk	Service Center Academic	3.96
		I0235388	General Norfolk	Student Success	14.39
		I0235388	TRIO SSS	Student Success and Retention	9.89
		I0235389	General Norfolk	Library Services	14.39
Culligan Water Cond.	00507583	I0234619	College Center Operations	College Center Operations	90.00
Cuming County Feeders Association Inc.	00507681	I0234991	General Norfolk	Agriculture	300.00
Cummings Meeting Consultants Inc	00507546	I0234036	BHECN Hawks Counseling 83	Counseling	495.00
		I0234037	BHECN Hawks Counseling 83	Counseling	595.00
Cummins Inc	00507555	I0234607	Diesel Repair Parts	Diesel Technology	704.82
Cynthia Ann Hanson	I0064904	I0235065	General Norfolk	Workforce Development Admin	195.64
D & E Equipment Solutions Inc	00507682	I0235035	NE State CTE Funds	VP of Educational Services	22,158.81
DJS Fabrications Inc	00507952	I0235422	General Norfolk	Building Construction	131.75
Dakota Supply Group	00507473	I0234495	College Center Operations	College Center Operations	449.54
Daniel A Heikes	I0064948	I0235147	General Norfolk	Automotive Technology	487.97
Daniel Gerard Kuester	00507502	I0234445	General Norfolk	Workforce Development Noncredit	600.00
	00507714	I0235000	General Norfolk	Workforce Development Noncredit	1,366.16
Danielle Rae Gibson	I0064991	I0232776	General Norfolk	Inst Research and Analytics Acad	75.00
		I0232776	General Norfolk	Institutional Research and Analytic	75.00
Darin D Watts	I0065032	I0234596	General Norfolk	Service Center	90.00
		I0234596	General Norfolk	Service Center Academic	60.00
David D Beaudette	I0064814	I0234700	General Norfolk	Automotive Body	147.40
David Leon Cone	I0064986	I0232771	General Norfolk	Web and Enterprise Systems	120.00
		I0232771	General Norfolk	Web and Enterprise Systems Acad	30.00
DeeAnn S Zimmerman	00507857	I0235173	USDA NRCS C2A3 Workforce Training	Development Office	2,439.75

	00507950	I0235617	General Norfolk	Workforce Development Noncredit	2,840.00
Delbert J Ames	00507864	I0235563	General Norfolk	Board of Governors	259.96
Dell Marketing LP	00507886	I0235366	General Norfolk	Service Center	66.58
		I0235366	General Norfolk	Service Center Academic	44.39
Diane Davies	00507885	I0235568	General Norfolk	Board of Governors	26.80
Diane M Reikofski	I0065017	I0234587	General Norfolk	Presidents Office	150.00
Diane Marie Schultz	00507933	I0235561	General Norfolk	VP of Educational Services	250.00
Dinkel Implement Company	00507887	I0235570	General Norfolk	Grounds	(2.42)
		I0235571	General Norfolk	Grounds	17.79
DoAll Company	00507584	I0234831	General Norfolk	Welding	602.77
		I0234832	General Norfolk	Welding	415.47
Document Finishing Resources Inc	00507683	I0235036	Print Services	Print Services	313.60
Donovan Howard Ellis	00507893	I0235569	General Norfolk	Board of Governors	50.92
Downs Government Affairs LLC	00507684	I0235037	General Norfolk	Presidents Contingency	1,000.00
ESCO Institute	00507952	I0235390	Applied Tech Division Aux	Dean of Applied Technology	550.00
Eakes Inc	00507475	I0234457	Retail Services	Retail Services	81.10
	00507797	I0235326	General Norfolk	Presidents Contingency	30.00
	00507889	I0235367	College Center Operations	College Center Operations	70.32
		I0235368	General South Sioux	Custodial Services	17.88
Eastwood Automotive Group LLC	00507952	I0235391	General Norfolk	Automotive Body	114.44
Echo Group Inc	00507585	I0234800	General Norfolk	Electromechanical	317.90
	00507798	I0235327	General Norfolk	Applied Eng Training Noncredit	2,760.00
Educational Service Unit 17	00507586	I0234694	Ainsworth	Ainsworth	100.00
Electrical Engineering & Equipment Company	00507587	I0234611	General Norfolk	Maintenance	77.94
		I0234612	General Norfolk	Maintenance	207.16
		I0234613	General Norfolk	Maintenance	4.50
		I0234614	General Norfolk	Maintenance	1,290.33
		I0234798	General Norfolk	Maintenance	21.87
	00507799	I0235193	House Construction	Building Construction	157.35
		I0235194	General Norfolk	Maintenance	319.62
		I0235195	General Norfolk	Maintenance	96.42
		I0235196	General Norfolk	Maintenance	176.58
		I0235197	General Norfolk	Maintenance	57.96
		I0235198	General Norfolk	Maintenance	23.88
		I0235328	House Construction	Building Construction	236.03
	00507890	I0235369	General Norfolk	Heating Ventilation and Air Cond	62.39
		I0235370	General Norfolk	Electrical Construction and Control	31.00
		I0235467	General Norfolk	Maintenance	1,442.50
		I0235469	General Norfolk	Maintenance	350.00
		I0235666	General Norfolk	Maintenance	34.08
Elite Door LLC	00507891	I0234796	House Construction	Building Construction	4,412.00
Elkhorn Feed Center Inc	00507476	I0234297	Agriculture Production	Agriculture	155.10
		I0234298	Agriculture Production	Agriculture	316.20
		I0234299	Agriculture Production	Agriculture	1,126.04

		I0234305	General Norfolk	Veterinary Technician	5.62
		I0234447	General Norfolk	Veterinary Technician	212.12
	00507588	I0234621	Agriculture Production	Agriculture	292.24
		I0234622	Agriculture Production	Agriculture	837.15
		I0234623	Agriculture Production	Agriculture	593.27
		I0234624	Agriculture Production	Agriculture	248.04
	00507892	I0235667	General Norfolk	Veterinary Technician	159.09
Elkhorn Rural Public Power	00507589	I0234784	General Norfolk	Utilities	1,150.44
		I0234785	General Norfolk	Utilities	2,776.25
		I0234786	General Norfolk	Utilities	455.10
Ellucian Company L.P.	I0064924	I0234931	General Norfolk	Web and Enterprise Systems	7,364.80
		I0234931	General Norfolk	Web and Enterprise Systems Acad	1,841.20
		I0234932	General Norfolk	Web and Enterprise Systems	7,776.20
		I0234932	General Norfolk	Web and Enterprise Systems Acad	1,944.05
Enterprise Holdings Inc	00507477	I0234356	General Norfolk	Soccer Womens	279.29
		I0234449	General Norfolk	Grants	191.60
		I0234450	General Norfolk	Grants	316.60
	00507685	I0234915	General Norfolk	Soccer Womens	99.92
	00507894	I0235501	General Norfolk	Soccer Womens	221.62
		I0235503	General Norfolk	Golf	598.26
		I0235503	General Norfolk	Volleyball	906.90
		I0235509	General Norfolk	Automotive Technology	693.07
Environmental Systems Research Institute Inc	00507478	I0234358	General Norfolk	Agriculture	500.00
Epic Sports Inc	00507546	I0234277	General Norfolk	Baseball	248.68
Eric Daniel Ternus	I0065027	I0235600	General Norfolk	Drafting	100.50
Erin A Boyle	00507872	I0235533	General Norfolk	VP of Educational Services	250.00
Erin Elizabeth Sharpe	I0065024	I0235660	General Norfolk	Softball	50.00
Erin M McCartney Chapter 13 Trustee	00507800	I0235227	General Norfolk		940.00
Erin Michaela Kucera	I0064785	I0234503	General Norfolk	Biology and Science	95.65
Esaote North America Inc	00507952	I0235392	General Norfolk	Veterinary Technician	2,350.00
Expedia.com	00507952	I0235423	Student Services	Stu Serv Student Leadership Assn	2,001.35
		I0235423	Student Services	Student Services Student Activity	1,914.76
Faith Regional Physician Services LLC	00507479	I0234335	Emergency Medical Training	Emergency Medical Training	140.00
		I0234336	Student Services	College Nurse	34,454.81
		I0234337	General Norfolk	Basketball Mens	125.00
		I0234337	General Norfolk	Softball	175.00
	00507895	I0235523	Student Services	College Nurse	5,695.37
Farmers Educational & Cooperative Union of America	00507952	I0235393	General Norfolk	Agriculture	365.91
Federal Express Corporation	00507480	I0234332	Print Services	Print Services	45.96
		I0234497	Print Services	Print Services	94.25
	00507686	I0235038	Print Services	Print Services	27.13
		I0235039	Print Services	Print Services	60.84
Ferguson Enterprises LLC	00507590	I0234834	Vet Tech	Nondepartmental	3,371.88
Field Roland May	I0065003	I0234575	General Norfolk	Network and Infrastructure	112.50

		I0234575	General Norfolk	Network and Infrastructure Acad	37.50
First National Bank Norfolk	00507481	I0234414	General Norfolk		896.00
	00507687	I0234982	General Norfolk		916.00
	00507801	I0235228	General Norfolk		1,784.99
	00507896	I0235528	General Norfolk		916.00
Fisher Scientific Company LLC	00507591	I0234787	General Norfolk	Biology and Science	1,373.57
		I0234788	General Norfolk	Biology and Science	122.03
		I0234789	General Norfolk	Biology and Science	129.98
Flood Communications LLC	00507592	I0234618	General Norfolk	Basketball Mens	1,000.00
		I0234618	General Norfolk	Basketball Womens	1,000.00
		I0234859	DOL Apprenticeship Building America	Workforce Development Admin	2,037.00
Frontage Marketing, Inc	00507952	I0235437	Restr Plant LLC Remodel Phase 1	Nondepartmental	348.60
Full Source LLC	00507546	I0234302	Retail Services	Retail Services	160.99
Fun Time Inc	00507689	I0234992	Student Services	Student Services Student Activity	475.00
GNM LLC	00507483	I0234306	Diesel Repair Parts	Diesel Technology	32.81
		I0234451	General Norfolk	Utility Line On Campus	25.54
	00507594	I0234801	General Norfolk	Diesel Technology	1,023.43
	00507692	I0234916	General Norfolk	Automotive Technology	24.69
		I0234917	General Norfolk	Automotive Technology	16.46
		I0234918	Diesel Repair Parts	Diesel Technology	46.42
		I0234955	Agriculture Production	Agriculture	88.50
		I0234956	Agriculture Production	Agriculture	69.76
		I0234958	Diesel Repair Parts	Diesel Technology	38.69
		I0234959	Diesel Repair Parts	Diesel Technology	29.09
		I0234998	General Norfolk	Automotive Technology	103.27
		I0235040	General Norfolk	Maintenance	10.21
	00507897	I0235372	General Norfolk	Utility Line On Campus	268.52
		I0235373	General Norfolk	Maintenance	3.97
		I0235375	General Norfolk	Utility Line On Campus	939.82
		I0235678	General Norfolk	Utility Line On Campus	131.23
		I0235679	General Norfolk	Utility Line On Campus	45.14
Gabriel Edward Gaither	00507593	I0234816	CCPE Gap Assistance	Workforce Development Noncredit	156.83
Gage Stetson Weller	I0065033	I0234597	College Center Operations	College Center Operations	150.00
GameTime Sidekicks LLC	00507690	I0234939	Retail Services	Retail Services	4,343.00
Gerald Paul Guenther	I0064994	I0232779	General Norfolk	Public Relations	150.00
Gill Hauling Inc	00507691	I0235041	College Center Operations	College Center Operations	228.18
		I0235041	General South Sioux	Utilities	99.25
Gina M Holtz	I0064997	I0232782	General West Point	West Point Extended Campus	150.00
Gina Marie Krysl	I0064826	I0234716	BHECN Hawks Counseling 83	Counseling	163.48
Glass Edge Inc	00507482	I0234502	Residence Life	Residence Life	90.45
Glen R Lammers	I0064786	I0234425	General Norfolk	Applied Eng Training Noncredit	300.50
		I0234426	General Norfolk	Applied Eng Training Noncredit	198.32
Global Knowledge Solutions LLC	00507952	I0235471	Retail Services	Retail Services	246.75
Go4 Healthcare LLC	00507484	I0234525	General Norfolk	Athletics	5,460.00

	00507693	I0235042	General Norfolk	Athletics	5,460.00
	00507898	I0235376	General Norfolk	Athletics	5,460.00
Gordon Electric Supply Inc	00507546	I0234278	General Norfolk	Maintenance	767.44
Gordy's Towing & Repair	00507694	I0234925	General Norfolk	Grounds	308.30
	00507802	I0235334	General Norfolk	Grounds	208.99
		I0235335	Transportation Center	Transportation Center	59.18
		I0235336	Transportation Center	Transportation Center	67.11
		I0235337	Transportation Center	Transportation Center	66.04
Graham Tire Company of Norfolk Inc	00507899	I0235377	General Norfolk	Utility Line On Campus	57.80
Greater Sioux Falls Chamber of Commerce	00507546	I0234038	Livestock Judging	Agriculture	260.00
HCI Construction	00507698	I0235049	SSC CDL Driving Range	Nondepartmental	180,994.91
		I0235050	Restr Plant EDA Industrial Bldg	Nondepartmental	143,171.68
HD Supply Facilities Maintenance Ltd	00507485	I0234516	General Norfolk	Custodial Services	4,493.03
	00507804	I0235043	General Norfolk	Custodial Services	4,493.03
	00507900	I0235378	General Norfolk	Custodial Services	2,743.88
		I0235379	General Norfolk	Custodial Services	965.25
		I0235480	General Norfolk	Custodial Services	15,249.22
		I0235668	General Norfolk	Custodial Services	1,960.68
Hailey Nicole Holbrook	00507701	I0234993	General Norfolk	Soccer Womens	570.33
Haley Marie Mattison	I0064954	I0235237	General Norfolk	Recruiting	101.04
Hanesbrands Inc	00507696	I0234940	Retail Services	Retail Services	685.20
Harbor Freight Tools USA Inc	00507952	I0235394	General Norfolk	Automotive Body	59.94
Harte's Lawn Service Inc	00507596	I0234835	General O'Neill	Grounds	2,005.00
Hartington Shopper Inc	00507803	I0235331	General Norfolk	Marketing	385.00
Hartington Telecommunications Co. Inc	00507597	I0234790	General Norfolk	Network and Infrastructure	71.25
		I0234790	General Norfolk	Network and Infrastructure Acad	23.75
Harvard Business School Publishing Corp	00507546	I0234039	General Norfolk	Business Admin Mrktng Mngmt	197.95
Hausmann Construction Inc	00507697	I0235048	Maclay Building	Nondepartmental	746,278.20
Heartland Business Systems LLC	00507699	I0234934	General Norfolk	Network and Infrastructure	284.06
		I0234934	General Norfolk	Network and Infrastructure Acad	94.69
		I0234937	General Norfolk	Network and Infrastructure	583.12
		I0234937	General Norfolk	Network and Infrastructure Acad	194.38
		I0234938	General Norfolk	Network and Infrastructure	721.87
		I0234938	General Norfolk	Network and Infrastructure Acad	240.63
Heritage-Crystal Clean Inc.	00507486	I0234460	General Norfolk	Automotive Body	335.55
		I0234461	General Norfolk	Safety and Security Services	306.00
Herrick Farms Inc	00507487	I0234412	General Norfolk	Workforce Development Noncredit	225.00
	00507598	I0234783	General Norfolk	Presidents Office	553.94
	00507901	I0235484	General Norfolk	Workforce Development Noncredit	250.00
		I0235486	General Norfolk	Workforce Development Noncredit	225.00
Hobart Institute of Welding Technology	00507488	I0234458	Retail Services	Retail Services	276.33
Hobby Lobby Stores Inc	00507700	I0235044	Student Activities Council	Student Clubs and Organizations	215.76
Honorlock Inc.	00507489	I0234535	General Norfolk	Teaching and Learning	480.00
	00507702	I0234919	General Norfolk	Teaching and Learning	3,180.00

Huff Construction - Nebraska LLC	00507490	I0234395	Restr Plant LLC Remodel Phase 2	Nondepartmental	35,294.74	
	00507703	I0235060	Residence Life	Residence Life	1,653.84	
	00507902	I0235513	Restr Plant LLC Remodel Phase 1	Nondepartmental	47,410.60	
Huse Publishing Company	00507491	I0234424	General Norfolk	Presidents Contingency	13.50	
	00507704	I0235047	General Norfolk	Presidents Contingency	18.00	
	00507805	I0235097	General Norfolk	Board of Governors	14.86	
		I0235098	General Norfolk	Marketing	18.29	
Hy-Capacity Inc	00507492	I0234300	Diesel Repair Parts	Diesel Technology	1,452.27	
		I0234301	Diesel Repair Parts	Diesel Technology	151.33	
	00507705	I0234688	Diesel Repair Parts	Diesel Technology	126.83	
		I0234689	Diesel Repair Parts	Diesel Technology	(118.44)	
Hy-Vee Inc	00507599	I0234620	General Norfolk	Veterinary Technician	47.70	
	00507806	I0235332	General Norfolk	Veterinary Technician	24.72	
ICM Distributing Company Inc	00507706	I0235008	Retail Services	Retail Services	163.00	
IDSC Holdings LLC	00507903	I0235680	General Norfolk	Diesel Technology	102.17	
		I0235681	General Norfolk	Wind Energy	9,666.20	
Ike C Rayford	00507637	I0234731	General Norfolk	Workforce Development Noncredit	24,925.00	
Info-Tech Research Group Inc.	00507493	I0234529	General Norfolk	VP of Technology Services	47,298.60	
		I0234529	General Norfolk	VP of Technology Services Academic	31,532.40	
		I0234378	General Norfolk	Web and Enterprise Systems	12,830.40	
Informatica LLC	00507494	I0234378	General Norfolk	Web and Enterprise Systems Acad	3,207.60	
		I0234378	General Norfolk	Web and Enterprise Systems Acad	3,207.60	
		I0234453	General Norfolk	Network and Infrastructure	1,875.00	
		I0234453	General Norfolk	Network and Infrastructure Acad	625.00	
Intellicom Computer Consulting Inc	00507495	I0234453	General Norfolk	Network and Infrastructure	1,875.00	
		I0234453	General Norfolk	Network and Infrastructure Acad	625.00	
	00507707	I0235045	General Norfolk	Network and Infrastructure	1,875.00	
		I0235045	General Norfolk	Network and Infrastructure Acad	625.00	
Interactive Communications International Inc	00507600	I0234671	Retail Services	Retail Services	266.75	
Iowa State University of Science and Technology	00507546	I0234303	Retail Services	Retail Services	473.74	
Island Supply Welding Company	00507601	I0234791	General Norfolk	Welding	334.35	
		I0234792	General Norfolk	Welding	207.20	
		I0234793	General Norfolk	Welding	302.50	
		I0234794	General Norfolk	Heating Ventilation and Air Cond	73.74	
	00507905	I0235380	General Norfolk	Automotive Body	22.85	
	Ivy Tech Community College of Indiana	00507708	I0234996	USDA NRCS Cooperative Ag Agreement	Agriculture	1,291.69
	J and B Tool Sales	00507546	I0234279	General Norfolk	Automotive Body	102.51
		00507952	I0235397	General Norfolk	Automotive Body	53.64
J&A Sanitation LLC	00507602	I0234860	SSC CDL Driving Range	Nondepartmental	495.00	
J.J. Keller & Associates Inc	00507906	I0235382	General Norfolk	Truck Driving Noncredit Reimb	837.34	
JMTB Enterprises	00507952	I0235396	General Norfolk	Electrical Construction and Control	319.80	
JOMAST Corporation	00507497	I0234388	Retail Services	Retail Services	83.80	
		I0234389	Retail Services	Retail Services	104.02	
		I0234390	Retail Services	Retail Services	137.12	
		I0234391	Retail Services	Retail Services	137.40	
		I0234392	Retail Services	Retail Services	114.50	
	00507603	I0234626	Concessions	Concessions	359.97	
		I0234626	Concessions	Concessions	359.97	

		10234718	Retail Services	Retail Services	134.12
James Allen Bruegman	10064981	10232766	General Norfolk	Maintenance	150.00
Janel Marie Walton	10065031	10235605	General Norfolk	Student Success	140.70
Janet Marie Johnson	10064907	10235071	General Norfolk	Disability Services	100.50
Jay W Grote	10064820	10234706	General Norfolk	Network and Infrastructure	46.23
		10234706	General Norfolk	Network and Infrastructure Acad	15.41
Jeanie M Wilken	10065035	10234598	General Norfolk	Custodial Services	150.00
Jeffery David Hoffman	10064950	10235151	General Norfolk	Institutional Accreditation	7.50
Jeffrey Max Scherer	00507932	10235594	General Norfolk	Board of Governors	48.24
Jenna Marie Jelinek	00507496	10234501	General Norfolk	Workforce Development Noncredit	3,972.69
Jennifer Lynn Phipps	10064960	10235315	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	1,600.00
Jerrett Jeffrey Mills	10065007	10234578	General Norfolk	Athletics	150.00
Jessie M Seifert	10065023	10234592	General Norfolk	Safety and Security Services	150.00
Jill M Heemstra	10064905	10235066	General Norfolk	Agriculture	335.54
John J. Krumrey	00507546	10234280	General Norfolk	Maintenance	289.95
John M Sikes	00507546	10234287	Athletic Boosters	Athletics	90.50
John Wiley & Sons Inc	00507907	10235554	General Norfolk	Disability Services	180.80
Johnson Controls US Holdings LLC	10064802	10234459	General Norfolk	Maintenance	875.11
		10064925	General Norfolk	Maintenance	1,729.46
Jones & Bartlett Learning LLC	00507498	10234487	Retail Services	Retail Services	1,019.70
	00507709	10235016	Retail Services	Retail Services	34.46
		10235017	Retail Services	Retail Services	6,676.61
		10235018	Retail Services	Retail Services	425.85
Joni C Cassidy	10064784	10234423	General Norfolk	Recruiting	584.29
		10064982	General Norfolk	Recruiting	587.40
Joshua Dean Clark	10064985	10232770	General Norfolk	Basketball Mens	150.00
Joshua Dewayne Mattson	10064788	10234474	General Norfolk	Emergency Medical Training	75.00
Julie Younkin LLC	10064926	10234952	USDA NRCS C2A3 Workforce Training	Development Office	3,501.93
KBC Inc	00507604	10234795	General Norfolk	Heating Ventilation and Air Cond	10,966.80
Kaesar & Blair Inc	00507499	10234427	General Norfolk	Recruiting	827.00
		10234429	General Norfolk	Recruiting	863.28
		10234434	General Norfolk	Extended Campus	952.85
	00507807	10235343	General Norfolk	Electrical Construction and Control	918.25
	00507908	10235384	General Norfolk	Agriculture	2,111.75
Kasey Irene Foster	00507688	10235051	General Norfolk	Workforce Development Noncredit	300.00
Kassandra Lynn Wessendorf	10065034	10235606	General Norfolk	Veterinary Technician	863.97
Katherine A Towler	10064966	10235156	General South Sioux	South Sioux City Extended Campus	28.14
		10065029	General South Sioux	South Sioux City Extended Campus	150.00
		10235603	General South Sioux	South Sioux City Extended Campus	97.82
Kathy Lynne Goodwater	10064903	10235064	Residence Life	Residence Life	9.90
Kathy Sue Timmerman	10064918	10235090	General O'Neill	O'Neill Extended Campus	16.08
		10065028	Classified Staff Association	Nondepartmental	5.83
Katie Marie Brummels	10064815	10234701	Student Nurses Association	Student Clubs and Organizations	127.59
Kayla Marjorie Burdick	10064900	10235059	ECAP-Early College Access Project	Early College	103.18

		I0235059	General Norfolk	Early College	309.54
Kelly Jeanne Perley	I0064959	I0235253	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Kelly Supply Company	00507500	I0234436	Cafeteria	Cafeteria	14.41
		I0234438	General Norfolk	Maintenance	27.20
		I0234439	General Norfolk	Maintenance	11.99
		I0234440	General Norfolk	Grounds	121.44
		I0234441	General Norfolk	Maintenance	70.95
		I0234442	General Norfolk	Maintenance	42.64
		I0234444	General Norfolk	Maintenance	20.60
		I0234527	General Norfolk	Maintenance	31.27
	00507605	I0234802	General Norfolk	Diesel Technology	589.51
		I0234803	Diesel Repair Parts	Diesel Technology	55.54
		I0234804	Diesel Repair Parts	Diesel Technology	14.82
		I0234805	Cafeteria	Cafeteria	14.69
	00507710	I0234891	General Norfolk	Utility Line On Campus	94.03
	00507808	I0235199	General Norfolk	Maintenance	18.55
		I0235200	General Norfolk	Maintenance	9.55
		I0235201	General Norfolk	Maintenance	114.07
		I0235202	General Norfolk	Maintenance	97.68
		I0235203	General Norfolk	Maintenance	43.34
	00507909	I0235488	General Norfolk	Maintenance	23.38
		I0235685	General Norfolk	Maintenance	6.50
Ken's Trailer Sales & Repair	00507711	I0234926	General Norfolk	Utility Line On Campus	192.35
Kenneth Frank Hamsa	00507695	I0234921	General Norfolk	Music	26.00
Kevin Lee Furstenau	I0064990	I0232775	General Norfolk	Network and Infrastructure	112.50
		I0232775	General Norfolk	Network and Infrastructure Acad	37.50
Kevin M McLouth	I0064955	I0235153	General Norfolk	Music	743.38
Keystone Automotive Industries Inc	00507712	I0234999	General Norfolk	Automotive Body	331.24
Kimberly Ann Andersen	I0064813	I0234699	DOL Apprenticeship Building America	Workforce Development Admin	196.98
KnowledgeConnex LLC	00507606	I0234702	General Norfolk	Health Information Mgmt Systems	200.00
Koch's Hi-Way Service LLC	00507501	I0234446	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	370.90
	00507713	I0235010	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	261.07
Kory Jon Hildebrand	I0064906	I0235067	General Norfolk	Utility Line Off Campus	1,567.88
	I0064996	I0232781	General Norfolk	Utility Line Off Campus	150.00
		I0235583	General Norfolk	Utility Line Off Campus	237.50
Kristy J Sandman	I0064830	I0234727	General South Sioux	South Sioux City Extended Campus	125.29
L2Brands LLC	00507607	I0234635	Retail Services	Retail Services	714.44
		I0234636	Retail Services	Retail Services	900.91
		I0234637	Retail Services	Retail Services	593.86
		I0234638	Retail Services	Retail Services	619.20
		I0234639	Retail Services	Retail Services	613.96
		I0234640	Retail Services	Retail Services	683.38
		I0234641	Retail Services	Retail Services	730.80
		I0234642	Retail Services	Retail Services	458.02

		I0234643	Retail Services	Retail Services	412.56
		I0234644	Retail Services	Retail Services	798.84
		I0234645	Retail Services	Retail Services	770.04
		I0234646	Retail Services	Retail Services	795.26
		I0234658	Retail Services	Retail Services	321.06
		I0234659	Retail Services	Retail Services	371.57
		I0234660	Retail Services	Retail Services	410.57
		I0234661	Retail Services	Retail Services	418.07
		I0234662	Retail Services	Retail Services	423.63
	00507809	I0235351	Retail Services	Retail Services	1,139.34
Label Industries Inc	00507546	I0234281	General Norfolk	Automotive Technology	340.92
		I0234282	General Norfolk	Automotive Body	100.79
Lacie Dea Gillaspay	I0064947	I0235249	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Laerdal Medical Corp	00507608	I0233765	General Norfolk	Allied Health Ed Noncredit	3,781.62
		I0234837	General Norfolk	Paramedic	1,806.47
Lai-Monte Hunter	I0064951	I0235152	General Norfolk	Student Life	57.62
		I0235234	General Norfolk	Student Life	57.62
	I0064998	I0232783	General Norfolk	Student Life	150.00
Lakeshirts Inc	00507910	I0235658	Retail Services	Retail Services	115.50
		I0235659	Retail Services	Retail Services	1,240.50
Lang Diesel Inc.	00507609	I0234602	General Norfolk	Grounds	542.53
	00507911	I0235491	General Norfolk	Grounds	5.61
		I0235492	General Norfolk	Grounds	(5.61)
		I0235493	General Norfolk	Grounds	5.22
Larry Alan Oetken	I0064828	I0234719	General Norfolk	Utility Line Off Campus	40.00
		I0234719	Nebraska Rural Electric Association	Utility Line Off Campus	454.50
	I0065011	I0234582	Nebraska Rural Electric Association	Utility Line Off Campus	150.00
Laura Lynn Schwanebeck	I0064792	I0234472	General Norfolk	Personnel Development	1,000.00
		I0234472	General Norfolk	Physical Therapist Administration	289.33
Lawrence Andrew Dolezal	00507888	I0235527	Media Arts Club	Student Clubs and Organizations	1,000.00
LeVon McAllister	00507914	I0235557	General Norfolk	Human Resources	738.74
Leah A Barrett	I0064976	I0232761	General Norfolk	Presidents Office	450.00
Legacy Leadership LLC	00507715	I0234972	USDA NRCS C2A3 Workforce Training	Development Office	2,608.14
	00507912	I0235555	General Norfolk	Workforce Development Noncredit	750.00
Lina Traslavina Stover	00507767	I0234985	General Norfolk	Recruiting	1,500.00
Lisa Lynn Belz	I0064941	I0235144	General Norfolk	Career Services	117.92
Little Priest Tribal College	00507610	I0233767	General Norfolk	Little Priest Tribal College	12,669.38
Long Lines Siouxland	00507716	I0235046	College Center Operations	College Center Operations	93.95
Lorena Rivas	I0064961	I0235254	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Loretta Jean Brabec	I0064978	I0232763	General Norfolk	Custodial Services	150.00
Lori Ann Trowbridge	I0064835	I0234732	Student Services	Student Services Student Activity	124.69
	I0065030	I0234595	General Norfolk	Union 73	150.00
Love Signs Inc	00507717	I0234806	General Norfolk	Center for Global Engagment	21.00
		I0234806	General Norfolk	Student Success	110.00

		I0234806	TRIO SSS	Student Success and Retention	21.00
Lucas John Reichlinger	I0065016	I0235590	Information Technology Club	Student Clubs and Organizations	88.60
MV Corporation Inc	00507726	I0234912	Retail Services	Retail Services	1,158.50
		I0234913	Retail Services	Retail Services	222.00
		I0234914	Retail Services	Retail Services	824.00
	00507918	I0235494	Retail Services	Retail Services	897.00
		I0235495	Retail Services	Retail Services	1,064.00
		I0235496	Retail Services	Retail Services	636.00
		I0235497	Retail Services	Retail Services	385.98
		I0235499	Retail Services	Retail Services	2,384.71
		I0235500	Retail Services	Retail Services	390.00
MWI Veterinary Supply Company	00507510	I0234345	General Norfolk	Veterinary Technician	271.20
	00507614	I0234606	General Norfolk	Veterinary Technician	433.93
		I0234610	General Norfolk	Veterinary Technician	204.28
	00507813	I0235300	General Norfolk	Veterinary Technician	529.52
		I0235314	General Norfolk	Veterinary Technician	96.80
Marcus James Clapp	I0064984	I0232769	General Norfolk	Baseball	150.00
	00507674	I0234981	General Norfolk	Baseball	2,170.00
Maria Angeles Gonzalez	I0064819	I0234705	General Norfolk	Recruiting	120.60
Maria Christina Loera	I0065002	I0235586	General Norfolk	Recruiting	99.16
Marrons Convenience and Service LLC	00507611	I0234848	General Norfolk	Utility Line Off Campus	96.50
Marubeni America Corporation	00507913	I0235652	Agriculture Production	Agriculture	4,991.05
		I0235654	Agriculture Production	Agriculture	1,976.80
		I0235655	Agriculture Production	Agriculture	772.13
		I0235656	Agriculture Production	Agriculture	10,038.15
		I0235657	Agriculture Production	Agriculture	4,269.80
Matheson Tri-Gas Inc	00507503	I0234346	General Norfolk	Welding	678.54
	00507612	I0234603	General Norfolk	Veterinary Technician	823.68
	00507718	I0235089	General Norfolk	Welding	318.45
Matthew J McCarthy	I0064789	I0234432	General Norfolk	Criminal Justice	201.00
	I0064827	I0234717	General Norfolk	Criminal Justice	402.00
Matthew J Svehla	I0065026	I0234593	General Norfolk	Basketball Womens	150.00
Matthew S Nelson	I0064957	I0235241	General Norfolk	Heating Ventilation and Air Cond	1,016.12
		I0235242	General Norfolk	Utility Line Off Campus	50.00
		I0235244	General Norfolk	Heating Ventilation and Air Cond	152.09
	I0065009	I0234580	General Norfolk	Utility Line Off Campus	150.00
McArthur Sheet Metal Works Co	00507810	I0235175	General Norfolk	Welding	685.00
Menards CC	00507613	I0234627	General Norfolk	Custodial Services	214.48
		I0234627	General Norfolk	Maintenance	156.64
		I0234627	Residence Life	Residence Life	59.44
Menards Inc	00507504	I0234347	General Norfolk	Electromechanical	17.35
		I0234348	General Norfolk	Electromechanical	91.86
		I0234537	General Norfolk	Electromechanical	6.98
		I0234540	House Construction	Building Construction	119.79

		I0234541	House Construction	Building Construction	1,559.48
	00507719	I0235085	House Construction	Building Construction	145.65
	00507811	I0235128	NSF Urban Ag ATE	Agriculture	675.47
		I0235129	General Norfolk	Nondepartmental	(11.12)
		I0235130	General Norfolk	Nondepartmental	(45.54)
		I0235131	General Norfolk	Nondepartmental	(171.09)
		I0235132	General Norfolk	Nondepartmental	(296.19)
		I0235133	General Norfolk	Nondepartmental	(151.53)
		I0235149	General Norfolk	Biology and Science	32.59
		I0235149	General Norfolk	Chemistry	29.91
		I0235150	General Norfolk	Nondepartmental	(62.50)
		I0235299	House Construction	Building Construction	34.75
	00507915	I0235506	House Construction	Building Construction	94.50
		I0235507	General Norfolk	Utility Line On Campus	158.00
		I0235508	General Norfolk	Electromechanical	245.32
Merri Beth Schneider	I0065020	I0234589	General O'Neill	O'Neill Extended Campus	150.00
		I0235595	General O'Neill	O'Neill Extended Campus	931.22
Michael J Walkowiak	00507846	I0235231	General Norfolk	Human Resources	149.41
Michael R Cooper	I0064817	I0234703	General Norfolk	Veterinary Technician	1,422.23
	I0064944	I0235146	General Norfolk	Veterinary Technician	168.00
Michael S Roeber	I0064962	I0235246	Livestock Judging	Agriculture	1,291.73
Michela M Keeler-Strom	I0064825	I0234715	General Norfolk	Dean of Academic Outreach	98.49
	I0065000	I0233086	General Norfolk	Dean of Academic Outreach	150.00
		I0235585	General Norfolk	Extended Campus	97.82
Microsoft Corporation	00507546	I0234292	General Norfolk	Information Technology	54.24
		I0234292	General Norfolk	Web and Enterprise Systems	2.65
		I0234292	General Norfolk	Web and Enterprise Systems Acad	0.66
	00507952	I0235438	General Norfolk	Web and Enterprise Systems	2.66
		I0235438	General Norfolk	Web and Enterprise Systems Acad	0.67
Mid Iowa Refrigeration Inc	00507812	I0235158	Cafeteria	Cafeteria	1,065.36
Mid-State Eng & Testing Inc	00507505	I0234539	SSC CDL Driving Range	Nondepartmental	1,343.00
		I0234545	Maclay Building	Nondepartmental	3,174.00
Mid-West 3D Solutions LLC	00507506	I0234544	General Norfolk	Drafting	6,475.00
MidAmerican Energy Company	00507720	I0234920	College Center Operations	College Center Operations	2,097.79
	00507916	I0235510	General South Sioux	Utilities	135.30
Midwest Alarm Company Inc	00507721	I0235093	College Center Operations	College Center Operations	76.85
Midwest Automatic Fire Sprinkler Company	00507722	I0234862	College Center Operations	College Center Operations	837.20
Midwest Sound & Lighting Inc	00507917	I0235476	General Norfolk	Theater	1,566.90
Mike Murach & Associates	00507507	I0234360	Retail Services	Retail Services	618.80
Mikes Visions	00507508	I0234504	Athletic Boosters	Athletics	220.00
Minnesota State Colleges and Universities	00507723	I0234922	USDA NRCS C2A3 Workforce Training	Development Office	3,400.00
		I0234949	USDA NRCS Cooperative Ag Agreement	Agriculture	6,336.57
Missouri River Ground Maintenance LLC	00507509	I0234498	College Center Operations	College Center Operations	6,675.00
		I0234498	General South Sioux	Grounds	7,787.50

Mitchell Repair Information Company LLC	00507724	I0235083	General Norfolk	Diesel Technology	1,871.00
Mocall	00507952	I0235424	CHS Precision Ag	Agriculture	1,016.99
Moran Technology Consulting Inc	00507725	I0235091	General Norfolk	Security and Technology Serv Acad	45.00
		I0235091	General Norfolk	Security and Technology Services	405.00
MiWrX Inc	00507952	I0235398	General Norfolk	Welding	224.15
Myers Tire Supply Distribution Inc	00507727	I0234924	General Norfolk	Diesel Technology	1,290.00
NACTA	00507546	I0234040	General Norfolk	Agriculture	100.00
NASPA	00507952	I0235425	General Norfolk	Student Life	80.00
		I0235426	General Norfolk	Student Life	525.00
NCS Pearson	00507952	I0235399	Adult Education HS Equivalency	Adult Education	279.60
NECC	00507519	I0234415	General Norfolk	Health Information Mgmt Systems	128.00
	00507619	I0234673	General Norfolk	EMT Paramedic Administration	50.00
	00507620	I0234615	Retail Services	Retail Services	40.00
		I0234616	Retail Services	Retail Services	75.00
	00507621	I0234675	General Norfolk	Facility Reservation and Events	11.00
		I0234675	General Norfolk	Maintenance	9.09
		I0234675	Residence Life	Residence Life	92.00
		I0234675	Information Technology Club	Student Clubs and Organizations	36.64
		I0234675	eSports Club	Student Clubs and Organizations	33.25
	00507735	I0234983	General Norfolk	Utility Line Off Campus	40.00
	00507819	I0235134	General Norfolk	Business Admin Mrktng Mngmt	128.00
NECC Foundation	I0054803	I0234465	General Norfolk		4,535.02
	00507622	I0234674	Chamber of Commerce Sch	Financial Aid	1,000.00
NREA	00507628	I0234842	General Norfolk	Utility Line On Campus	375.00
Nasco Education LLC	00507615	I0234629	General Norfolk	Physics	87.83
Natalie Rose James	I0064952	I0235251	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
National Association For Campus Activities	00507511	I0234506	General Norfolk	Union 73	1,225.00
National Association of Branch Campus Admin	00507728	I0234994	General Norfolk	Dean of Academic Outreach	825.00
	00507814	I0235139	General Norfolk	Extended Campus	335.00
National Council of Instructional Administrators	00507616	I0234696	General Norfolk	VP of Educational Services	300.00
National Student Nurses Association Inc	00507729	I0235052	Student Nurses Association	Student Clubs and Organizations	1,791.00
Navigator Motorcoaches Inc	00507512	I0234349	Building Construction Club	Student Clubs and Organizations	1,415.00
NeASFAA	00507815	I0235140	General Norfolk	Financial Aid	750.00
Nebraska Air Filter Inc	00507513	I0234556	General Norfolk	Maintenance	4,810.44
	00507816	I0235177	General Norfolk	Maintenance	275.33
Nebraska Association of SkillsUSA Inc	00507514	I0234560	General Norfolk	SkillsUSA	7,280.00
		I0234562	General Norfolk	SkillsUSA	950.00
	00507730	I0235053	General Norfolk	SkillsUSA	5,000.00
Nebraska Corn Growers Association	00507546	I0234041	General Norfolk	Agriculture	190.00
Nebraska Counseling Association	00507546	I0234042	General Norfolk	Human Services	65.00
Nebraska FCCLA Association	00507817	I0235230	General Norfolk	Recruiting	300.00
Nebraska FFA Foundation	00507952	I0235427	General Norfolk	Recruiting	100.00
Nebraska Health Care Association	00507731	I0235092	CCPE Gap Assistance	Workforce Development Noncredit	150.00
Nebraska Indian Community College	00507617	I0233764	General Norfolk	NECC and NICC Agreement	39,715.22

Nebraska Interactive LLC	00507546	I0234293	General Norfolk	VP of Student Services	1.00	
	00507952	I0235439	General Norfolk	VP of Student Services	6.00	
Nebraska Juvenile Justice Association	00507515	I0234517	General Norfolk	Academy for Professional Develop	175.00	
Nebraska Notary Association	00507516	I0234492	General Norfolk	Human Resources	161.00	
	00507732	I0234864	General Norfolk	Human Resources	77.00	
Nebraska Public Power District	00507517	I0234563	General Norfolk	Utilities	119.00	
		I0234564	General Norfolk	Utilities	60.53	
		I0234565	General Norfolk	Utilities	63.77	
		I0234566	General Norfolk	Utilities	166.59	
		I0234567	Residence Life	Residence Life	46.41	
	00507733	I0234927	General Norfolk	Utilities	53.59	
		I0234928	General Norfolk	Utilities	38.68	
		I0234929	General Norfolk	Utilities	61.64	
		I0234930	General O'Neill	Utilities	715.14	
	00507734	I0234881	Maclay Building	Nondepartmental	2,038.37	
	00507919	I0235621	General Norfolk	Utilities	286.64	
		I0235622	General Norfolk	Utilities	199.06	
		I0235623	General Norfolk	Utilities	45.00	
		I0235624	General Norfolk	Utilities	1,795.20	
		I0235625	General Norfolk	Utilities	1,904.40	
		I0235626	General Norfolk	Utilities	3,345.93	
		I0235627	General Norfolk	Utilities	51,151.10	
		I0235628	General Norfolk	Utilities	59.97	
		I0235629	General Norfolk	Utilities	38.56	
		I0235630	General Norfolk	Utilities	105.34	
I0235631		Residence Life	Residence Life	42.00		
I0235632		General Norfolk	Utilities	107.55		
Nebraska State College Board of		00507518	I0234518	College Center Operations	College Center Operations	230.81
			I0234518	General Norfolk	Dean of Academic Outreach	37.64
		00507618	I0234573	General Norfolk	Accounting	1.70
	I0234573		General Norfolk	Administrative Professional	0.76	
	I0234573		Adult Education HS Equivalency	Adult Education	64.27	
	I0234573		Adult Education Regular	Adult Education	73.15	
	I0234573		General Norfolk	Allied Health Ed Noncredit	85.50	
	I0234573		General Norfolk	Allied Health Education Credit	155.37	
	I0234573		General Norfolk	Art	0.11	
	I0234573		General Norfolk	Behavioral Sciences Gen Academic	10.91	
	I0234573		General Norfolk	Biology and Science	96.18	
	I0234573		General Norfolk	Business Admin Mrktng Mngmt	141.54	
	I0234573		General Norfolk	Chemistry	2.50	
	I0234573		College Center Operations	College Center Operations	17.21	
	I0234573		General Norfolk	Criminal Justice	0.58	
	I0234573		Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	2.82	
	I0234573		General Norfolk	Economics General Academic	0.48	

		I0234573	General Norfolk	Education	8.64
		I0234573	General Norfolk	English General Academic	3.25
		I0234573	General Norfolk	English Transitional	3.20
		I0234573	General Norfolk	Human Services	0.36
		I0234573	General Norfolk	Learning Skills and Career Planning	0.93
		I0234573	General Norfolk	Math General Academic	1.53
		I0234573	General Norfolk	Music	4.12
		I0234573	General Norfolk	Recruiting	5.26
		I0234573	General Norfolk	Social Sciences	7.43
		I0234573	General South Sioux	South Sioux City Extended Campus	41.51
		I0234573	General Norfolk	Testing Services	0.58
		I0234573	General Norfolk	Truck Driving Noncredit Reimb	6.46
		I0234573	General Norfolk	Tutor and Writers Clinic	0.53
		I0234573	General Norfolk	Welding	0.01
		I0234573	General Norfolk	Workforce Development Admin	72.41
		I0234573	General Norfolk	Workforce Development Noncredit	45.41
	00507818	I0235141	College Center Operations	College Center Operations	230.81
		I0235141	General Norfolk	Dean of Academic Outreach	37.64
Nebraska Wesleyan University	00507920	I0235558	Tournaments Contests and Activities	Tournaments Contests and Activities	200.00
NebraskaLink Holdings LLC	I0064838	I0234631	College Center Operations	College Center Operations	743.30
		I0234631	General Norfolk	Network and Infrastructure	1,377.20
		I0234631	General Norfolk	Network and Infrastructure Acad	459.07
Neil Enterprises	00507921	I0235682	Retail Services	Retail Services	635.31
		I0235683	Retail Services	Retail Services	145.09
		I0235684	Retail Services	Retail Services	171.64
		I0235687	Retail Services	Retail Services	146.99
		I0235688	Retail Services	Retail Services	299.20
		I0235689	Retail Services	Retail Services	254.50
		I0235690	Retail Services	Retail Services	526.08
		I0235691	Retail Services	Retail Services	531.64
		I0235692	Retail Services	Retail Services	429.29
		I0235693	Retail Services	Retail Services	633.53
Nelnet Business Solutions	00507922	I0235511	General Norfolk	Student Accounts and Cashiering	1,588.56
Nicole Joy Sedlacek	00507934	I0235596	General Norfolk	Board of Governors	364.48
Norfolk Area Chamber of Commerce	00507623	I0234574	General Norfolk	Development Office	12.00
		I0234574	General Norfolk	Presidents Office	10.00
Norfolk Area United Way Inc	I0064804	I0234466	General Norfolk		137.17
Norfolk Arts Center	00507624	I0234844	Student Services	Student Services Fee	50.00
Norfolk Country Club	00507736	I0234865	General Norfolk	Presidents Office	14.26
		I0234866	General Norfolk	Presidents Office	14.26
Norfolk Family YMCA	00507625	I0234697	Student Services	Student Services Student Activity	300.00
Norfolk Implement Inc	00507520	I0234350	General Norfolk	Grounds	1,918.00
		I0234351	General Norfolk	Grounds	23.98
Norfolk Iron & Metal	00507924	I0235512	General Norfolk	Automotive Body	117.00

Norfolk Lodge & Suites LLC	00507626	I0234605	ECAP-Early College Access Project	Early College	113.00
	00507737	I0234935	General Norfolk	Human Resources	113.00
		I0234936	General Norfolk	Human Resources	113.00
Norfolk Youth Baseball Inc.	00507521	I0234519	General Norfolk	Presidents Office	450.00
Norlem Technology Consulting Inc	00507522	I0234352	General Norfolk	Security and Technology Serv Acad	0.00
		I0234352	General Norfolk	Security and Technology Services	0.00
		I0234352	NEMA NSCS Cybersecurity	Security and Technology Services	20,000.00
Norman L Slama	00507764	I0235086	Agriculture Production	Agriculture	2,300.00
North Carolina Farms Inc	00507820	I0235250	Horticulture Club	Student Clubs and Organizations	583.21
Northcentral Technical College District	00507627	I0234600	USDA NRCS Cooperative Ag Agreement	Agriculture	5,494.25
	00507821	I0235176	USDA NRCS C2A3 Workforce Training	Development Office	3,400.00
Northeast Iowa Community College	00507523	I0234353	USDA NRCS Cooperative Ag Agreement	Agriculture	1,317.68
Northeast Shoppers LLC	00507738	I0235094	General Norfolk	Marketing	200.75
O'Brien Industries	00507524	I0234500	Scott Schlars	Student Success and Retention	438.83
O'Neill Fire and Safety Services Inc	00507739	I0234867	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	76.00
O'Neill Shopper	00507629	I0234632	General Norfolk	Marketing	17.00
O'Reilly Auto Enterprises LLC	00507630	I0234633	General Norfolk	Automotive Technology	41.03
		I0234634	General Norfolk	Automotive Technology	100.80
	00507740	I0234971	General Norfolk	Automotive Technology	37.07
ODP Business Solutions LLC	00507525	I0234366	Retail Services	Retail Services	93.05
	00507631	I0234647	Retail Services	Retail Services	11.70
		I0234648	Retail Services	Retail Services	90.94
		I0234649	Retail Services	Retail Services	37.99
		I0234650	Retail Services	Retail Services	129.98
		I0234651	Retail Services	Retail Services	111.66
		I0234654	Retail Services	Retail Services	106.96
		I0234655	Retail Services	Retail Services	170.21
		I0234656	Retail Services	Retail Services	34.03
	00507822	I0235210	Retail Services	Retail Services	175.38
		I0235211	Retail Services	Retail Services	797.37
Oceanna Jade Solis	00507538	I0234478	Residence Life	Residence Life	62.24
Omaha Paper Company Inc	00507526	I0234357	Print Services	Print Services	13,864.00
	00507632	I0234652	Print Services	Print Services	57.66
		I0234653	General Norfolk	Graphic Design	105.02
Omaha Truck Center Company Inc	00507633	I0234713	Diesel Repair Parts	Diesel Technology	8.68
	00507823	I0235204	Diesel Repair Parts	Diesel Technology	410.00
Omaha Zoological Society	00507824	I0233110	Early Childhood Club	Student Clubs and Organizations	142.50
		I0233116	Early Childhood Club	Student Clubs and Organizations	200.00
	00507925	I0233116	Early Childhood Club	Student Clubs and Organizations	200.00
	00507926	I0233110	Early Childhood Club	Student Clubs and Organizations	142.50
OneNeck IT Solutions LLC	00507741	I0234868	General Norfolk	Network and Infrastructure	4,556.25
		I0234868	General Norfolk	Network and Infrastructure Acad	1,518.75
Oriental Trading Company Inc	00507952	I0235400	General Norfolk	Institutional Effectiveness	365.98
P&K Solutions LLC	00507742	I0235095	Agriculture Production	Agriculture	70.00

PSI Services Inc	00507529	I0234359	General Norfolk	Veterinary Technician	680.00
Parts Town LLC	00507546	I0234283	General Norfolk	Maintenance	1,057.49
	00507952	I0235401	General Norfolk	Maintenance	165.98
		I0235402	General Norfolk	Maintenance	82.59
		I0235403	General Norfolk	Maintenance	444.85
Pasco Scientific	00507952	I0235404	General Norfolk	Physics	563.00
Patricia Sue Wojcik	00507949	I0235607	General Norfolk	Board of Governors	1,374.92
Paula Jacqueline Gascoigne	I0064902	I0235063	General Norfolk	Financial Aid	69.68
Pearson	00507744	I0235055	General Norfolk	Math Readiness Match	8,340.00
Pella Products Inc	00507745	I0233092	Retail Services	Retail Services	2,821.50
Pens Etc. Inc	00507527	I0234367	Retail Services	Retail Services	236.12
	00507634	I0234737	Retail Services	Retail Services	19.50
		I0234738	Retail Services	Retail Services	188.41
		I0235529	Retail Services	Retail Services	136.68
Peregrine Radiology LLC	00507825	I0235159	Veterinarian Technician Services	Veterinary Technician	369.00
Performance Health Supply, Inc	I0064839	I0234723	General Norfolk	Health PE Rec	102.39
Pocket Nurse Enterprises Inc	00507635	I0234724	General Norfolk	Nursing	1,463.90
		I0234725	General Norfolk	Nursing	181.95
	00507746	I0234954	General Norfolk	Nursing	8,221.86
Popplers Music Inc	00507747	I0234957	General Norfolk	Music	71.55
Porter Trustin Carlson Co	00507528	I0234572	General Norfolk	Maintenance	5,940.00
Precision Marketing & Sales Inc	00507826	I0235218	Retail Services	Retail Services	39.31
Precision Technology Inc	00507748	I0234960	Residence Life	Residence Life	4,000.00
Prime Sanitation	00507636	I0234728	Cafeteria	Cafeteria	507.29
		I0234728	College of Nursing Operations	College of Nursing Operations	168.90
		I0234728	Residence Life	Residence Life	1,373.63
		I0234728	General Norfolk	Utilities	3,855.72
Pureland Supply LLC	00507546	I0234284	General Norfolk	Electrical Construction and Control	344.80
Quadient Inc	00507530	I0234362	Print Services	Print Services	24,163.50
		I0234363	Print Services	Print Services	1,140.00
Qwest Corporation	00507749	I0234961	General Norfolk	Network and Infrastructure	85.38
		I0234961	General Norfolk	Network and Infrastructure Acad	28.46
		I0234961	Residence Life	Residence Life	42.11
	00507827	I0235205	General Norfolk	Network and Infrastructure	167.10
		I0235205	General Norfolk	Network and Infrastructure Acad	55.70
	00507928	I0235516	General Norfolk	Network and Infrastructure	668.40
		I0235516	General Norfolk	Network and Infrastructure Acad	222.80
	00507929	I0235518	General Norfolk	Network and Infrastructure	167.10
		I0235518	General Norfolk	Network and Infrastructure Acad	55.70
RBB LLC	00507828	I0235321	General Norfolk	VP of Student Services	294.84
		I0235323	General Norfolk	VP of Student Services	487.20
Ranchland Broadcasting Company Inc	00507531	I0234515	DOL Apprenticeship Building America	Workforce Development Admin	152.00
	00507750	I0234962	DOL Apprenticeship Building America	Workforce Development Admin	605.50
		I0235080	General Norfolk	Marketing	95.00

Realityworks Inc	00507829	I0235206	CHS Precision Ag	Agriculture	2,399.00
Rebecca L Miller	I0065006	I0235587	General Norfolk	Recruiting	82.11
RefQuest LLC	I0064805	I0234520	General Norfolk	Baseball	3,000.00
		I0234520	General Norfolk	Basketball Mens	1,000.00
		I0234520	General Norfolk	Basketball Womens	1,000.00
		I0234520	General Norfolk	Softball	3,000.00
		I0234521	General Norfolk	Softball	181.00
		I0234521	General Norfolk	Volleyball	50.69
Refrigeration Service Engineers Society	00507930	I0235560	General Norfolk	Heating Ventilation and Air Cond	128.00
Reigle Implement Co Inc	00507751	I0234963	General Norfolk	Grounds	30,500.00
Renee Ann Peters	I0065013	I0234584	General Norfolk	Security and Technology Serv Acad	15.00
		I0234584	General Norfolk	Security and Technology Services	135.00
Rentokil North America Inc	00507638	I0234734	General South Sioux	Operations	41.00
	00507752	I0234964	General Norfolk	Maintenance	135.00
		I0234965	Cafeteria	Cafeteria	66.44
		I0234965	Residence Life	Residence Life	134.93
		I0234966	College of Nursing Operations	College of Nursing Operations	82.00
		I0234967	General Norfolk	Maintenance	54.00
		I0234968	General Norfolk	Maintenance	350.00
		I0234969	General Norfolk	Maintenance	64.00
		I0234970	General Norfolk	Maintenance	81.00
	00507830	I0235207	General O'Neill	Utilities	65.00
		I0235208	General Norfolk	Maintenance	121.92
		I0235209	General Norfolk	Maintenance	258.25
Revolution Wraps LLC	00507753	I0235084	General Norfolk	Marketing	11,133.37
Richland Community College	00507831	I0235240	USDA NRCS Cooperative Ag Agreement	Agriculture	1,348.17
Ridder Repair Inc	00507532	I0234368	General Norfolk	Utility Line On Campus	949.28
	00507754	I0234974	General Norfolk	Utility Line On Campus	2,252.23
RoadBuilders Machinery & Supply Co. Inc.	00507755	I0234870	General Norfolk	Grounds	3,166.44
Rock County Leader	00507756	I0234975	General Norfolk	Marketing	674.10
		I0234976	General Norfolk	Marketing	(67.41)
Roger Evan Carnell	I0064901	I0235062	General Norfolk	Automotive Technology	326.29
	I0064943	I0235232	General Norfolk	Automotive Technology	148.74
Roland DGA Corporation	00507546	I0234285	Print Services	Print Services	420.98
	00507952	I0235406	Print Services	Print Services	273.80
Rotary International	00507832	I0235142	General Norfolk	Presidents Contingency	500.00
Runner Technologies Inc	00507757	I0234977	General Norfolk	Web and Enterprise Systems	3,469.62
		I0234977	General Norfolk	Web and Enterprise Systems Acad	867.40
Russell Lee Flamig	I0064818	I0234704	Workforce Development Reimbursable	Workforce Development Noncredit	88.05
Ryan W Cook	I0064987	I0235567	General Norfolk	Utility Line On Campus	60.30
S Walter Packaging Corp	00507533	I0234119	Retail Services	Retail Services	359.98
	00507833	I0235160	Retail Services	Retail Services	559.48
		I0235161	Retail Services	Retail Services	269.03
		I0235162	Retail Services	Retail Services	699.76

	00507931	I0235664	Retail Services	Retail Services	894.33
SAGA Communications of SD LLC	00507758	I0234978	DOL Apprenticeship Building America	Workforce Development Admin	875.00
SSDigitizing/Sassy Stitches	00507952	I0235472	Retail Services	Retail Services	20.00
Sallie Mae Inc	00507759	I0234984	Private and Alternative Stu Loans	Financial Aid	452.00
Sandra Kay Atkins	I0064899	I0235058	General Norfolk	EMT Paramedic Noncredit Reimb	93.80
Sara Ann Morgan	I0065008	I0234579	Residence Life	Residence Life	150.00
Sara Ellen Paxton	00507743	I0235054	General Norfolk	Allied Health Ed Noncredit	80.00
Sara M Barritt	I0064940	I0235143	General Norfolk	Center for Global Engagment	94.19
Schroff Development Corp	00507534	I0231383	Retail Services	Retail Services	(262.40)
		I0233046	Retail Services	Retail Services	240.00
		I0234374	Retail Services	Retail Services	758.00
Scientific American	00507952	I0235428	General Norfolk	Biology and Science	44.99
Scot Alan Ouderkirk	I0064790	I0234435	General Norfolk	Utility Line Off Campus	65.00
	I0064913	I0235078	General Norfolk	Utility Line Off Campus	550.40
	I0065012	I0234583	General Norfolk	Utility Line Off Campus	150.00
Scott A Gray	I0064992	I0232777	General Norfolk	VP of Admin Services	150.00
Scott W Buresh	00507784	I0235135	Air Conditioning Club	Student Clubs and Organizations	228.47
Screenvision Direct	00507760	I0234979	General Norfolk	Marketing	353.00
Scribe Opco Inc	00507535	I0234507	Retail Services	Retail Services	292.99
		I0234508	Retail Services	Retail Services	268.99
		I0234509	Retail Services	Retail Services	282.49
		I0234510	Retail Services	Retail Services	173.56
		I0234511	Retail Services	Retail Services	462.29
		I0234512	Retail Services	Retail Services	243.96
		I0234513	Retail Services	Retail Services	291.56
		I0234514	Retail Services	Retail Services	218.96
	00507761	I0235006	Retail Services	Retail Services	500.96
		I0235007	Retail Services	Retail Services	1,107.73
Sea Change Therapy Services	00507639	I0234851	BHECN Hawks Counseling 83	Counseling	1,500.00
Sewing Concepts Inc	00507935	I0235531	Retail Services	Retail Services	349.00
		I0235532	Retail Services	Retail Services	260.25
Shawn Patrick Sayers	I0064915	I0235081	General Norfolk	Grounds	169.76
	I0065019	I0234588	General Norfolk	Grounds	150.00
		I0235593	General Norfolk	Grounds	70.08
Shubha Krishnamurthy	I0064908	I0235072	General Norfolk	Information Technology Admin	126.03
Sigma-Aldrich Inc	00507536	I0234369	General Norfolk	Chemistry	365.78
	00507640	I0234735	General Norfolk	Chemistry	114.74
	00507762	I0234986	General Norfolk	Chemistry	114.01
Signal Ventures Inc	00507546	I0234286	General Norfolk	Automotive Body	139.40
Sioux City Night Patrol	I0064806	I0234505	General Norfolk	Safety and Security Services	18,293.73
	I0064974	I0235212	General South Sioux	Safety and Security Services	420.50
		I0235213	General Norfolk	Safety and Security Services	16,815.07
		I0235214	College Center Operations	College Center Operations	783.00
Sioux City Truck Sales Inc	00507641	I0234736	Diesel Repair Parts	Diesel Technology	179.32

	00507763	I0234869	General Norfolk	Truck Driving Noncredit Reimb	1,343.97
SkillsUSA Inc	00507537	I0234526	General Norfolk	SkillsUSA	2,276.00
South Sioux City Area Chamber of Commerce	00507765	I0235056	General South Sioux	South Sioux City Extended Campus	75.00
		I0235056	General Norfolk	Workforce Development Admin	75.00
Southeast Community College	00507937	I0235562	General Norfolk	Golf	240.00
Southwest Airlines Co	00507546	I0234043	BHECN Hawks Counseling 83	Counseling	785.92
		I0234044	General Norfolk	Agriculture	1,934.85
		I0234294	Golf	Golf	4,457.71
		I0234294	Volleyball	Volleyball	5,697.61
	00507952	I0235407	General Norfolk	Academy for Professional Develop	219.96
		I0235430	General Norfolk	Health Information Mgmt Systems	269.97
		I0235431	General Norfolk	Student Life	383.96
		I0235432	Livestock Judging	Agriculture	1,210.36
		I0235440	General Norfolk	Information Technology	731.92
Spirit Products Ltd	00507642	I0234761	Retail Services	Retail Services	310.00
		I0234762	Retail Services	Retail Services	410.00
	00507834	I0235258	Retail Services	Retail Services	263.25
		I0235259	Retail Services	Retail Services	128.40
		I0235260	Retail Services	Retail Services	337.50
		I0235261	Retail Services	Retail Services	302.50
	00507938	I0235550	Retail Services	Retail Services	415.00
		I0235551	Retail Services	Retail Services	324.00
		I0235552	Retail Services	Retail Services	585.00
		I0235553	Retail Services	Retail Services	154.80
		I0235572	Retail Services	Retail Services	360.00
		I0235573	Retail Services	Retail Services	157.50
		I0235574	Retail Services	Retail Services	288.00
		I0235575	Retail Services	Retail Services	178.80
		I0235576	Retail Services	Retail Services	294.56
		I0235577	Retail Services	Retail Services	116.64
		I0235578	Retail Services	Retail Services	645.60
		I0235579	Retail Services	Retail Services	650.25
Split Grip LLC	00507546	I0234288	Baseball	Baseball	476.53
Sports Endeavors Inc	00507952	I0235473	Retail Services	Retail Services	271.18
Springer Science Business Media Finance Inc	00507952	I0235433	General Norfolk	Biology and Science	212.93
St. Luke's Occupational Health Resources	00507835	I0235103	CCPE Gap Assistance	Workforce Development Noncredit	67.00
Stacie Noel Hoile	I0064822	I0234708	General Norfolk	Biology and Science	47.88
Stadium Sports	00507643	I0234630	Retail Services	Retail Services	2,229.00
	00507836	I0235171	Retail Services	Retail Services	96.50
Staples Contract & Commercial Inc	00507539	I0234375	Retail Services	Retail Services	365.20
	00507644	I0234763	Retail Services	Retail Services	92.95
	00507939	I0235580	Retail Services	Retail Services	11.52
		I0235581	Retail Services	Retail Services	23.40
		I0235582	Retail Services	Retail Services	40.48

State of Nebraska	00507540	I0234522	Business and Humanities Auxiliary	Dean of Business and Humanities	5.00		
	00507766	I0234871	General Norfolk	Network and Infrastructure	118.22		
		I0234871	General Norfolk	Network and Infrastructure Acad	39.41		
		I0234872	General Norfolk	Network and Infrastructure	181.35		
		I0234872	General Norfolk	Network and Infrastructure Acad	60.45		
		I0234873	College Center Operations	College Center Operations	39.00		
		I0234874	General Norfolk	Network and Infrastructure	71.62		
		I0234874	General Norfolk	Network and Infrastructure Acad	23.88		
		00507837	I0235215	General Norfolk	Network and Infrastructure	269.95	
			I0235215	General Norfolk	Network and Infrastructure Acad	89.98	
		Sterling Computers Corporation	I0064807	I0233897	General Norfolk	Automotive Technology	36,530.40
	I0233897			General Norfolk	Service Center	132.00	
	I0233897			General Norfolk	Service Center Academic	88.00	
	I0064840		I0234741	General Norfolk	Electromechanical	33,409.76	
I0234741			General Norfolk	Service Center	112.20		
I0234741			General Norfolk	Service Center Academic	74.80		
I0234468			Working Capital	Nondepartmental	334,533.75		
Stewart Title Company	00507541	I0234468	Working Capital	Nondepartmental	16,159.00		
	00507645	I0234676	Working Capital	Nondepartmental	16,159.00		
Stukent Inc	00507546	I0234304	Retail Services	Retail Services	279.96		
Sturek Media Inc	00507838	I0235219	General Norfolk	Marketing	17.65		
Sunny Meadow Medical Clinic P.C.	00507839	I0235163	General Norfolk	Truck Driving Noncredit Reimb	75.00		
		I0235164	CCPE Gap Assistance	Workforce Development Noncredit	120.00		
		I0235165	Applied Tech Division Aux	Dean of Applied Technology	40.00		
		I0235166	Applied Tech Division Aux	Dean of Applied Technology	40.00		
		I0235167	Applied Tech Division Aux	Dean of Applied Technology	30.00		
		I0235168	General Norfolk	Truck Driving Noncredit Reimb	40.00		
		I0235169	Applied Tech Division Aux	Dean of Applied Technology	15.00		
		00507940	I0235479	General Norfolk	Compliance	75.00	
		Supplyhouse LLC	00507952	I0235408	General Norfolk	Heating Ventilation and Air Cond	15,909.26
				I0235409	General Norfolk	Heating Ventilation and Air Cond	2,148.45
Susan Lynn Schmielt	I0064963	I0235255	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66		
Syntellis Performance Solutions LLC	00507840	I0235278	Equipment and Technology	Nondepartmental	593.75		
TAK Inc	00507542	I0234370	General Norfolk	Facility Reservation and Events	290.00		
		I0234370	General Norfolk	Lifelong Learning Center Oper	0.00		
TK Elevator Corporation	00507843	I0235217	General Norfolk	Maintenance	261.06		
TTBG Sioux City OpCo LLC	00507651	I0234714	General Norfolk	Marketing	8,000.00		
Tabitha Joy Lindahl	I0064953	I0235252	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66		
Tammy Christine Day	00507474	I0233549	General Norfolk	Library Services	150.00		
Teeco Inc	00507646	I0234750	General Norfolk	Grounds	5.00		
		I0234875	General Norfolk	Presidents Contingency	52.50		
	00507768	I0234876	General Norfolk	Presidents Contingency	52.50		
		I0234877	General Norfolk	Presidents Contingency	5.00		
		I0234878	General Norfolk	Agriculture	5.00		
		I0234879	General Norfolk	Dean of Academic Outreach	30.75		

		I0234880	General Norfolk	Dean of Academic Outreach	30.75
		I0234882	General West Point	West Point Extended Campus	9.00
		I0234883	General West Point	West Point Extended Campus	9.00
		I0234884	General West Point	West Point Extended Campus	5.00
		I0234885	General West Point	West Point Extended Campus	9.00
		I0234886	General West Point	West Point Extended Campus	9.00
		I0234887	General West Point	West Point Extended Campus	5.00
		I0234904	General Norfolk	Presidents Contingency	16.25
		I0234905	General Norfolk	Presidents Contingency	9.00
		I0234906	General Norfolk	Presidents Contingency	5.00
Teresa K Siedschlag	I0064793	I0234473	General Norfolk	Physical Therapist Assistant	279.39
		I0234475	General Norfolk	Physical Therapist Assistant	312.00
Terry Fredrick Nelson	00507923	I0235589	General Norfolk	Board of Governors	57.62
The Auto Club Group	00507952	I0235434	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	556.56
The Chicago Lumber Company of Omaha	00507647	I0234751	House Construction	Building Construction	1,260.12
		I0234752	House Construction	Building Construction	49.98
	00507841	I0235319	House Construction	Building Construction	163.16
The College Agency LLC	00507648	I0232166	General Norfolk	Center for Global Engagment	1,750.00
		I0232166	General Norfolk	Library Services	1,750.00
		I0232166	General Norfolk	Union 73	1,750.00
The Enterprise Publishing Company Inc	00507543	I0234543	General Norfolk	Institutional Accreditation	19.54
	00507649	I0234853	General Norfolk	Marketing	709.00
The Feldhacker Group Inc	00507650	I0234753	General Norfolk	Major Repair and Renovation	7,060.00
The Graphic Edge LLC	00507769	I0234995	General Norfolk	Volleyball	1,151.31
		I0234997	General Norfolk	Volleyball	473.31
TherapyNotes LLC	00507546	I0234045	BHECN Hawks Counseling 83	Counseling	89.00
	00507952	I0235435	BHECN Hawks Counseling 83	Counseling	89.00
Thomas R Marxsen	I0064787	I0234430	General Norfolk	Network and Infrastructure	190.95
		I0234430	General Norfolk	Network and Infrastructure Acad	63.65
Timothy J Fenton	I0064988	I0232773	General Norfolk	Network and Infrastructure	112.50
		I0232773	General Norfolk	Network and Infrastructure Acad	37.50
Tina Lea Bredehoeft	I0064783	I0234422	General Norfolk	Grounds	23.18
	I0064979	I0235564	General Norfolk	Grounds	75.04
Tina Marie Mazuch	I0064910	I0235074	General Norfolk	Health Information Mgmt Systems	49.00
Tina Marie Monteith	I0064912	I0235076	General Norfolk	EMT Paramedic Noncredit Reimb	192.96
Tonix Corporation	00507952	I0235474	Retail Services	Retail Services	914.80
Tony Milenkovich	I0064911	I0235075	General Norfolk	Diesel Technology	618.41
	I0064956	I0235238	General Norfolk	Diesel Technology	136.68
Toolpan LLC	00507546	I0234289	General Norfolk	Automotive Body	852.00
Traco Medical	00507770	I0234754	General Norfolk	Paramedic	2,864.12
Tracy Lynn Kruse	I0064909	I0235073	General Norfolk	Development Office	734.03
Trane	00507544	I0234499	General Norfolk	Maintenance	2,533.20
	00507771	I0234907	General Norfolk	Maintenance	435.75
	00507941	I0235566	Cafeteria	Cafeteria	1,267.50

		I0235566	College of Nursing Operations	College of Nursing Operations	1,294.50
		I0235566	General Norfolk	Maintenance	13,229.50
		I0235566	Residence Life	Residence Life	788.75
Travis Lee Kaup	I0064999	I0235584	General Norfolk	Diesel Technology	95.81
Trisha Dawn Thelander	I0064917	I0235088	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	4.00
		I0235088	General Norfolk	Workforce Development Admin	298.82
Troy Biologicals Inc	00507545	I0234542	General Norfolk	Veterinary Technician	20.44
	00507772	I0234888	General Norfolk	Veterinary Technician	94.45
TrueDialog Inc.	00507773	I0235001	General Norfolk	Recruiting	745.71
		I0235001	General Norfolk	Student Success	745.71
Ty C Heimes	I0064995	I0232780	General Norfolk	Golf	150.00
U.S. Bank National Association	00507546	I0233287	General Norfolk	Nondepartmental	(44,150.03)
		I0234295	Global Engagement	Center for Global Engagment	14.00
		I0234307	Retail Services	Retail Services	53.13
		I0234308	General Norfolk	Presidents Office	236.02
		I0234309	General Norfolk	Media Arts	11.76
		I0234310	General Norfolk	Basketball Mens	991.20
		I0234311	General Norfolk	Human Resources	36.18
		I0234311	General Norfolk	Personnel Development	768.40
		I0234312	BHECN Hawks Counseling 83	Counseling	22.50
		I0234312	Student Services	Healthy Hawks	169.97
		I0234314	General Norfolk	Early College	83.00
		I0234315	General Norfolk	Soccer Womens	2,136.47
		I0234317	General Norfolk	Athletics	926.69
		I0234317	General Norfolk	Softball	37.07
		I0234318	General Norfolk	Grants	849.39
		I0234319	General Norfolk	Academy for Professional Develop	1,000.00
		I0234319	Northeast Players	Student Clubs and Organizations	1,000.00
		I0234319	General Norfolk	Theater	268.15
		I0234320	TRIO SSS	Student Success and Retention	240.00
		I0234321	General Norfolk	Network and Infrastructure	27.80
		I0234321	General Norfolk	Network and Infrastructure Acad	9.27
		I0234322	General Norfolk	Truck Driving Noncredit Reimb	15.40
		I0234323	General Norfolk	Automotive Technology	1,698.55
		I0234325	General Norfolk	Development Office	767.70
		I0234326	General Norfolk	Marketing	740.98
		I0234327	General Norfolk	Agriculture	1,264.34
		I0234327	Livestock Judging	Agriculture	158.20
		I0234328	General Norfolk	Basketball Womens	1,595.81
		I0234329	BHECN Hawks Counseling 83	Counseling	268.88
		I0234329	Student Services	Healthy Hawks	156.28
		I0234329	Northeast Food Pantry	Student Clubs and Organizations	469.02
		I0234330	General Norfolk	Building Construction	273.75
		I0234330	House Construction	Building Construction	314.83

	I0234330	General Norfolk	Plumbing	240.99
	I0234331	General Norfolk	Accounting	(519.20)
	I0234331	General Norfolk	VP of Admin Services	475.00
	I0234393	General Norfolk	Nondepartmental	119,552.23
00507952	I0235102	General Norfolk	Nondepartmental	(119,552.23)
	I0235498	Retail Services	Retail Services	587.78
	I0235694	General Norfolk	Institutional Effectiveness	477.96
	I0235694	General Norfolk	Presidents Office	2,683.06
	I0235695	General Norfolk	Media Arts	45.87
	I0235696	TRIO SSS	Student Success and Retention	88.82
	I0235697	General Norfolk	Baseball	6,331.80
	I0235698	General Norfolk	Basketball Mens	2,995.15
	I0235699	General South Sioux	South Sioux City Extended Campus	76.33
	I0235699	Workforce Development Reimburseable	Workforce Development Noncredit	60.02
	I0235700	Media Arts Club	Student Clubs and Organizations	5,015.95
	I0235701	General Norfolk	Athletics	67.32
	I0235701	General Norfolk	Soccer Mens	129.35
	I0235702	General Norfolk	Recruiting	194.91
	I0235703	General Norfolk	VP of Admin Services	50.00
	I0235704	Student Services	Stu Serv Student Leadership Assn	485.94
	I0235704	Student Activities Council	Student Clubs and Organizations	20.09
	I0235704	Student Services	Student Services Student Activity	598.76
	I0235705	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	467.37
	I0235705	General Norfolk	Workforce Development Admin	1,470.61
	I0235706	General Norfolk	Allied Health Education Credit	360.50
	I0235707	General Norfolk	Golf	3,522.18
	I0235708	Building Construction Club	Student Clubs and Organizations	1,695.04
	I0235709	BHECN Hawks Counseling 83	Counseling	863.87
	I0235709	General Norfolk	Counseling	65.30
	I0235709	Northeast Food Pantry	Student Clubs and Organizations	27.01
	I0235710	General Norfolk	Human Resources	115.23
	I0235711	BHECN Hawks Counseling 83	Counseling	156.29
	I0235711	General Norfolk	Counseling	216.03
	I0235711	Student Services	Healthy Hawks	1,037.45
	I0235711	Northeast Food Pantry	Student Clubs and Organizations	1,413.79
	I0235712	General Norfolk	Teaching and Learning	363.28
	I0235713	General Norfolk	Workforce Development Admin	10.14
	I0235714	General Norfolk	Soccer Mens	828.50
	I0235714	General Norfolk	Soccer Womens	2,274.32
	I0235715	General Norfolk	Athletics	544.72
	I0235715	General Norfolk	Softball	3,307.46
	I0235715	Softball	Softball	554.66
	I0235716	General Norfolk	Grants	104.00
	I0235717	General Norfolk	Physical Therapist Assistant	426.21

I0235718	General Norfolk	Dean of Applied Technology	180.25
I0235719	TRIO SSS	Student Success and Retention	2,684.48
I0235720	General Norfolk	Extended Campus	492.96
I0235720	General O'Neill	O'Neill Extended Campus	539.50
I0235720	General South Sioux	South Sioux City Extended Campus	492.96
I0235720	General West Point	West Point Extended Campus	492.96
I0235721	General Norfolk	Financial Aid	1,295.00
I0235721	General Norfolk	Network and Infrastructure	603.81
I0235721	General Norfolk	Network and Infrastructure Acad	201.27
I0235721	General Norfolk	Recruiting	1,172.96
I0235721	General Norfolk	Security and Technology Serv Acad	91.00
I0235721	General Norfolk	Security and Technology Services	819.00
I0235721	General Norfolk	Student Success	1,172.96
I0235721	General Norfolk	Teaching and Learning	465.02
I0235721	General Norfolk	VP of Technology Services	128.76
I0235721	General Norfolk	VP of Technology Services Academic	85.84
I0235722	General Norfolk	Truck Driving Noncredit Reimb	10.00
I0235723	General Norfolk	Truck Driving Noncredit Reimb	30.55
I0235724	General Norfolk	Automotive Technology	486.95
I0235724	Perkins Prof Develop CTE	Dean of Applied Technology	1,520.56
I0235724	General Norfolk	VP of Educational Services	758.95
I0235725	General Norfolk	Automotive Technology	1,946.45
I0235725	General Norfolk	Diesel Technology	18.65
I0235725	General Norfolk	Utility Line Off Campus	782.00
I0235725	General Norfolk	Welding	439.59
I0235726	General South Sioux	South Sioux City Extended Campus	75.00
I0235727	General Norfolk	Institutional Accreditation	1,540.76
I0235727	General Norfolk	VP of Educational Services	831.72
I0235728	TRIO SSS	Student Success and Retention	88.92
I0235729	General Norfolk	Development Office	1,159.50
I0235731	General Norfolk	Marketing	349.31
I0235732	General Norfolk	Board of Governors	1,683.43
I0235732	General Norfolk	Development Office	4,173.99
I0235732	General Norfolk	Presidents Office	230.08
I0235733	General Norfolk	Criminal Justice	408.93
I0235734	General Norfolk	Institutional Effectiveness	1,815.90
I0235734	General Norfolk	VP of Student Services	52.64
I0235735	General Norfolk	Board of Governors	(485.79)
I0235735	General Norfolk	Institutional Accreditation	319.96
I0235736	General Norfolk	Agriculture	686.29
I0235736	Livestock Judging	Agriculture	318.46
I0235737	Volleyball	Volleyball	2,293.30
I0235738	General Norfolk	Basketball Womens	2,962.28
I0235739	General Norfolk	Nondepartmental	86,523.53

U.S. Department of Agriculture	00507546	I0234046	General Norfolk	Agriculture	2,225.00		
Uline Inc	00507844	I0235243	General Norfolk	Veterinary Technician	102.43		
Ultimate Consulting IT	00507774	I0235004	General Norfolk	Web and Enterprise Systems	416.00		
		I0235004	General Norfolk	Web and Enterprise Systems Acad	104.00		
United Parcel Service Inc	I0064808	I0234371	Retail Services	Retail Services	379.61		
		I0234372	Print Services	Print Services	32.90		
	I0064841	I0234856	Print Services	Print Services	65.60		
		I0234857	Retail Services	Retail Services	279.40		
	I0064927	I0235005	Print Services	Print Services	32.90		
		I0235077	Retail Services	Retail Services	297.67		
	I0064975	I0235349	Print Services	Print Services	32.90		
		I0235350	Retail Services	Retail Services	492.88		
	I0065040	I0235661	Print Services	Print Services	32.90		
		I0235662	Retail Services	Retail Services	66.82		
United States Postal Service	00507547	I0234568	Print Services	Print Services	3,000.00		
United Way of Siouxdand	00507548	I0234524	General Norfolk		10.00		
VH-Rosemont LLC	00507952	I0235441	USDA NRCS C2A3 Workforce Training	Development Office	3,915.55		
Valve Corporation	00507952	I0235410	eSports Club	Student Clubs and Organizations	53.45		
Van Meter Industrial Inc	00507652	I0234817	NE State CTE Funds	VP of Educational Services	10,897.96		
Victory Too LLC	00507653	I0234858	Retail Services	Retail Services	866.68		
Vista Energy Marketing LP	00507775	I0234908	General Norfolk	Utilities	27,710.92		
Vital Topco LP	00507942	I0235610	Retail Services	Retail Services	624.00		
		I0235611	Retail Services	Retail Services	895.86		
		I0235612	Retail Services	Retail Services	1,571.76		
		I0235613	Retail Services	Retail Services	10,467.50		
		I0235614	Retail Services	Retail Services	15,836.24		
		Voyager Fleet Systems Inc	00507845	I0235342	Agriculture Production	Agriculture	93.02
				I0235342	General Norfolk	Agriculture	43.41
I0235342	I0235342		Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	40.72		
	I0235342		General Norfolk	Grounds	84.11		
I0235342	I0235342		General Norfolk	Presidents Office	79.92		
	I0235342		Transportation Center	Transportation Center	367.38		
I0235342	I0235342		General Norfolk	Truck Driving Noncredit Reimb	4,914.36		
	I0235342		General Norfolk	Utility Line Off Campus	1,612.68		
I0235342	I0235342		General Norfolk	Utility Line On Campus	411.37		
	I0235599		General Norfolk	Maintenance	294.41		
W.W. Grainger Inc	00507943	I0235602	General Norfolk	Workforce Development Noncredit	1,104.14		
WJAG Inc	00507856	I0235104	General Norfolk	Marketing	150.00		
		I0235105	General Norfolk	Marketing	130.00		
		I0235106	DOL Apprenticeship Building America	Workforce Development Admin	1,479.00		
Wal-Mart	00507549	I0234428	General Norfolk	Student Life	7.57		
		I0234428	Student Services	Student Serv Leadership Training	58.01		
		I0234431	Student Services	Student Services Student Activity	238.02		
		I0234433	General Norfolk	Biology and Science	116.05		

		I0234437	General Norfolk	Disability Services	52.23
		I0234443	General Norfolk	Early College	71.64
		I0234462	Residence Life	Residence Life	61.76
		I0234464	Student Services	Stu Serv Student Leadership Assn	20.00
		I0234464	Student Services	Student Services Student Activity	143.92
		I0234467	Student Services	Student Services Student Activity	335.80
		I0234469	Residence Life	Residence Life	139.05
		I0234471	Student Services	Student Services Student Activity	1,500.57
	00507952	I0235411	Science Tech Ag and Math Aux	Dean of Science Tech Ag and Math	22.06
		I0235412	Student Services	Student Services Fitness Center	87.98
Walker Evan Raabe	I0065015	I0234586	Residence Life	Residence Life	150.00
Walmsley Hay Company Inc	00507847	I0235220	Agriculture Production	Agriculture	281.00
Warren Garage Door	00507550	I0234373	General Norfolk	Maintenance	440.00
	00507944	I0235618	General Norfolk	Maintenance	291.00
		I0235619	General Norfolk	Maintenance	3,354.00
Wasabi Holding Inc	00507945	I0234158	General Norfolk	Network and Infrastructure	1,380.80
		I0234158	General Norfolk	Network and Infrastructure Acad	460.26
Watertown School District 14-4	00507848	I0235264	USDA NRCS C2A3 Workforce Training	Development Office	3,400.00
West Point Broadcasting	00507849	I0235107	DOL Apprenticeship Building America	Workforce Development Admin	680.00
West Point Chamber of Commerce	00507654	I0234698	General Norfolk	Agriculture	275.00
West Point Little League Association Inc	00507776	I0235057	General Norfolk	Presidents Contingency	100.00
Western Nebraska Community College	00507850	I0235170	General Norfolk	Center for Global Engagment	5,400.00
Wichita Water Conditioning Inc	00507551	I0234376	General Norfolk	Maintenance	19.00
		I0234377	General Norfolk	Maintenance	19.00
		I0234379	General Norfolk	Maintenance	9.50
		I0234380	Cafeteria	Cafeteria	95.00
		I0234381	Residence Life	Residence Life	9.50
		I0234382	General Norfolk	Maintenance	9.50
		I0234383	College of Nursing Operations	College of Nursing Operations	9.50
		I0234384	General Norfolk	Maintenance	19.00
		I0234385	General Norfolk	Maintenance	9.50
		I0234386	Cafeteria	Cafeteria	104.50
		I0234387	Residence Life	Residence Life	28.50
		I0234394	General O'Neill	O'Neill Extended Campus	55.00
	00507655	I0234819	General O'Neill	O'Neill Extended Campus	8.50
		I0234820	General Norfolk	Maintenance	9.50
		I0234821	General Norfolk	Maintenance	19.00
		I0234822	Residence Life	Residence Life	28.50
		I0234823	General Norfolk	Maintenance	19.00
		I0234824	Cafeteria	Cafeteria	104.50
		I0234825	College of Nursing Operations	College of Nursing Operations	28.50
		I0234826	General Norfolk	Maintenance	19.00
		I0234827	General Norfolk	Maintenance	19.00
		I0234828	General Norfolk	Maintenance	67.00

		I0234829	Residence Life	Residence Life	10.45
		I0234830	Cafeteria	Cafeteria	135.85
	00507851	I0235108	General Norfolk	Maintenance	9.50
		I0235109	Cafeteria	Cafeteria	66.50
		I0235110	College of Nursing Operations	College of Nursing Operations	19.00
		I0235111	General Norfolk	Maintenance	24.00
		I0235112	Residence Life	Residence Life	19.00
		I0235113	General Norfolk	Maintenance	28.50
		I0235247	General Norfolk	Maintenance	19.00
	00507946	I0235604	Residence Life	Residence Life	19.00
		I0235608	Cafeteria	Cafeteria	19.00
Wilkins Architecture Design Planning LLC	00507852	I0235114	Maclay Building	Nondepartmental	1,630.84
		I0235115	Northeast NE Innovation Studio	Nondepartmental	788.36
		I0235118	Northeast NE Innovation Studio	Nondepartmental	(297.75)
		I0235119	SSC CDL Driving Range	Nondepartmental	5,625.10
Wilmes Hardware Inc	00507656	I0234833	College Center Operations	College Center Operations	9.48
	00507853	I0235120	General South Sioux	Maintenance	54.91
		I0235121	College Center Operations	College Center Operations	40.42
WinCraft, Inc	00507947	I0235633	Retail Services	Retail Services	310.81
		I0235634	Retail Services	Retail Services	485.77
		I0235635	Retail Services	Retail Services	444.30
		I0235636	Retail Services	Retail Services	881.98
		I0235637	Retail Services	Retail Services	1,201.35
Winners' Circle	00507854	I0235172	General Norfolk	VP of Educational Services	882.62
Winsupply Norfolk Ne Co	00507552	I0234396	Residence Life	Residence Life	699.33
		I0234397	Residence Life	Residence Life	17.69
		I0234399	Residence Life	Residence Life	1,444.98
		I0234400	Residence Life	Residence Life	7.94
		I0234401	Residence Life	Residence Life	103.77
		I0234402	General Norfolk	Maintenance	25.66
		I0234403	General Norfolk	Maintenance	27.76
		I0234404	Residence Life	Residence Life	6.39
		I0234405	Residence Life	Residence Life	127.92
		I0234406	Residence Life	Residence Life	655.25
		I0234407	General Norfolk	Maintenance	36.16
	00507657	I0234838	General Norfolk	Maintenance	85.26
		I0234840	General Norfolk	Maintenance	420.75
	00507855	I0235122	General Norfolk	Maintenance	34.65
		I0235123	General Norfolk	Maintenance	130.15
		I0235124	General Norfolk	Maintenance	231.00
		I0235125	General Norfolk	Maintenance	57.04
		I0235126	General Norfolk	Maintenance	25.10
		I0235127	General Norfolk	Maintenance	220.93
	00507948	I0235609	Cafeteria	Cafeteria	10.20

		I0235616	Cafeteria	Cafeteria	542.81
Yelitza Correa	10064945	I0235248	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
ZOHO Corporation	00507858	I0235216	General Norfolk	Service Center	4,536.00
		I0235216	General Norfolk	Service Center Academic	3,024.00
Zoetis US LLC	00507777	I0234911	General Norfolk	Veterinary Technician	1,040.14
	00507951	I0235665	General Norfolk	Veterinary Technician	1,324.80
Zoro Tools Inc	00507952	I0235413	General Norfolk	Maintenance	378.89
		I0235414	General Norfolk	Custodial Services	292.23
Zoubek Oil Company	00507553	I0234411	General Norfolk	Shipping Receiving Property Ctrl	27.65
	00507658	I0234836	General Norfolk	Shipping Receiving Property Ctrl	31.60
	00507859	I0235174	General Norfolk	Heating Ventilation and Air Cond	67.15
iM3 Inc	00507904	I0235381	General Norfolk	Veterinary Technician	578.56
Aden Lange	10064933	S0085357	Student Refunds		256.00
	10065043	S0085405	Student Refunds		148.00
Aden Aaron Hughes	00205449	S0085112	Student Refunds		1,000.00
Adrian Pruneda	00205549	S0085275	Student Refunds		730.00
Adrian Xavier Romero	00205553	S0085251	Student Refunds		200.00
Aiden Aleric Bear	00205496	S0085340	Student Refunds		1,811.00
Aileen Sanchez De La Isla	10064884	S0085252	Student Refunds		924.00
Alaina Marie Ortgies	00205545	S0085323	Student Refunds		1,352.40
Alani Lepasi Alvarado	10064753	S0085170	Student Refunds		270.00
Alejandro Garcia	00205447	S0085114	Student Refunds		761.00
	00205516	S0085271	Student Refunds		405.00
Aleksus Ann Wegener	00205467	S0085168	Student Refunds		280.00
		S0085169	Student Refunds		280.00
Alex Emery Hubenka	00205527	S0085220	Student Refunds		256.00
Alexander Vazquez	10064895	S0085255	Student Refunds		924.00
Alexandria Nicole Altwine	00205438	S0085096	Student Refunds		1.00
		S0085176	Student Refunds		1.00
Alexia Marie Martin	00205536	S0085276	Student Refunds		1,424.00
Alexzander Koda Jessen	00205452	S0085175	Student Refunds		6.00
Alissa Marie Kasik	10064760	S0085172	Student Refunds		500.00
Alondra Chavez	10064853	S0085309	Student Refunds		924.00
Alondra Figueroa	10064756	S0085140	Student Refunds		1,000.00
Alyson Brooke McFarland	10064763	S0085130	Student Refunds		160.00
		S0085131	Student Refunds		160.00
Amaya Preciosa Garcia	00205517	S0085331	Student Refunds		4,273.00
Amber Marie Sobotka	10064891	S0085234	Student Refunds		1,536.00
Andrew Bryan Sydow	10064774	S0085154	Student Refunds		500.00
Andrew Michael Berg	00205570	S0085375	Student Refunds		768.00
Aneesa Faith Halsey	00205521	S0085225	Student Refunds		1,174.88
Anson Feed & Trucking	00205569	S0085376	Student Refunds		1,105.00
Anthony Morrill	00205543	S0085228	Student Refunds		536.00
Anthony D Harrington	00205474	S0085196	Student Refunds		275.00

Anthony Lavern Shefl	I0064772	S0085173	Student Refunds	244.00
		S0085174	Student Refunds	243.00
Anya Marie Pick	I0064767	S0085100	Student Refunds	163.00
		S0085101	Student Refunds	162.00
Ashley Raschelle Davis	I0064856	S0085213	Student Refunds	893.00
Ashlyn Marie Shonebarger	I0064773	S0085148	Student Refunds	244.00
		S0085149	Student Refunds	243.00
Ashlynn Grace Millikan	00205481	S0085180	Student Refunds	54.00
Audie A Tejkl	I0064775	S0085105	Student Refunds	275.00
		S0085106	Student Refunds	275.00
Audriona Cali Funkhouser	00205514	S0085326	Student Refunds	1,848.00
Austin Allen Rostvet	00205554	S0085313	Student Refunds	200.00
Austin Craig Hergott	00205600	S0085403	Student Refunds	100.00
Autumn Claire Hoppe	00205476	S0085179	Student Refunds	250.00
Autumn R Dickmander	I0065042	S0085388	Student Refunds	2,399.00
		S0085402	Student Refunds	2,400.00
Ayden Marcus Thelen	I0064776	S0085159	Student Refunds	275.00
		S0085160	Student Refunds	275.00
Bailey Maximus Paden	00205546	S0085232	Student Refunds	630.00
Barrett R Andel	00205596	S0085394	Student Refunds	1,200.00
Brady A Lund	00205579	S0085353	Student Refunds	500.00
Brianna Loriane Martinez	00205537	S0085278	Student Refunds	838.40
Bridget Kay Planer	00205605	S0085406	Student Refunds	40.00
Brittany Michelle Pasch	I0064879	S0085333	Student Refunds	924.00
Brittney Trujillo Cardona	I0064778	S0085109	Student Refunds	1,000.00
Brittney Kendal Auge	I0064847	S0085272	Student Refunds	4,248.05
Brock Marshall William Hudson	I0064758	S0085125	Student Refunds	207.00
		S0085126	Student Refunds	208.00
Brody Alan Schlickbernd	00205462	S0085133	Student Refunds	1,000.00
Brody John Koopman	I0064872	S0085296	Student Refunds	2,185.00
Brooklyn M Greisen	00205599	S0085392	Student Refunds	1,082.40
Caden Jacob Schlieve	00205587	S0085362	Student Refunds	512.00
Caden R Stankoski	I0064811	S0085187	Student Refunds	270.00
		S0085201	Student Refunds	599.00
	I0064892	S0085303	Student Refunds	580.00
Carlos Delon Vargas	00205564	S0085343	Student Refunds	1,386.00
Carson James Sudbeck	00205465	S0085098	Student Refunds	150.00
		S0085099	Student Refunds	150.00
	00205559	S0085259	Student Refunds	593.00
Carynn Sue Bongers	I0064929	S0085368	Student Refunds	414.00
Christal Gale Brundage	I0064851	S0085308	Student Refunds	924.00
	I0065041	S0085395	Student Refunds	192.00
Cole James Fiene	I0064755	S0085116	Student Refunds	275.00
		S0085117	Student Refunds	275.00

Courtney Sue Karmann	00205530	S0085229	Student Refunds	924.00
Crystal Leeann Gonzalez	00205520	S0085226	Student Refunds	541.00
Daisy Andrade	00205493	S0085281	Student Refunds	487.00
Dakota Reid Roberts	00205485	S0085206	Student Refunds	40.00
Dalton Kirk Gieselman	!0064862	S0085268	Student Refunds	1,848.00
Damaris Griselda Chilel-Lopez	00205573	S0085349	Student Refunds	1,081.00
Daniel Joseph Petersen	00205548	S0085212	Student Refunds	256.00
Daniel Lee Mickelson	!0064810	S0085192	Student Refunds	500.00
		S0085193	Student Refunds	700.00
Diana Jamie Espinoza Diaz	00205510	S0085298	Student Refunds	924.00
Diego Pablo Valenzuela	!0064780	S0085094	Student Refunds	462.00
		S0085095	Student Refunds	463.00
Dru Jon Truax	00205466	S0085145	Student Refunds	1,000.00
Duane John Zechmann	00205608	S0085408	Student Refunds	250.00
Dylan Cade Leininger	00205534	S0085245	Student Refunds	501.00
Dylan Irvin Steffen	00205464	S0085157	Student Refunds	275.00
		S0085158	Student Refunds	275.00
Dylan Michael Korth	00205478	S0085204	Student Refunds	295.00
Eduardo Rodriguez	00205461	S0085134	Student Refunds	275.00
		S0085135	Student Refunds	275.00
Eduardo Torres	00205561	S0085319	Student Refunds	374.70
Edward Eldon Reynolds	!0064769	S0085161	Student Refunds	249.00
		S0085162	Student Refunds	248.00
Elaine A Maly	00205480	S0085205	Student Refunds	20.00
Elizabeth Garcia	!0064861	S0085227	Student Refunds	775.28
Elizabeth J Adamy	!0064845	S0085264	Student Refunds	693.00
Emily Ann Oligmueller	!0064765	S0085165	Student Refunds	1,000.00
Emma Claire Boggs	!0064850	S0085236	Student Refunds	893.00
Emmanuel Avila	00205439	S0085143	Student Refunds	512.00
Gabriel Edward Gaither	00205446	S0085177	Student Refunds	2,200.00
Gabriela Marie Mendoza	00205540	S0085324	Student Refunds	924.00
Garret Curtis Lindberg	!0064873	S0085304	Student Refunds	1,000.00
Grace Anna Reppert-Meiergerd	00205459	S0085122	Student Refunds	1,000.00
Grant Matthew Roberts	!0064770	S0085166	Student Refunds	275.00
		S0085167	Student Refunds	275.00
Gustavo F Gomez	00205518	S0085316	Student Refunds	924.00
Hailey Marie Torticil	00205562	S0085273	Student Refunds	768.00
Halany Miliian Auld	!0064934	S0085373	Student Refunds	8.50
Haley L Riffey	00205460	S0085104	Student Refunds	48.00
Haley Morgan Bovee	00205499	S0085249	Student Refunds	536.00
Hayden D Hunke	00205451	S0085097	Student Refunds	1,000.00
Haylee Ann Finn	00205472	S0085195	Student Refunds	563.00
Hazel Lucke Marie Mundt	00205482	S0085188	Student Refunds	307.55
Heather Olivier Kraft	00205578	S0085370	Student Refunds	129.00

Heidi Sue Waterman	00205565	S0085216	Student Refunds	924.00
Henry Jacob Goeden	I0064757	S0085147	Student Refunds	20.00
Horizon Ann Evans	I0064858	S0085254	Student Refunds	1,848.00
Hudson Cruz Schultze	I0064887	S0085295	Student Refunds	750.60
Hunter Alexander Henrickson	00205475	S0085182	Student Refunds	1,084.00
	00205522	S0085280	Student Refunds	1,411.00
Hunter Neil Kreikemeier	00205455	S0085152	Student Refunds	280.00
		S0085153	Student Refunds	280.00
Ian Thomas Larson	00205533	S0085293	Student Refunds	500.00
Inter-Lakes Community Action Partnership	00205577	S0085378	Student Refunds	258.00
Isaak Liebig	I0064762	S0085132	Student Refunds	864.26
Isabelle Brenna Pitzer	00205583	S0085361	Student Refunds	20.00
Isaias Martinez	00205603	S0085387	Student Refunds	384.00
Jaclyn Ranae Kempf	00205454	S0085124	Student Refunds	454.73
Jacob Douglas Stewart	I0065046	S0085393	Student Refunds	924.00
Jacob J Williams	00205469	S0085092	Student Refunds	1,500.00
Jacquelin Rosa Guzman	00205473	S0085200	Student Refunds	155.00
Jake Stephen Daniels	00205504	S0085322	Student Refunds	128.00
James Andrew Castanon	00205501	S0085292	Student Refunds	405.00
James Solomon Torres	I0064812	S0085185	Student Refunds	148.00
Jaxon Douglas Claussen	00205502	S0085261	Student Refunds	924.00
Jayden Rae Dehning	00205507	S0085334	Student Refunds	924.00
Jenna Rae Hansen	I0064867	S0085285	Student Refunds	337.84
Jennifer Tino-Melchor	I0064894	S0085240	Student Refunds	4,262.40
Jhony Daniel Escobar	00205509	S0085287	Student Refunds	924.00
Jose Gil Ferrer	00205512	S0085307	Student Refunds	924.00
Joshua Terence Rasmussen	I0064882	S0085215	Student Refunds	780.00
Joslynn Danae Jewell	00205528	S0085302	Student Refunds	636.00
Julia Roze Price	00205606	S0085400	Student Refunds	295.00
Juliana Min Joo Pelan	00205483	S0085202	Student Refunds	1,894.85
Kade Christian Youngblood	00205489	S0085181	Student Refunds	250.00
	00205594	S0085354	Student Refunds	250.00
Kaitlyn Ann Heyen	I0064868	S0085289	Student Refunds	1,000.00
Kaitlyn Christine Fehr	00205511	S0085257	Student Refunds	1,118.00
Kaityn Olivia Cunningham	I0064809	S0085203	Student Refunds	175.00
Kaiya Lanae Bellea Wolfe	00205607	S0085407	Student Refunds	1,732.00
Kamari DeShawn Moore	I0064877	S0085336	Student Refunds	1,561.00
Kameron Jace Hughes	00205450	S0085123	Student Refunds	1,000.00
Kari Kay Johnston	I0064871	S0085214	Student Refunds	924.00
Karina Jessica Rios	I0064883	S0085222	Student Refunds	925.00
Kartie RaeAnn Dahl	I0064855	S0085233	Student Refunds	747.51
Katelyn Cheyenne Simons	I0064890	S0085231	Student Refunds	148.00
Katelyn M Wermers	00205468	S0085136	Student Refunds	1,000.00
Kathryn Elizabeth Kuhlman	I0064761	S0085150	Student Refunds	280.00

		S0085151	Student Refunds	280.00
Kathryn Hope Noel	00205581	S0085356	Student Refunds	2,022.00
		S0085379	Student Refunds	487.00
Kayce Marie Kallhoff	10064932	S0085347	Student Refunds	384.00
Kaydance Lynn Brown	00205571	S0085360	Student Refunds	121.84
Kayla Marie Eisenhauer	00205575	S0085345	Student Refunds	3,916.00
Keanna Marie Thacker	00205560	S0085248	Student Refunds	805.00
Keely C Holm	00205526	S0085239	Student Refunds	486.00
Kelly Jeanne Perley	10064880	S0085310	Student Refunds	1,286.00
Kelsey Jo Morbitzer	00205542	S0085219	Student Refunds	384.00
Kennedy Morgan Bumann	00205572	S0085350	Student Refunds	384.00
Kiana Marie Lugo-Andrews	10065044	S0085397	Student Refunds	193.50
Kody Allen Bitter	10064754	S0085102	Student Refunds	280.00
		S0085103	Student Refunds	280.00
Kody Edward Goracke	00205448	S0085127	Student Refunds	275.00
		S0085128	Student Refunds	275.00
Kristin Suzanne O'Grady	00205457	S0085171	Student Refunds	623.00
	00205604	S0085389	Student Refunds	600.00
Kyleigh Sue Rayback	00205551	S0085244	Student Refunds	925.00
La Shel Renee Pashby	00205547	S0085250	Student Refunds	468.00
Lacie Dea Gillaspay	10064863	S0085279	Student Refunds	3,489.95
Lance Brester	00205443	S0085139	Student Refunds	500.00
Landon Carter Oestreich	10064878	S0085267	Student Refunds	243.00
Lawrence Samuel Werth	10064896	S0085258	Student Refunds	1,500.00
Lillian Weddle	10064939	S0085364	Student Refunds	162.80
Lillian Ann Nitzsche	00205544	S0085294	Student Refunds	600.00
Lily May Otten	10064935	S0085352	Student Refunds	80.00
Logan Emilie Consbruck	00205445	S0085110	Student Refunds	1,000.00
	00205503	S0085270	Student Refunds	5.00
	00205574	S0085358	Student Refunds	495.00
Lorena Mendez Silva	00205539	S0085335	Student Refunds	1,041.00
Luis Fernando Gomez	00205519	S0085329	Student Refunds	924.00
Luis Marciano De Leon-Ortega	00205506	S0085317	Student Refunds	393.00
Lynn Marie Poppe	00205484	S0085199	Student Refunds	250.00
Lynnette J Wiegand	10064897	S0085217	Student Refunds	468.00
Madison Lynn Eatherton	00205508	S0085315	Student Refunds	505.00
Madison Michelle Schaffer	00205586	S0085348	Student Refunds	304.00
		S0085380	Student Refunds	80.00
Maikole Elizabeth Carlow	10064852	S0085327	Student Refunds	222.00
Makayla Xiomara Bruce	00205471	S0085194	Student Refunds	35.00
Makenna Brooke Jennings	10064870	S0085306	Student Refunds	643.00
Mallory J Tuma	10064779	S0085138	Student Refunds	1,400.00
Marcos Rodriguez	00205552	S0085241	Student Refunds	145.00
		S0085342	Student Refunds	55.00

Marcus David Berns	00205497	S0085210	Student Refunds	1,848.00
Martin Lee Wid	00205566	S0085344	Student Refunds	60.00
Mat Hoth Tut	I0065047	S0085398	Student Refunds	1,452.35
Matthew Joshua Ronk	I0064936	S0085382	Student Refunds	60.00
Max William Maas	I0065045	S0085391	Student Refunds	2,500.00
Maycie Nicole Johnson	00205529	S0085282	Student Refunds	15.00
Megan Marie Stieren	00205487	S0085189	Student Refunds	384.00
Melissa Helen Schwichtenberg	00205588	S0085371	Student Refunds	128.00
Melissa Kay Vosika	I0064938	S0085346	Student Refunds	387.00
Mercedes Marie Hamilton	I0064864	S0085221	Student Refunds	843.00
Mia Angel-Lea Secrist	00205589	S0085372	Student Refunds	2.70
Mia Margaret Van Groningen Dack	00205488	S0085198	Student Refunds	389.82
Michael James Janak	I0064930	S0085369	Student Refunds	414.00
Michelle Lynn Marks	I0064874	S0085218	Student Refunds	924.00
Michelle Stephany Soto	00205463	S0085111	Student Refunds	1,000.00
Mikaela Antonia Flores	00205513	S0085224	Student Refunds	1,848.00
Miles Eugene Forsberg	I0064859	S0085277	Student Refunds	2,848.00
Miranda A Bracht	00205442	S0085121	Student Refunds	1,000.00
Misty Lynne Bennett	I0064848	S0085209	Student Refunds	925.00
Monica Marie Schenck	I0064885	S0085332	Student Refunds	4,420.00
Morgan E Shaw	I0064888	S0085325	Student Refunds	924.00
Morgan Elizabeth Johansen	00205477	S0085191	Student Refunds	364.00
Myles F Boggs	00205498	S0085311	Student Refunds	924.00
	00205597	S0085396	Student Refunds	250.00
Nacesha Viola Zahnd	I0064898	S0085283	Student Refunds	1,853.24
		S0085339	Student Refunds	276.76
Natalie Sotile	00205558	S0085330	Student Refunds	1,486.00
		S0085338	Student Refunds	1,922.00
Natalie Rose James	I0064869	S0085207	Student Refunds	924.00
Nathanal Davis	00205598	S0085401	Student Refunds	250.00
Nathen Todd Kaup	00205453	S0085113	Student Refunds	1,000.00
Neftally Alba	00205490	S0085284	Student Refunds	655.00
Noah William Novacek	I0064764	S0085163	Student Refunds	275.00
		S0085164	Student Refunds	275.00
Nolan Thomas James	I0064759	S0085155	Student Refunds	588.00
		S0085156	Student Refunds	587.00
PM Dead Stock Removal Service	00205584	S0085381	Student Refunds	384.00
Patricia Ann Gokie	00205576	S0085377	Student Refunds	30.00
Payson L Owen	00205458	S0085137	Student Refunds	2,000.00
	00205582	S0085374	Student Refunds	2,000.00
Payton Aubrie Toelle	I0064777	S0085115	Student Refunds	1,000.00
Penelope Dozier	I0064857	S0085263	Student Refunds	805.00
Peyton Arthur Wieseler	00205567	S0085235	Student Refunds	1,211.00
Pray Meh	00205456	S0085129	Student Refunds	71.00

Rachel Marie Hines	00205601	S0085399	Student Refunds	166.50
Rebecca Sue Albrecht	00205491	S0085247	Student Refunds	1,849.00
Ricardo M Atilano	00205494	S0085299	Student Refunds	924.00
Richard Dean Schrivner	00205555	S0085211	Student Refunds	256.00
Riley Joseph Schulte	00205556	S0085297	Student Refunds	1,849.00
Ross Allen Knott	00205602	S0085404	Student Refunds	250.00
Ryan Daniel Smith	00205557	S0085269	Student Refunds	1,000.00
Safina Rose Osman	10064766	S0085091	Student Refunds	1,908.00
Sarah Dawn LeSuer	00205479	S0085178	Student Refunds	1.10
Sarah Michelle Mitchell	00205541	S0085238	Student Refunds	1,500.00
Savanna K Pieper	10064881	S0085243	Student Refunds	924.00
Savannah M Siebrandt	10064889	S0085265	Student Refunds	306.00
Semira Yonis	00205593	S0085383	Student Refunds	80.00
Shon T Brockhaus	00205444	S0085118	Student Refunds	275.00
		S0085119	Student Refunds	275.00
Sirkyivah Christien Johnson	10064931	S0085359	Student Refunds	384.00
Skylar Michelle McKennis	00205580	S0085365	Student Refunds	384.00
Slayde Michael Bittner	10064849	S0085312	Student Refunds	530.00
Sophia A Renner	00205585	S0085363	Student Refunds	2.00
Spencer Donald Scholz	10064886	S0085314	Student Refunds	568.00
Stephanie Martinez	10064875	S0085230	Student Refunds	924.00
Steven Ambrosio Hernandez	00205523	S0085318	Student Refunds	924.00
Steven R Hernandez	00205524	S0085301	Student Refunds	1,086.00
Stevie Lorreen Handsaker	10064866	S0085286	Student Refunds	731.00
Sydney Marie Quinn	00205550	S0085288	Student Refunds	157.23
Talia Paige Bandt	00205440	S0085090	Student Refunds	234.00
	00205470	S0085190	Student Refunds	128.00
Tanesha Renee King	00205532	S0085291	Student Refunds	581.00
		S0085337	Student Refunds	14.00
Taylor Marie Alexander	00205595	S0085390	Student Refunds	1,675.02
TerraNet Telecom Inc	00205591	S0085384	Student Refunds	1,105.00
Teyah Jo Anderson	00205492	S0085260	Student Refunds	250.00
Theodore John Ketteler	00205531	S0085208	Student Refunds	40.00
Thomas Andrew Wilson	10064782	S0085120	Student Refunds	116.00
Thomas D Garcia Romero	10064860	S0085253	Student Refunds	924.00
Thor E Martin	10064876	S0085305	Student Refunds	924.00
Timothy Isaac Hohbein	00205525	S0085290	Student Refunds	500.00
Tony M Bartels	00205495	S0085300	Student Refunds	236.50
Tori Nicole Courter	10064854	S0085328	Student Refunds	1,849.00
Tory Alan Thurlow	10064893	S0085266	Student Refunds	924.00
	10064937	S0085355	Student Refunds	100.00
Tra Zacorey Rossell	10064771	S0085146	Student Refunds	1,000.00
Treyia Leigh Sheridan	00205590	S0085351	Student Refunds	1,508.50
Tristen Jeffery Beyer	00205441	S0085089	Student Refunds	500.00

Tristian White	10064781	S0085107	Student Refunds	275.00	
		S0085108	Student Refunds	229.26	
Uziel Cabanas-Zacarias	00205500	S0085320	Student Refunds	1,836.00	
Vance Joseph Zemlicka	00205568	S0085237	Student Refunds	418.00	
Vanessa Alamillo	10064846	S0085274	Student Refunds	1,039.00	
Veyance Technologies Inc	00205592	S0085385	Student Refunds	320.00	
		S0085386	Student Refunds	320.00	
Victor Manuel Rocha	00205486	S0085197	Student Refunds	197.00	
Walter Jeffery Hammond	10064865	S0085246	Student Refunds	593.00	
Weston Robert Mathis	00205538	S0085262	Student Refunds	1,500.00	
Whisper Cheyenne Day	00205505	S0085223	Student Refunds	2,125.00	
Wylie John Trowbridge	00205563	S0085242	Student Refunds	831.00	
Zach R Reffett	10064768	S0085141	Student Refunds	2.00	
		S0085142	Student Refunds	2.00	
Zachary John Furnas	00205515	S0085321	Student Refunds	755.00	
Zander Tiray Lovejoy	00205535	S0085341	Student Refunds	924.00	
Flexible Benefit Administrators Inc.	02000050	10234980	125 Plan	Nondepartmental	8,106.55
Total Bills Paid:				\$4,070,111.21	

February 2024 Sales Tax	J0023235	General Fund	2,491.14
Rec Clover Merchant Fees- Feb 2024	J0023190	General Fund	171.93
Rec Clover Merchant Fees- Feb 2024	J0023190	General Fund	193.76
Rec Clover Merchant Fees- Feb 2024	J0023190	General Fund	1,277.56
Merchant Fees-Web Feb 2024	J0023189	General Fund	3,140.20
Shift4 Bkstr Merch Fee- Feb (store)	J0023185	General Fund	405.70
Shift4 Bkstr Merch Fee-Feb (online)	J0023186	General Fund	149.64
Record CardConnect Fee - Jan 2024	J0023180	General Fund	15.00
Total General Fund EFT's:			7,844.93

Total Debt Service Fund EFT's: -

Payroll Taxes BW7	J0023263	Payroll Fund	89,634.51
Transfer Cafeteria BW7	J0023259	Payroll Fund	1,249.71
Payroll Transfer BW7	J0023250	Payroll Fund	304,330.03
TIAA Cref BW7	J0023256	Payroll Fund	46,083.96
Omnify Cobra Eligible Fee- Feb 2024	J0023246	Payroll Fund	38.70
Payroll Taxes MN3	J0023244	Payroll Fund	520,850.12
TIAA Cref MN3	J0023245	Payroll Fund	338,865.04
Payroll Transfer MN3	J0023242	Payroll Fund	1,470,615.98
Transfer Cafeteria MN3	J0023243	Payroll Fund	17,366.05
Payroll Taxes BW6	J0023225	Payroll Fund	66,408.49
TIAA Cref BW6	J0023224	Payroll Fund	46,465.66
Transfer Cafeteria BW6	J0023222	Payroll Fund	1,249.71
Child Support BW6	J0023223	Payroll Fund	395.67
Payroll Transfer BW6	J0023212	Payroll Fund	236,386.26
BCBS - March 2024 Premiums	J0023179	Payroll Fund	394,663.52
Kansas State Tax - Feb 2024	J0023178	Payroll Fund	552.04
Nebraska State Tax - February 2024	J0023168	Payroll Fund	108,505.86
Alabama State Tax - February 2024	J0023169	Payroll Fund	19.17
Life Insurance - Feb 2024	J0023163	Payroll Fund	10,469.96
Payroll Taxes BW5	J0023161	Payroll Fund	69,393.68
Disability Insurance - Feb 2024	J0023162	Payroll Fund	11,329.48
TIAA Cref BW5	J0023160	Payroll Fund	46,100.74
Transfer Cafeteria BW5	J0023158	Payroll Fund	1,249.71
Child Supports BW5	J0023159	Payroll Fund	395.67
Total Payroll Fund EFT's:			3,782,619.72

Total Bills Paid and EFT's: 7,860,575.86

06.2.1

6.2.1 MONTHLY PRESIDENT'S UPDATE

18 April 2024

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

108TH LEGISLATURE, 2ND REGULAR SESSION

- LB1329/Career Scholarships +++
- Appropriations – fully funded!
- 109th Legislature
 - Increased dollars for dual enrollment
 - Discussion about status of Tribal Colleges
 - Facility/community funding

NETWORKING & PROFESSIONAL ENGAGEMENTS

- Iowa Community College Leadership Institute keynote speaker
- Rural Guided Pathways convening in Pittsburgh
- High Learning Commission Annual Conference
 - Future of Work
 - Artificial Intelligence
 - Credential Landscape
 - Using application process and orientation to discuss careers...Fields of Study
 - Changing role of faculty – credit and non-credit responsibilities
 - 2024 Trends
 - Leadership Challenges...break the cycle of disengagement
- Nebraska Regional Development Initiative

UPDATES

- Program Accreditation – Nursing & Vet Tech
- iHUB Ground Breaking
 - iHUB NDN editorial
- OCR inquiry
- Active shooter training
- Academic and program concentrations

UPDATES

- Leadership Positions filled
 - Mike Walkowiak, VPHROD begins April 22
 - David Cone, CIO began April 8
 - Brad Ranslem, Dean, Applied Technology promoted
 - Dean for Science, Technology, Ag & Math – reviewing applications
- NACTA fundraiser – Tara Smydra & Scott Gray
- SKILLSUSA state-wide competition
 - 16 gold medals
 - 14 silver medals
 - 8 bronze medals

UPCOMING EVENTS

- College Brand Reveal – 23 April @ 11 am
- Topping Out Ceremony – 23 April @ 1 pm
- All Nebraska PTK team – 24 April in Lincoln
- Time Capsule – 25 April @ 10:30 am
- Launch Celebration – 26 April @ 10 am
- Commencement – 10 May

QUESTIONS/COMMENTS



06.2.1

The Higher Learning Commission provides a yearly list of trends at each annual conference, reflecting the ecosystem and issues impacting postsecondary education. In 2024, the climate at our nation's colleges and universities is filled with exponential change, amazing opportunities, and many challenges. The trends list is not prioritized; that is the task we encourage you to complete on your campus. Hold discussions to identify those that impact your institution the most, and identify ways you are managing to lead, adapt and learn from this helicopter view of higher education. Executive teams, departments, board members, and other groups have benefitted from using the HLC trends to take a deep dive into their own strategic priorities. We also encourage you to share the list with students to keep them informed and seek input as to what we might be missing. All follow-up input to HLC is welcome!

An electronic version of this document can be found at:

hlcommission.org/trends2024

Barbara Gellman-Danley, Ph.D.
President

1. Artificial Intelligence (AI) – Promises, Opportunities, and Threats

- a. The use of Artificial Intelligence is growing within higher education, in particular Generative AI, i.e., ChatGPT.
- b. There are many AI applications for teaching and learning available, and more on the horizon.
- c. Universities are conducting research to test and develop new scalable products.
- d. Personalized instruction will be enhanced through AI.
- e. Institutional policies for use of AI will require statements on several topics, i.e., ethics, ownership, privacy, fraud, and integrity of information. Risk management is important – both using AI and the risk of ignoring it.
- f. There are many ways AI is enhancing the work of institutions, such as generating job descriptions and other administrative tasks.
- g. More sophisticated applications such as Machine AI are permeating higher education. Facial recognition is one example that can be very useful on campuses.
- h. Colleges will benefit through professional development in the applications of AI. Artificial Intelligence will have a major impact on how institutions operate in the future.

2. Teaching, Learning and Enrollment Paradigm Shifts

- a. Online learning grew exponentially during the pandemic out of necessity, and post-pandemic learners of all ages expect that option to continue.
- b. Institutions are implementing or exploring the use of some “three-year” bachelor degrees, which could be a decreased timeline for the traditional 120 credit hours or a shift in selected programs to a total of 90. Students are seeking adaptive and flexible delivery choices. In general, institutional accreditors have signaled their willingness to implement or study such degree programs, either under existing policies or creating new ones. Federal and state compliance requisites need to be considered early in the planning process.
- c. Faculty face ongoing challenges to historical traditions of shared governance and tenure. Key influencers are weighing in on these historical values of higher education, while governing boards are also debating the issues. It raises the growing question of who is in charge of higher education in this changing landscape.
- d. Institutions are now required to adapt to the end of race-conscious admissions policies due to a landmark Supreme Court decision. Some states have also weighed in on the issue with new policy requirements, at times tied to funding. It is possible more historical

decisions will be changed or reversed. Higher education is prominently on the radar in many arenas.

- e. Legacy admissions is facing a paradigm shift due to external pressure, influencing enrollment practices and public perceptions of equity in higher education. Institutions with highly selective admissions are most impacted.

3. Outcomes and Accountability for Programs and Institutions

- a. Institutions are becoming increasingly adept in using data analytics to measure and predict outcomes.
- b. Many smaller colleges may not have sufficient resources to utilize or sustain the software, technology and institutional research needed.
- c. Outcomes-based funding is increasing, with some states investing in sophisticated methodologies for measuring student success. Identifying the most reliable data and useful outcomes metrics is a challenge for all; the measurements go far beyond simple graduation rates.
- d. The pressure for reliable job placement numbers by program is palpable and will continue to be demanded by consumer protection groups, the public and elected officials.
- e. Beyond quantitative metrics, “student intent” is important in demonstrating evidence-based outcomes.
- f. Institutions will need to work collaboratively with stakeholders on metrics that matter most.

4. Financial Challenges and Opportunities Across All Sectors

- a. Small private college mergers, affiliations and closures are on the rise.
- b. With increased competition from within and outside of higher education, students have more choice. Some institutions will not survive.
- c. Deferred maintenance and other capital expenses continue to put pressure on all colleges and universities.
- d. The demographic cliff is real with fewer younger students in the pipeline moving from K-12 to postsecondary education.
- e. The cost of technology and concomitant depreciation continues to impact the bottom line.
- f. Partnerships for shared services may lower costs; it is vitally important to approach these arrangements

with clear memoranda of understanding and contracts related to the responsibilities and financial impact for each entity.

- g. Reserves and endowments are critical to the financial sustainability and operations of any college. While the stock market is stable in the first quarter of 2024, colleges face an unpredictable future regarding returns.
- h. Some elected officials continue to push for legislation to tax large college endowments.
- i. International student enrollments are stabilizing, although political shifts could influence the numbers.
- j. Institutions will need sophisticated risk-management procedures and policies to assure financial stability.
- k. While enrollment numbers are improving as a whole, institutions will need realistic, evidence-based plans to stabilize, increase, or right-size capacity for sustainability and growth.
- l. Donor support and grants are advancing the important work of higher education and the many communities served. Leadership will be expected to demonstrate successful fundraising outcomes.

5. New Business Models Emerging for Innovation and Sustainability

- a. Students are increasingly able to use subscription models to choose courses and programs from multiple institutions. Colleges and universities are working with consortia and other partnerships to provide increased offerings and choice.
- b. Postsecondary institutions are partnering strategically with employers to co-design educational programs and talent pathways to help meet workforce needs.
- c. Institutions are restructuring with new business models that remove silos between credit and non-credit offerings.
- d. Systems of higher education are also changing structures to meet student needs, while assuring both stability and response to the changing landscape of postsecondary education. More branch campuses and additional locations will merge or close.
- e. Change management is difficult at times within higher education. Leaders are balancing historical programs and practices that will not fit easily into the dynamic future of higher education. It is advisable that change management training be offered as part of institutional professional development programs. Best practices for innovation and change will be helpful to share as case

studies within higher education. Change also needs to include guardrails for *allowing* some failures as long as students are not harmed.

- f. If colleges are to survive and thrive, the concept of “not in my back yard” will have to be shut down because it serves as the enemy of positive change.

6. Exponential Growth of Short-Term Credentials and New Providers

- a. States and workforce development organizations are moving rapidly to advance skills-based hiring. While off to slow start, Learning Employment Records (LERs) and evolving big data systems offer resources that will facilitate this movement. Other platforms assure records are increasingly comprehensive and provide the learner a standardized, clear platform to present who they are and what they have learned or practiced to employers and education/training providers. These advancements will have the capacity to become the new “transcript” and facilitate easier transfer for users.
- b. In addition to industry-specific skill needs, durable skills (traditionally called “soft” skills) are increasingly important in the changing environment for employment. There is an increasing expectation that postsecondary institutions will design for and assess these skill areas. Examples of these important skills include critical thinking, communication, team building, and collaboration. Their importance remains, and they are not firewalled from the focus on workforce development.
- c. Ultimately the degree retains validity, although the short-term certificate market poses some competitive challenges. These do have to be mutually exclusively pathways.
- d. Several alternative credential and training organizations with market-driven business models and sophisticated technology are rapidly gaining traction. These organizations partner with colleges, universities, systems, states, employers, consumers and other educational providers to offer curricula and credentials.
- e. Well-known online companies are likely to continue to offer courses and programs via distance learning. Expect instances where behemoth corporations, with extensive consumer home delivery experience, choose to move strategically into the online short-term credential space.

- f. Stackable credentials, leading to degree attainment and credit mobility, are important for colleges and universities. However, this emerging trend is based on the notion of credit for seat time versus skills outcomes. Legislators are proposing extension of Pell grants to new credentials for the workforce (Short-Term Pell); if passed, adoption will shine a bright light on the need to review limitations of the “credit hour” as a measurement of student engagement.
- g. Quality assurance guidelines will become increasingly important to help navigate the growing credential marketplace.

7. Politicization of Higher Education, Increased External Interventions

- a. More than ever, elected officials are weighing in on higher education. New regulations impact a variety of areas, including accreditation.
- b. Some states have implemented mandatory elimination of Diversity, Equity and Inclusion (DEI) programs, including funding dedicated to support them. Other states are considering similar legislation.
- c. Higher education proposals are part of the platform of individuals running for the presidential election. It is important for college leaders to be informed on all such opinions.
- d. As the pathway to the college or university presidency changes over time, more elected officials and others outside of higher education are being chosen for leadership positions.
- e. Congressional investigations of institutions are increasing, currently related to the war in the Middle East, anti-Semitism, balancing opposing perspectives, and related issues. Expect more Congressional investigations of higher education.
- f. Both elected officials and institutions are dealing with critical issues, some of which have bi-partisan support, while others are divided. This leaves the colleges and universities in the challenging position of meeting the needs of all stakeholders.
- g. Debates continue about the rights of states and the federal government, and differences are not easily resolved. Higher education may be caught in the middle.
- h. Advocacy continues to be important for colleges and universities; balancing the myriad of opinions calls for very skilled leaders.

8. Speaking Out: Conflicting Voices, Civility and Safety on Campuses

- a. The rules of engagement on academic freedom and free speech are facing serious challenges.
- b. New policies are being developed that aim to produce some solutions, although the approaches are highly polarized.
- c. A select number of states are implementing new regulations for public institutions with guardrails around academic freedom.
- d. Colleges can expect continued interest as a variety of stakeholders opine about academic freedom and free speech. Higher education's centuries-old value that "everyone has a voice," is on questionably fragile ground.
- e. Students will need support and guidance to understand both the value and impact of their actions under the umbrella of free speech.
- f. Safety and security are important considerations related to demonstrations on campuses.
- g. Presidents who have hesitated on taking firm public stands on campus security related to polarizing issues are finding their positions at risk. It is very difficult for all stakeholders to agree on a single approach that everyone will accept as appropriate, and this trend has the potential to make some leaders more tepid in their public positioning. Students need help to feel safe on campuses.
- h. College and university leaders are seeking increased consultation from public relations experts and legal advisors regarding practices, policies and positioning related to polarizing current events.
- i. Despite the decision-making and reputational challenges which would keep any leader up at night, concerns about safety are dominant and necessary. Leaders must be well-prepared to handle these challenges as the public face for their colleges.
- j. Strong enforceable safety plans will continue to be needed, as will methods to protect students and others from physical danger, bias, bullying, or incivility.

9. Mental Health Challenges Continue – Impact and Oversight

- a. The affect of mental health on the well-being of students continues to be a major concern of institutions of higher education.
- b. The stress of the current higher education and societal environments impact the faculty, staff and administrators.
- c. Support services for students and other campus personnel continue to be of critical need on campuses.
- d. The remnants of the pandemic combined with increased generational stress continues.
- e. Funding will be needed to assure sufficient support infrastructures and experts.
- f. When safety is shattered through major incidents, the impacted campuses need immediate and long-term solutions to heal. Advanced planning is rising and will need to be continuously reviewed and updated.

10. Talent Management and Succession Planning: Colleges Need to Be Ready for Turnover at All Levels

- a. As the population ages, colleges are experiencing a wave of retirements.
- b. Burnout exacerbates increased turnover.
- c. Institutions with financial challenges often cut or suspend professional development funding for employees. The results could be painful later; an investment to grow talent often yields a high return.
- d. Leaders of colleges and boards are asking for detailed succession plans across the organization. In cases where people leave with little notice, not having such plans can be very costly.
- e. New skills sets will be needed at all levels over time. Institutions are looking for ways to prepare for an unknown future. As an example, if Artificial Intelligence becomes a focus on the campus, ask if training should be siloed or more decentralized.
- f. Job announcements are different than in the past; many are written to identify skills sets and not just titles as evidence of experience.
- g. Colleges are searching for new talent from within and outside of the organizations, and often the competition is strong, while the pool of candidates may not be deep.

- h. Combining positions due to budget reductions is common, although burnout can escalate for those who remain.
- i. Human Resource and talent management staff recognize that despite its many challenges, working for a college or university offers an exceptional opportunity for growing professionally within a dynamic and very important industry with a global reach.

11. The Important Role of Leadership: Challenges and Continuity

- a. This is likely the most difficult time be a college president. This trend will continue for a long time, and it threatens the leadership pipeline.
- b. Turnover of leadership at colleges is more frequent and impacts the sense of stability of their institutions.
- c. Turnover of provosts, vice presidents and deans also disrupts the sense of continuity within postsecondary institutions. In difficult times, consistency of all leadership matters.
- d. Professional development for current and future leaders is critical. The learning pathway to leadership has no dead end. Funding needs to be allotted to support continuing education and training.
- e. Due to the challenges facing higher education, the candidate pool for leadership positions might decrease or at the very least, be less prepared for the jobs for which they are applying.
- f. Trustees of college boards also need ongoing training and assessments. These volunteer positions are becoming increasingly complex, requiring both support and self-reflection.
- g. Unstable governing boards impact the stability and reputation of their institutions.
- h. Presidents, other leaders and boards need and deserve support from their college community. In particular, boards need to support their leaders who are facing daunting challenges.
- i. The rewards of volunteer leadership on governing boards can far outweigh the challenges if members keep an eye on the institution's mission, vision and strategic directions – finding ways to be proactive, responsive, transparent, and empathetic to all constituents.

12. Accreditation and the Influence of the Triad

- a. The relationship of the Triad (the states, the federal government, and accreditors) is increasingly important in these challenging times for higher education. Their coordination, transparency and shared problem-solving is needed to support and collectively oversee the quality assurance and compliance of institutions. Each is also obligated to find ways to be adaptive in the face of the many advances and innovations emerging.
- b. Accreditors, which previously were low on the national radar, are now facing increased public scrutiny and interest.
- c. There are times that the guiding principles, requirements, vision and opinions of each member of the Triad are in conflict. Coordination is critical.
- d. Accreditors frequently receive mixed signals from states and the federal government about new or proposed legislation. It is not their role to adjudicate or mediate differences when conflicting mandates are passed in states that are different from those of the federal government, although they must determine how to adapt accordingly to each.
- e. As voluntary membership organizations, accreditors will need to advocate for balancing diverse viewpoints on behalf of their members.
- f. Competition among accreditors is on the rise since passage of the July 2020 regulations allowing former regional accreditors (now "institutional") to expand their scope.
- g. New accreditors will join the marketplace, and some experienced accreditors will add new business models to remain relevant.
- h. HLC will need to respond to current and future trends, while honoring its mission that prioritizes a focus on students.

https://norfolkdailynews.com/commentary/northeast-s-new-ihub-has-the-potential-to-be-many-different-things/article_9f150fc2-fb38-11ee-b9be-9348e79f1045.html

Northeast's new iHub has the potential to be many different things

Daily News

Apr 15, 2024

In Denver, Las Vegas and two other U.S. locations, one of the most popular attractions is an immersive, multimedia experience created by the arts production company called Meow Wolf. The attractions are unusual because there's no single best way to describe them.

In some ways, Norfolk's new iHub may prove similar.

Will it be the robotics lab that becomes the downtown Norfolk facility's primary calling card? Perhaps the availability of metalworking and rapid prototyping equipment for those interested in manufacturing?

But there's also going to be an electrical studio and a wood shop, as well as a dedicated space for workforce training and upskilling. Plus, a collaboration space for groups and individuals to design and create innovative projects.

That's the beauty and appeal of the \$7 million project that has Northeast Community College representatives — as well as many others — excited. Construction is set to begin in the coming weeks on the 16,000-square-foot facility located at Seventh Street and Norfolk

Avenue.

“This is a community effort,” said Dr. Leah Barrett, Northeast’s president, at a recent ceremony to announce the beginning of construction. “This is a combination of work and ideation from our economic development team, our (Northeast Nebraska) Growing Together group, our community, the region itself, the agriculture industry, the manufacturing industry and so many more are our schools, innovators, entrepreneurs and builders that have come together to think about how we can create a bookend in downtown Norfolk that’s focused on the future, and that’s what we have today. And this is our iHub.”

The goal is to have the facility ready for use next August when an impressive array of equipment will have been installed and community memberships will be available for their use.

At the ceremony, several speakers touted the collaborative work that generated funding for the project — although some money still needs to be raised — and their excitement about what the iHub will mean for Norfolk and the area.

For example, Jake Luhr, superintendent of Battle Creek Public Schools, said, “This is going to hit all ages of kids, the experiences, the creativity, the collaborative nature of it is really exciting for public schools.”

But it’s not just for students. The iHub will be a place that entrepreneurs and existing manufacturers can come together to experiment with ideas and new products.

“We need to be a nation that makes things again,” said U.S. Rep. Mike Flood of Norfolk. “We have one of the most innovative community college systems in the United States. They are progressive, they are working to find solutions to the workforce challenges we have.”

At this point, no one knows for certain all the ways that the iHub will serve the region and contribute to its economy, manufacturing base and entrepreneurial spirit. That’s going to be part of the fun that lies ahead.

Monitoring Report
EL-01 Treatment of Students
April 18, 2024

I hereby present my monitoring report on the **Executive Limitations Policy EL-01: Treatment of Students** according to 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, President

Date 11 April 2024

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.

INTERPRETATION

Students' satisfaction with their college experience is inextricably linked to student success, including higher student retention and graduation rates. To measure student satisfaction with their college experience, Northeast Community College administers the Ruffalo-Noel-Levitz Student Satisfaction Inventory (RNL-SSI) every four years, allowing students to share how satisfied they are with their student experience as well as what issues are most important to them. The most recent results are presented here (spring of 2022—see Table 1), along with the previous survey 2018 results (see Table 2), to show how Northeast has improved or needs improvement. The Midwestern Colleges for 2022 are used for comparison with Northeast's spring 2022 results to show how we compare to colleges of similar size, geography, culture, etc. Therefore, I interpret "conditions, procedures or decisions related to the treatment of students that are":

- A. Not unsafe to mean a **Safety and Security** group satisfaction score greater than or equal to Midwestern cohort (see Table 1). If any of the questions in this group (see Appendix) does not meet or exceed the Midwestern one, even if the overall score does, they require further attention.

- B. Not unfair to mean a **Responsiveness to Diverse Populations** group satisfaction score greater than or equal to Midwestern cohort (see Table 1). If any of the questions in this group (see Appendix) does not meet or exceed the Midwestern one, even if the overall score does, they require further attention.
- C. Not disrespectful to mean a **Concern for the Individual** group satisfaction score greater than or equal to Midwestern cohort (see Table 1). If any of the questions in this group (see Appendix) does not meet or exceed the Midwestern one, even if the overall score does, they require further attention.
- D. Not unnecessarily intrusive to mean a **Service Excellence** group satisfaction score greater than or equal to Midwestern cohort (see Table 1). If any of the questions in this group (see Appendix) does not meet or exceed the Midwestern one, even if the overall score does, they require further attention.

In addition to scale and question scores, questions may also fall into “strengths” and “challenges” categories. This occurs when that item is important to the students (upper 25%) and either met satisfactorily as a strength (upper 25%) or not met satisfactorily as a challenge (lower 25%). Strengths are to be celebrated and modeled, while challenges need to be addressed. If a question falls into either category plus part of the scale groups described above, they will be noted in the evidence section below. Note: scores could fall within the range of 1 (lowest) to 7 (highest).

As mentioned on the previous page, comparisons between 2022 and 2018 are also discussed, to show where improvements have occurred, or satisfaction might have slipped. The next RNL-SSI administration is planned for spring 2026.

EVIDENCE

- A. The **Safety and Security** group satisfaction score of 6.05 was greater than or equal to Midwestern cohort score of 5.71. (6.05 was also greater than 5.45 reported in 2018). There was one question, however, that while it had a score greater than the Midwestern one (5.98 vs. 5.32), “#39—The amount of student parking space on campus is adequate,” it fell into the challenge category. (While not a challenge in 2018, it was still an issue in 2018 with a score less than the Midwestern one: 4.72 vs. 5.01.) On the other hand, there was one question that rose to the top as a strength, “#31—The campus is safe and secure for all students.” (This was a top strength in 2018, fourth from top in 2022.) This is something to continue to celebrate and model.
- B. The **Responsiveness to Diverse Populations** group satisfaction score of 6.24 was greater than or equal to Midwestern cohort score of 5.91 (6.24 was also greater than 6.10 reported in 2018). There were no questions that had scores less than the Midwestern ones.
- C. The **Concern for the Individual** group satisfaction score of 6.11 was greater than or equal to Midwestern cohort score of 5.70 (6.11 was also greater than 5.78 reported in 2018). There were no questions that had scores less than the Midwestern ones, however, there was one question that fell into the “challenge” category, “#29—Faculty are fair and unbiased in their treatment of individual students.” This was also a challenge in 2018 and will require further attention.
- D. The **Service Excellence** group satisfaction score of 6.13 was greater than or equal to Midwestern cohort score of 5.76 (6.13 was also greater than 5.93 reported in 2018). There were no questions that had scores less than the Midwestern ones, however, there was one question that fell into the “strength” category, “#62—Bookstore staff are helpful.” This is something to celebrate and model.
- E. The evidence provided throughout the rest of the report also supports compliance with the President not causing or allowing conditions, procedures or decisions related to the treatment of students that are unsafe, unfair, disrespectful, or unnecessarily intrusive.

Table 1 – Spring 2022 Scales groups and scores

Scale	Northeast Importance	Northeast Satisfaction / SD	Performance Gap*	Midwestern Cohort Importance	Midwestern Cohort Satisfaction / SD
Concern for the Individual	6.39	6.11 / 0.91	0.28	6.30	5.70 / 1.24
Safety and Security	6.33	6.05 / 0.98	0.28	6.29	5.71 / 1.17
Service Excellence	6.30	6.13 / 0.84	0.17	6.20	5.76 / 1.11
Responsiveness to Diverse Populations		6.24 / 1.02			5.91 / 1.25

*Notice how performance gaps (between importance and satisfaction) in 2022 are much smaller than they were in 2018. This indicates we've better met students' satisfaction on matters that are important to them.

Table 2 – Spring 2018 Scales groups and scores

Scale	Northeast Importance	Northeast Satisfaction / SD	Performance Gap	Midwestern Cohort Importance	Midwestern Cohort Satisfaction / SD
Concern for the Individual	6.44	5.78 / 1.19	0.66	6.22	5.52 / 1.23
Safety and Security	6.40	5.45 / 1.31	0.95	6.16	5.44 / 1.19
Service Excellence	6.39	5.93 / 1.00	0.46	6.08	5.57 / 1.09
Responsiveness to Diverse Populations		6.10 / 1.14			5.72 / 1.25

... 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.

INTERPRETATION

I interpret "reasonable protections" to mean the College provides administrative procedures and documentation that describe the expectations of behaviors on campus as well as the consequences of not meeting those expectations, thus demonstrating that student health, safety and well-being is a priority for the institution. Students and College employees must be made aware of these procedures.

EVIDENCE

The following College operational procedures outline the rules and expectations of employees, students, and campus visitors:

- AP-3020.0 [Solicitation on College Premises](#)
- AP-3210.0 [Safe and Secure College Environment](#)
- AP-5221 [Standards of Student Conduct](#)
- AP-3270.0 [Loitering](#)
- AP-3231.0 [Communicable Diseases Procedures](#)
- BP-5227 [Alcoholic Beverages and Controlled Substances](#)
- AP-5791.0 [Vaccination Procedures](#)
- AP-3235.0 [Tobacco and Alternative Nicotine Products Use Procedures](#)
- AP-5021.0 [Missing Student Notification](#)
- AP-5890.0 [Residential Housing Regulations](#)

All employees are made aware of these policies and operational procedures as described in Monitoring Report EL-09, Organizational Integrity. Students are informed of policies and operational procedures during New Student Registration sessions, New Student Orientation, Residential Life Orientation, and through an email sent to their Northeast email address during their first term of enrollment annually, with a link to the [Notice to Enrolled Students](#). This Notice, as required by the Higher Education Act, is being sent to any new students enrolling throughout the academic year, including the start of second eight-week courses and summer courses. Northeast has an online [Student Handbook](#). Beginning this academic year, every course syllabus includes a link to this webpage. This allows students to have one easily accessible location to get all important College information. On the Student Handbook webpage students can find links to the [Academic Calendar](#), [Student Code of Conduct](#), [Academic Support](#), and more. Students who live in on-campus housing are informed of conduct expectations and provided the [Residence Life Handbook](#), which is also available on the Northeast website. In addition, as a recommendation from last year's Monitoring Report all students were emailed a link to the Student Code of Conduct on August 23, 2023 from Northeast Dean of Students. Enforcement of these expectations are done through Campus Security, and through students and employees who report violations. Students not following the Student Code of Conduct or expectations outlined in the Residence Life Handbook are referred to the Director of Residence Life and Student Conduct. The Director will investigate and apply sanctions to students found in violation of the Code of Conduct, College policies, or procedures.

The following academic programs have academic program handbooks that outline academic and conduct expectations for students in their programs: Physical Therapy Assistant, Nursing, Health Information Management, Paramedic, Veterinary Technology, Education, and Early Childhood. Students are informed of these program safety and behavior expectations upon acceptance into the academic program and provided a copy of the program handbook. Enforcement of these expectations is managed through academic program faculty, program directors, and academic deans. As a result of an improvement identified in last

year's Monitoring Report, it has been communicated to all academic deans that academic program handbooks must be available on the Northeast website by fall of 2024 for transparency and ease of access to potential and current students.

In addition, [Drug Free Communities and Schools Act information](#) is updated annually and published on our website and sent electronically to all enrolled students during their first term of enrollment annually through the Notice to Enrolled Students. This includes information about Northeast's drug-free initiatives, health risks of drugs, standards of conduct and disciplinary information, legal sanctions, as well as drug and alcohol counseling and treatment information. Additional information regarding drug and alcohol abuse and prevention resources can be found on the [Northeast website](#).

A campus security report is published annually and presents statistics for crimes reported to Northeast Community College during the last three years. This meets the requirements of the Clery Act, requiring colleges and universities to publish a Campus Crime and Security report annually. Northeast also reports fires in on-campus housing facilities each year. All of this information is updated annually and included in the [Annual Security and Fire Safety Report](#) and shared via email with faculty, staff, and students by September 30 each academic year and published on the Northeast website.

Students and employees can be notified immediately in the event of a College emergency, including College closures due to inclement weather via a [Campus Alert](#) system for campus emergencies or closures. Students and employees are automatically signed up to receive Campus Alerts through their Northeast email address and can update their preferences to include a cell phone number or multiple cell phone numbers. Students and parents/guardians are informed of this service during New Student Registration and Orientation. The [Campus Alert](#) webpage also includes information regarding plans for inclement weather announcements.

Northeast is concluding year three of a four-year journey to become a JED Campus. The Jed Foundation (JED) is a national nonprofit organization dedicated to preventing suicide and protecting the emotional health of our nation's youth and young adults. JED works with colleges across the country to provide expert support, evidence-based best practices, and data-driven guidance to protect student mental health and prevent suicide. The process of becoming a JED Campus requires Northeast to go through JED's fundamentals program, partner with JED experts to assess the College's needs, develop a customized strategic plan to build on existing strengths, and implement tools, strategies, and techniques that lead to measurable improvements in student mental health and a more connected community.

Beginning in the spring of 2024 the director of risk management started conducting Physical Facility Risk Assessments of College buildings. In addition, because of the JED Campus strategic plan recommendations, a means restriction evaluation will be added to the Physical Facility Risk Assessment to reduce access to lethal methods for a person considering suicide or planning a suicide attempt. A member of the Student Life Team will accompany the director of risk management when conducting these risk assessments throughout College property.

This evidence demonstrates the College has administrative procedures and documentation that describes the expectations of behaviors on campus as well as the consequences of not meeting those expectations, thus demonstrating that student health, safety and well-being is a priority for the institution. This evidence also demonstrates how students and College employees are made aware of these procedures.

AREAS FOR IMPROVEMENT

- It is recommended that BP-5227 [Alcoholic Beverages and Controlled Substances](#) regarding students be combined with AP- 3233 [Alcoholic Beverages and Controlled Substances](#) regarding employees and BP-5227 be deleted.

...the President shall not:

1.1 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.

INTERPRETATION

Students need to be provided with adequate protection from harassment and bias because inadequate protection from harassment and bias could result in severe consequences for the victims and those who witness it. Additionally, harassment and/or bias in an educational environment can have a direct effect on a student's access to education, increasing their absenteeism and decreasing their ability to complete their degree. I interpret adequate protection from harassment and bias to mean the organization has policies and procedures in place to address harassing conduct and holding students and employees accountable at the earliest possible stage, before the conduct becomes so "severe and pervasive, and/or objectively offensive". Source: Procedure AP-1010.1 [Harassment](#).

EVIDENCE

The following College operational procedures outline the rules and expectations of employees, students, and campus visitors:

AP-1010.0 [Nondiscrimination](#)

AP-1010.1 [Harassment](#)

Information can be found on the Northeast [website](#) clearly outlining what Title IX is, Northeast's procedure around Title IX, as well as multiple reporting options for students. Review of Title IX files on harassment confirmed there were eighteen (18) reports of harassment during the 2023 calendar year. All reports were investigated, but none of the reports rose to the level of a formal investigation. On- and off- campus support options were requested by one or more students for each reported case, and support was provided as requested. Maxient Software was implemented in the summer of 2022 for reporting and tracking misconduct, harassment and/or discrimination reports. The addition of Maxient provides a formal process for students to submit a claim of harassment and for cases to be tracked and managed.

Annual harassment prevention and Title IX training is administered to all Northeast employees through the Learning Management System, SafeColleges. During the 2023-24 academic year there was 100% employee compliance in completion of this training. In addition, Northeast ensures that Title IX training for the Title IX Coordinator, Deputy Title IX Coordinators, and other Title IX team members such as investigators, hearing officers, decision makers, and advisors is up to date. These trainings are attended bi-annually or prior to the certification expiration dates. Northeast is a member of the Association of Title IX Administrators (ATIXA) and the Student Affairs Administrators in Higher Education Association (NASPA) and both provide virtual and in-person training options for Northeast

Title IX team members to complete for compliance. Multiple Title IX team members are trained in more than one role for added versatility for investigations and grievance processes. Prior to the 2022-23 academic year, only residential students were asked to complete the “Essentials” online course through mystudentbody.com focused on identifying and reporting sexual harassment and/or violence. During the fall 2022 semester, all students were sent the mystudentbody.com “Essentials” online course. This software was replaced by Vector Solutions online training this academic year, and on August 30, 2023 all enrolled students were sent an online course focused on gaining consent, identifying sexual harassment or violence, bystander intervention information, and resources for seeking help. This demonstrates an effort by the College to educate all students and employees on identifying, reporting, and investigating harassing behaviors and the consequences of that behavior.

Northeast completed its last Title IX Climate Survey for students during the 2022 spring semester. A new, additional Title IX Climate Survey for employees was developed and administered in the spring of 2022 to include harassment and discrimination for additional compliance as it relates to Title IX federal and state laws. Work is underway to finalize and distribute the 2024 Employee Title IX and Safety Survey to employees this spring semester. The results of both the student and employee surveys are reviewed by the Title IX Team, and any necessary education or action needed due to the survey responses will be managed by this Team. The only action identified as a result of the 2022 student and employee climate surveys was to find an electronic way to inform all students of Title IX related information, and this has been done. These surveys are a necessary component of the bi-annual State of Nebraska Legislative Report for Title IX subject to §85-608. Our last State of Nebraska Legislative Report can be found [here](#). This demonstrates a commitment to discovering any unreported Title IX related incidents and gauging how comfortable students and employees are with reporting incidents to College officials.

...the President shall not:

2. Deliver programs in a manner that is insensitive to students’ culture.

INTERPRETATION

I interpret “not insensitive” to mean programs and program materials are offered in ways that are accessible, nondiscriminatory, welcoming, and respectful of all cultures.

EVIDENCE

The following policy and operational procedures outline the College’s expectations regarding nondiscrimination:

AP-1010.0 [Nondiscrimination](#)

BP-1020 [Equal Opportunity](#)

AP-5260.0 [Services for Students with Disabilities](#)

In the RNL-SSI, the **Responsiveness to Diverse Populations** group satisfaction score of 6.24 was greater than or equal to Midwestern cohort score of 5.91 (6.24 was also greater than 6.10 reported in 2018). There were no questions that had scores less than the Midwestern ones. Specifically, questions #81 through #86 deal with the institution's commitment to part-time students; evening students; older, returning learners; under-represented populations, commuters, and students with disabilities. In all six questions, Northeast scored higher than the Midwestern cohort from 0.05 (2 questions), 0.01 (3 questions) to the 0.001 (1 question) significance levels. Students are satisfied with Northeast's commitment to diverse populations.

In the RNL-SSI, the **Concern for the Individual** group satisfaction score of 6.11 was greater than or equal to Midwestern cohort score of 5.70 (6.11 was also greater than 5.78 reported in 2018). There were no questions that had scores less than the Midwestern ones, however, there was one question that fell into the "challenge" category, "#29—Faculty are fair and unbiased in their treatment of individual students." This was also a challenge in 2018 and will require further attention. Specific to program delivery, "#2—Faculty care about me as an individual," was greater in satisfaction score than the Midwestern cohort (6.00 vs. 5.69) at the 0.01 significance level. Thus, not only is Northeast responsive to diverse student populations, but faculty members are also caring toward all students and their unique qualities. It will be an action item to discover why some students feel that they are being treated unfairly or in a biased manner (#29). In addition to student discovery on this challenge area, Northeast has implemented strategies and plans additional strategies in our guided pathways work to address this area. Early College has updated contracts with area high schools to include a statement that all faculty must use the Canvas LMS to communicate with students. This allows Deans and Directors to assess interaction when a complaint is made. Full-time faculty are currently expected to use Canvas for student communication. In summer 2023 academic deans and Educational Services leadership focused on several professional development topics including the dean role and responsibilities, hiring and evaluation, effective communication, conflict management, onboarding new faculty, conducting investigations, as well as several other topics.

Guided Pathways strategies include: "Develop professional development and initiatives to assist faculty on integrating best practices for online student engagement into teaching" and "Up-to-date course and grade information is accessible to students". A series of modules in Canvas were created in the summer of 2023 to offer as just in time professional development for faculty on a variety of topics including developing instructional strategies, engagement in the classroom, and classroom equity. Topics in the modules include Universal Design Learning, which focuses on using teaching methodologies that accommodate the needs and abilities of different learners, and Multiple Intelligences, which explores the different ways the brain takes in and processes information during learning. To date, two Northeast faculty members have completed the modules. The Center for Teaching and Learning provided information during the Adjunct Summer Professional Development session as well as a session during the August 2023 In-Service that touched on how faculty can utilize Artificial Intelligence (AI) to incorporate diverse examples and experiences into course materials that align with our general education goal of teaching relational perspectives.

In 2021 Northeast participated in the Community College Survey of Student Engagement (CCSSE) Race and Ethnicity pilot survey. Overall, 17% of participating students reported they have very/often participated in activities or discussions designed to introduce them to cultural experiences other than their own. This survey is currently being distributed to students (spring of 2024). To address these low numbers, Northeast has broadened opportunities for student engagement to include topics such as understanding disabilities, disability supports, variety of visiting author presentations, and presentations by faculty.

In addition, College students and employees regularly participate in opportunities focused on increasing our relational perspective or our awareness and connection to the world. These opportunities for training/awareness opportunities demonstrates the College's commitment to bring awareness to multiple cultures and perspectives. Recent examples of this professional development include:

College-Wide Training/Awareness Opportunities:

- Asian American and Pacific Islander Heritage Month Books Display, May 2023
- A Proactive Approach to Supporting the Mental Health of Students and You Can Help a Student, Fall In-Service, August 16, 2023
- Welcoming Week Engagement Activities, September 13-24, 2023
- Question, Persuade, Refer (QPR) Suicide Prevention Training, September 13 & November 8, 2023
- Constitution Day Golf Cart Trivia, September 18, 2023
- Latino Youth Summit Norfolk Campus, September 29, 2023
- Latino Family Day South Sioux City Extended Campus, October 22, 2023
- Latino Family Day Norfolk Campus, November 5, 2023
- Collaborative Community Art Project with local Pride Festival, September 2023
- National Hispanic Heritage Month Books Display & Trivia, September 15 – October 15, 2023
- Banned Books Week Display, October 1-7, 2023
- Mental Health First Aid, October 5, 2023
- Silent Witness Display, Domestic Violence Awareness Month, October 2023
- Day of the Dead/Dia de los Muertos Offrenda, October 19-November 7, 2023
- TRIO – First Generation College Student Day, November 8, 2023
- Veterans Day Book Display, week of November 11, 2023
- Native American Heritage Month Books & Flags Display in Union 73, November 2023
- Coffee & Conversation: Powwow Dancing & Beadwork, November 8, 2023
- Winter Holidays Display: Bodhi Day, Christmas, Hanukkah, Kwanza, Pancha Ganapati, November 2023 and December 2024
- Dr. Cristobal Salinas, Jr., Encouraging Educators to Help all Feel Included, Spring In-Service, January 4, 2024
- Mental Health First Aid, February 1, 2024
- Question, Persuade, Refer (QPR) Suicide Prevention Training, February 13, 2024
- Women's History Month Books Display & Coffee & Conversation: Tammy Day, Philanthropy for All, March 2024
- Latino Youth Summit in South Sioux City, March 15, 2024
- Women of Color Museum Exhibit, March 18, 2024
- Human Library, April 9, 2024

AREAS FOR IMPROVEMENT

- This suggestion remains from last year and continues as an area of improvement: To ensure coursework and academic examples are representative of the variety of cultures of our students, we would expect that a larger number than 17% of students would report participating frequently in activities or discussions designed to introduce them to new cultural experiences. Northeast needs to work to continue to provide faculty with additional professional development opportunities that would introduce examples of multiple cultural or diverse experiences to utilize in their coursework.
- This suggestion remains from last year and continues as an area of improvement: To ensure students feel that faculty are fair and unbiased in their treatment of individual students, questions around this topic should be included in the Student Assessment of Instruction that is completed by students for each course.

...the President shall not:

3. Permit violation of student confidentiality and privacy, except where specific disclosure is required by legislation or regulation.

INTERPRETATION

I interpret “student confidentiality and privacy” to mean the College must provide administrative procedures that outline the expectations and consequences of disclosing personally identifiable information from student records.

EVIDENCE

No complaints have been submitted by students regarding a known or suspected breach of their confidentiality or privacy. See the various policies, procedures, and processes outlined in 3.1 and 3.2 below for evidence.

...the President shall not:

3.1 Use forms or procedures that elicit information for which there is no clear necessity.

INTERPRETATION

The College will not ask students to complete unnecessary tasks and will reduce redundancy and inefficiencies in student processes.

EVIDENCE

In the RNL-SSI **Service Excellence** group satisfaction score of 6.13 was greater than or equal to Midwestern cohort score of 5.76 (6.13 was also greater than 5.93 reported in 2018). There were no questions that had scores less than the Midwestern ones. More specifically to item 3.1 is, “#63—I seldom get the “run-around” when seeking information on this campus.” Northeast’s satisfaction score of 6.09 was greater than the Midwestern one of 5.56 at the 0.001 significance level. This acknowledges a process that removes necessity/redundancy in information requests.

In 2021 Northeast participated in the Community College Survey of Student Engagement (CCSSE) Race and Ethnicity pilot survey. Overall, 92% of students say there is a culture of caring at Northeast, while non-white/Hispanic students (21%) do not believe there is a culture of caring (4% for non-white; 17% for

Hispanic). Again, if students feel that there is a culture of caring at Northeast, that would demonstrate that the College doesn't have students go through procedures that elicit information for which there is no clear necessity.

In addition, the College website explains the student [Complaint Process](#) and has an online [Complaint Form](#) available for students to voice their concerns regarding college policies and procedures that they are dissatisfied with. For more information on the College Complaint Process, see items #5 and #5.1 below.

The vice president of educational services and student services have led guided pathways work during the last academic year that has included multiple process reviews and identifying opportunities for continuous quality improvement. This included a thorough review of Northeast processes and procedures from the student's perspective and allows gaps to be identified and processes streamlined. An example of this is the implementation of Advise and Recruit customer relationship management software. Through the implementation of these two new software systems, processes have been streamlined to improve the student experience. On big improvement is in the application for admission, which is being updated and simplified, improving our incoming students' experience. In addition, as departments conduct annual Administrative Assessments, they identify areas of improvement.

AREAS FOR IMPROVEMENT

- This suggestion remains from last year and continues as an area of improvement: While it is clear that the majority of students feel that there is a culture of caring at Northeast, there needs to be exploration into why non-white/Hispanic students do not feel that culture of caring at the same level as the overall student population. This will be a task assigned to the IDEA Team (described in Section 4) for additional discovery.

...the President shall not:

3.2 Use methods of collecting, reviewing, storing or transmitting student information that inadequately protects against improper access to personal information.

INTERPRETATION

The College will have administrative procedures and processes in place to ensure students' personal information is stored and shared safely and securely.

EVIDENCE

The following policy and operational procedures outline the College's expectations regarding student confidentiality and privacy:

AP-3070.0 [Records Management Procedure](#)

AP- 3511.0 [Information Security Administrative Procedure](#)

AP-3511.1 [Acceptable Use – Technology Resources](#)

AP-3511.3 [Privacy and Release of Information \(Federal Education Rights and Privacy Act \(FERPA\)\)](#)

Students are explained their rights under the Family Education Rights and Privacy Act (FERPA) during New Student Registration sessions, and also through an email sent to their Northeast email each academic year during their first term of enrollment in the [Notice to Enrolled Students](#). FERPA is explained in more detail to parents during a parent session at New Student Registration. Based on feedback from last year's Monitoring Report, FERPA information is now included in the Northeast Families Newsletter. Northeast also has information regarding FERPA and the information Northeast considers "Student Directory Information" including a brief informational video on our [website](#). Students can withhold "Directory Information" from being shared by submitting a form to the Admissions and Registration Office. In addition, students can give permission to have their educational record released to specific individuals or entities. Students can complete a [Release of Information form](#), available on the Northeast website to have their educational record released.

Faculty and staff are required to complete an annual training regarding FERPA and data security through SafeColleges online. As a result of last year's Monitoring Report, one employee non-disclosure form was created that will be completed by all College employees. Previously Technology Services, Human Resources, and then Student Services each had a different confidentiality form for employees to sign. The new universal employee non-disclosure form went through the Human Resources Standing Committee on November 12 and President's Council on December 6th. It is currently being built into PeopleAdmin, the human resources electronic information system, for ease of tracking and to allow all current and new employees to sign. Having all employees sign a confidentiality statement demonstrates Northeast's commitment to protecting student information.

In addition, see the Monitoring Report, EL-09 Organizational Integrity.

...the President shall not:

4. Permit admission, registration, evaluation, or recognition processes that treat students unfairly.

INTERPRETATION

I interpret "not treat students unfairly" to mean the College has administrative procedures and process that are transparent and clearly outlined to ensure equitable treatment of all students.

EVIDENCE

See the evidence provided for item #3 above. Northeast does not discriminate based upon any status protected by law or College policy. This information is stated on the Northeast website and on Northeast publications. It includes a link to the [Nondiscrimination](#) page of our website, that outlines additional information as well as where to direct inquiries or concerns.

In the RNL-SSI, item 4 notes, “#5—The personnel involved in registration are helpful,” “#26—Library staff are helpful and approachable,” and “#27—The campus staff are caring and helpful.” This demonstrates that overall, students feel our staff are treating them fairly. There was one question that fell into the “challenge” category, “#29—Faculty are fair and unbiased in their treatment of individual students.” This was also a challenge in 2018, will require further attention, and could speak toward unfair evaluation processes.

In 2021 Northeast participated in the Community College Survey of Student Engagement (CCSSE) Race and Ethnicity pilot survey. Overall, 99% of students have felt that their instructors care about their success in their courses at Northeast. Hispanic students have felt that instructors care about their success (97% non-white/Hispanic; 99% white). Regarding Instructor Expectations, overall, 89% of students report that their instructors expressed high expectations of them, 21% of Hispanic students said their instructors did not express high expectations of them (9% white; 12% non-white/Hispanic), and students who are 30 years and older are more than twice as likely than those between the ages of 18-21 to say instructors did not express high expectations of them (17% vs. 8%). In addition, see evidence in #2 above.

During the 2022-23 academic year Northeast added Maxient Software to assist in tracking student complaints. The software has been used since June 2022 for misconduct, harassment and/or discrimination reports. During the 2023-24 academic year, Northeast began using this software for academic integrity reports as well. Maxient allows students to enter a complaint and the complaint can be sent to the appropriate department lead, dean, and/or the vice president for further investigation. Training was provided in July 2023 for all academic deans and program directors on responding to complaints and conducting investigations. Ensuring quality educational experiences and accountability are also academic priorities for the 2023-24 academic year.

AREAS FOR IMPROVEMENT

- 1) This suggestion remains from last year and continues as an area of improvement: The IDEA Team, established to provide direction for the college around understanding and appreciating differences and developing a culture of inclusion and belonging, needs to be reinvigorated. There was a pause in the work of the IDEA Team as a restructuring was underway during the previous academic year. The Team moved under the Student Services Standing Committee for the 2023-24 academic year with the Vice President of Student Services chairing the team. This Team will review the Campus Climate Reports, RNL Student Success Indicator Survey Results, the CSSE Race and Ethnicity Pilot Results, HLC Accreditation requirements as well as program accreditation requirements and recommendations, program reviews, and other reports and assessments as applicable to help determine a plan to work towards two primary goals: 1) Providing students and employees opportunities to explore differences in safe and supportive environment; and 2) Create a community of inclusion and belonging.
- This suggestion remains from last year and continues as an area of improvement: Continue to provide professional development opportunities for faculty to assist them in creating academic environments that are fair and unbiased.

...the President shall not:
5. Permit unfair, inconsistent or untimely handling of student complaints.

INTERPRETATION

The College will have a clear process outlined for students to follow in order to submit a complaint, including timelines, communication regarding the complaint, and handling of the complaint to ensure consistency, transparency, and equity in the Student Complaint process. The College will ensure that submitted complaints and their respective outcomes are reviewed by administration to ensure fair and equitable resolution of complaints.

EVIDENCE

AP- 5230.0 [Student Complaints and Grievances](#)

Students are encouraged to solve a complaint at the lowest level possible, for example attempting to address an academic concern with their instructor before going to the academic dean. Students are provided on online [Complaint Form](#) for easily submitting their complaints. This process is outlined on the [Student Complaint Process](#) webpage. Complaints are tracked in Maxient, an online tracking system, and emailed immediately to the dean of students and vice president of student services when they are submitted. The dean of students follows up on all complaints, meeting with the parties involved with the goal of coming to a positive resolution. As a result of last year's Monitoring Report, the Student Complaint Process steps were more clearly outlined and connected with the Student Grievance process. If the student feels the response to the complaint is not satisfactory, the formal Student Grievance Process can be initiated as outlined in the [Student Code of Conduct](#). Also a result of last year's Monitoring Report, Northeast has expanded the complaint process to track not only complaints self-reported by students, but also complaints shared with faculty and staff by students or external constituents. If faculty or staff receive a complaint from a student, parent, or member of the public, these complaints can now be recorded and tracked. This process is outlined on the [Student Complaint Process](#) webpage, towards the bottom of the page. This process is new this spring of 2024 and is currently being piloted with the Student Services division before being shared with all College employees during Fall In-Service in August of 2024. Complaints will be tracked and reviewed annually to identify trends that are affecting the College's ability to effectively serve all students, and address the concerns identified.

...the President shall not:

5.1 Permit students to be without a process for registering a complaint or concern, including an appeal process, or be uninformed of the process.

INTERPRETATION

The College will have a clear process outlined for students to file a complaint and appeal the outcome of the complaint. Students will be able to easily access information about the process and complaint submission and be informed of the process.

EVIDENCE

The Student Complaint process described above outlines the process for a general complaint and an appeal in the form of a grievance. Additionally, the following policy and operational procedures outline the College's expectations regarding student grade appeals:

AP- 5290.0 [Final Grade Appeal](#)

Students are informed of the Grade Appeal process through the [College Catalog](#) and the Northeast [Grading](#) webpage, where a link to the [Final Grade Appeal Form](#) is available.

Students can find information on the Northeast website about the [Student Complaint Process](#). As a result of last year's Monitoring Report, this spring (2024) a link to the Student Complaint Process was added to the Student Support Section of all course syllabi. Students are also informed about filing complaints through the [Student Code of Conduct](#), which is emailed directly to students during their first term of enrollment each academic year. For additional information about the Student Complaint Process see the evidence in #5 above. As a result of last year's Monitoring Report, the Student Grievance process is now clearly articulated as the next step in the student complaint process if students are not satisfied with the outcome of their complaint. In addition, both the Student Complaint Process and Student Grievance process are fully outlined within the Code of Conduct. During the 2023-24 academic year 10 complaints have been received to date. These complaints were regarding academics (5), parking lots (2), an event (1), technology (1), and athletics (1). Each complaint was resolved and no grievances have been submitted.

In the RNL-SSI, item 5.1 notes, "#67 Channels for expressing student complaints are readily available." Northeast's satisfaction score of 5.81 was greater than the Midwestern one of 5.35 at the 0.001 significance level. This acknowledges a process for registering a complaint and students being significantly satisfied with it.

AREAS FOR IMPROVEMENT

- This suggestion remains from last year and continues as an area of improvement: Turn the Final Grade Appeal and Grievance forms into forms that can be submitted electronically through northeast.edu. Conversations are currently underway to make the Final Grade Appeal form one that can be submitted electronically into Maxient.
- This suggestion remains from last year and continues as an area of improvement: Create an online submission form for students to complete when filing a student grievance. Conversations are currently underway to create an electronic form to collect grievances through Maxient.

...the President shall not:

5.2 Retaliate against any student for non-disruptive expression of dissent.

INTERPRETATION

The College will ensure that procedures and processes are in place to protect students from retaliation by faculty, staff, or administration when expressing their dissatisfaction or dissent in an appropriate and non-disruptive way on campus.

EVIDENCE

The following administrative procedure provides students the freedom to non-disruptively express their dissent:

AP-3270.0 [Loitering](#)

This procedure notes that “The College will not infringe upon the right of any person or group to conduct orderly picketing or make other lawful forms of protest.”

In addition, the [Student Code of Conduct](#) in Article IV: Student Conduct Code Procedures, D. Freedoms, notes that “students have the right to discuss and express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community.” Also, in the Student Code of Conduct, Student Grievance Procedures, Section F. Retribution or Retaliation notes, “Under no circumstances will any person who in good faith files a grievance or assists in a hearing and/or investigation be subject to any form of retribution or retaliation.” It goes on further to state that disciplinary action will apply to anyone who participates in retribution or retaliation.

AREAS FOR IMPROVEMENT

- This suggestion remains from last year and continues as an area of improvement: BP 1030 [Freedom of Speech](#) speaks to the freedom of speech for College employees but does not address freedom of speech for students. It would be much clearer to students if they were included in this policy instead of having their freedom of speech information within the Loitering procedure, where it is difficult to find. This policy is currently up for review.

...the President shall not:

- 6. Permit students to be uninformed of student rights and responsibilities, including expectations for student behavior, and the consequence of failure to adhere to expectations.**

INTERPRETATION

The College will outline the rights, responsibilities, and expected behaviors of students. The College will inform students of these expectations and ensure the information is available and easily accessible to all students.

EVIDENCE

The following administrative procedure and board policy notes the expectation of informing students of their rights and responsibilities, including expectations for student behavior and consequence of failure to adhere to expectations:

AP-3330 [Publicity of Rules Affecting Students](#)

BP- 5210 [Statement of Student Responsibility](#)

In addition, see evidence provided for item #1 above.

AREAS FOR IMPROVEMENT

- Also recommended last year, BP-5210 needs to be moved to an administrative procedure.

...the President shall not:

7. Permit decisions affecting students to be taken without appropriate consultation with students.

INTERPRETATION

Students will be a part of the shared governance process of the College. The College has a responsibility to inform students of decisions affecting them and provide students the opportunity to voice their opinions and concerns regarding those decisions.

EVIDENCE

The “Guidelines for Shared Governance”, updated in January of 2024 and available to employees in SharePoint, notes that to ensure a broad perspective in all committee recommendations, the committee structure should have members representing all employee groups and College divisions and include a student representative. Each of the standing committees as well as President’s Council, which is the primary recommending body to the President for all standing committees, is to include a student representative.

In addition, a few weeks into the start of the fall semester, the vice president of student services and vice president of educational services meet with students in an open forum to gather feedback and hear student concerns. I, along with the vice president of student services, have a monthly luncheon with student leaders where students have the opportunity to share thoughts on any current issues and feedback is sought on timely campus topics. Beginning in the fall of 2023, the dean of students hosts monthly “Dine with the Dean” luncheons where students are selected randomly from across campus and asked to provide feedback with the Student Life team on their student experience.

In the RNL-SSI, item 7 notes, “#44—I generally know about what’s happening on campus.” Northeast’s satisfaction score of 5.80 was greater than the Midwestern one of 5.47 at the 0.01 significance level. Thus, not only do students feel cared for, but they also feel significantly “in the know.” This may speak toward their representation in various committees and participation in forums and luncheons mentioned in the previous paragraph.

Appendix

* Difference statistically significant at the .05 level

** Difference statistically significant at the .01 level
 *** Difference statistically significant at the .001 level

Northeast Community College - SSI 05/2022

National Community Colleges - Midwestern Region
2018-2021

Scale	Item	Importance	Satisfaction	SD	Gap	Importance	Satisfaction	SD	Gap	Difference	SS
2	Faculty care about me as an individual.	6.35	6.00	1.18	0.35	6.17	5.69	1.41	0.48	0.31	**
16	The college shows concern for students as individuals.	6.36	6.06	1.14	0.30	6.26	5.57	1.53	0.69	0.49	***
25	My academic advisor is concerned about my success as an individual.	6.40	6.21	1.21	0.19	6.31	5.61	1.65	0.70	0.60	***
29	Faculty are fair and unbiased in their treatment of individual students.	6.44	6.12	1.14	0.32	6.43	5.82	1.45	0.61	0.30	**
48	Counseling staff care about students as individuals.	6.38	6.20	1.24	0.18	6.34	5.84	1.41	0.50	0.36	**

Northeast Community College - SSI 05/2022

National Community Colleges - Midwestern Region
2018-2021

Scale	Item	Importance	Satisfaction	SD	Gap	Importance	Satisfaction	SD	Gap	Difference	SS
81	Institution's commitment to part-time students?	6.30	6.22	1.07	0.08	6.30	5.96	1.33	0.34	0.34	**
82	Institution's commitment to evening students?	6.22	6.24	1.12	0.09	6.22	5.83	1.43	0.39	0.39	**
83	Institution's commitment to older, returning learners?	6.24	6.19	1.09	0.05	6.24	5.94	1.38	0.30	0.30	**
84	Institution's commitment to under-represented populations?	6.19	6.13	0.98	0.06	6.19	5.91	1.35	0.28	0.28	*
85	Institution's commitment to commuters?	6.13	6.38	1.16	0.25	6.13	5.85	1.40	0.28	0.28	*
86	Institution's commitment to students with disabilities?	6.38	6.38	0.98	0.00	6.38	6.01	1.32	0.37	0.37	***

Northeast Community College - SSI 05/2022

Northeast Community College - SSI - Midwestern Region 2018-2021

Scale	S/C	No	Item	Importance	Satisfaction	SD	Gap	Importance	Satisfaction	SD	Gap	Difference	SS
			Safety and Security										
		4	Security staff are helpful.	6.03	5.73	1.51	0.30	6.06	5.69	1.48	0.37	0.04	
		11	Security staff respond quickly in emergencies.	6.20	5.70	1.53	0.50	6.32	5.70	1.43	0.62	0.00	
		24	Parking lots are well-lighted and secure.	6.39	6.31	1.00	0.08	6.27	5.70	1.52	0.57	0.61	***
	★	31	The campus is safe and secure for all students.	6.56	6.32	0.96	0.24	6.53	6.09	1.20	0.44	0.23	**
	★	39	The amount of student parking space on campus is adequate.	6.41	5.98	1.39	0.43	6.25	5.32	1.83	0.93	0.66	***

Northeast Community College - SSI 05/2022

Northeast Community College - SSI - Midwestern Region 2018-2021

Scale	S/C	No	Item	Importance	Satisfaction	SD	Gap	Importance	Satisfaction	SD	Gap	Difference	SS
			Service Excellence										
		5	The personnel involved in registration are helpful.	6.43	6.27	0.98	0.16	6.34	5.03	1.43	0.51	0.44	***
		22	People on this campus respect and are supportive of each other.	6.27	6.06	1.12	0.21	6.28	5.83	1.32	0.45	0.23	*
		26	Library staff are helpful and approachable.	6.22	6.20	1.08	0.02	6.22	6.02	1.29	0.20	0.18	
		27	The campus staff are caring and helpful.	6.34	6.28	0.98	0.06	6.33	5.97	1.24	0.36	0.31	***
		44	I generally know what's happening on campus.	6.05	5.80	1.38	0.25	5.82	5.47	1.57	0.35	0.33	**
		57	Administrators are approachable to students.	6.38	6.18	1.09	0.20	6.27	5.80	1.42	0.47	0.38	***
	★	62	Bookstore staff are helpful.	6.44	6.39	0.95	0.05	6.21	5.95	1.38	0.26	0.44	***
		63	I seldom get the "run-around" when seeking information on this campus.	6.31	6.09	1.21	0.22	6.18	5.56	1.59	0.62	0.53	***
		67	Channels for expressing student complaints are readily available.	6.21	5.81	1.51	0.40	6.19	5.35	1.71	0.84	0.46	***

06.2.1

WEST POINT EXTENDED CAMPUS

P2T Partner Schools

Bancroft-Rosalie
West Point-Beemer
Guardian Angels Central Catholic
Oakland-Craig
Lyons-Decatur
Emerson-Hubbard
Pender
Howells-Dodge
Logan View (2024-2025)



ENROLLMENT TRENDS FALL 2019-2023

Enrollment by District	2019	2020	2021	2022	2023
Bancroft-Rosalie	8	18	21	12	17
Lyons-Decatur	1	6	4	16	18
Emerson-Hubbard	3	3	3	4	0
West Point-Beemer	36	20	30	24	24
GACC	12	23	16	14	23
Oakland-Craig	7	7	13	10	15
Howells-Dodge	14	12	8	22	10
Pender	1	-	-	19	5
Wisner-Pilger	5	1	-	-	-
Total	87	90	95	121	112

ENROLLMENT TRENDS SPRING 2020-2024

Enrollment by District	2020	2021	2022	2023	2024
Bancroft-Rosalie	8	19	12	8	13
Lyons-Decatur	1	6	4	13	18
Emerson-Hubbard	3	2	3	2	0
West Point-Beemer	28	18	27	23	24
GACC	12	24	13	14	23
Oakland-Craig	7	7	10	9	15
Howells-Dodge	14	13	8	19	10
Pender	1	-	-	14	5
Wisner-Pilger	5	-	-	-	-
Total	79	89	77	102	108

Pathways

Health Science

Welding

Education

Building
Construction

Information
Technology



Health Science Courses



YEAR ONE

NURSE AIDE OR *BIOMEDICAL SCIENCE
LIFETIME WELLNESS
INTRO TO HEALTH SCIENCE (WSC)
MEDICAL TERMINOLOGY

YEAR TWO

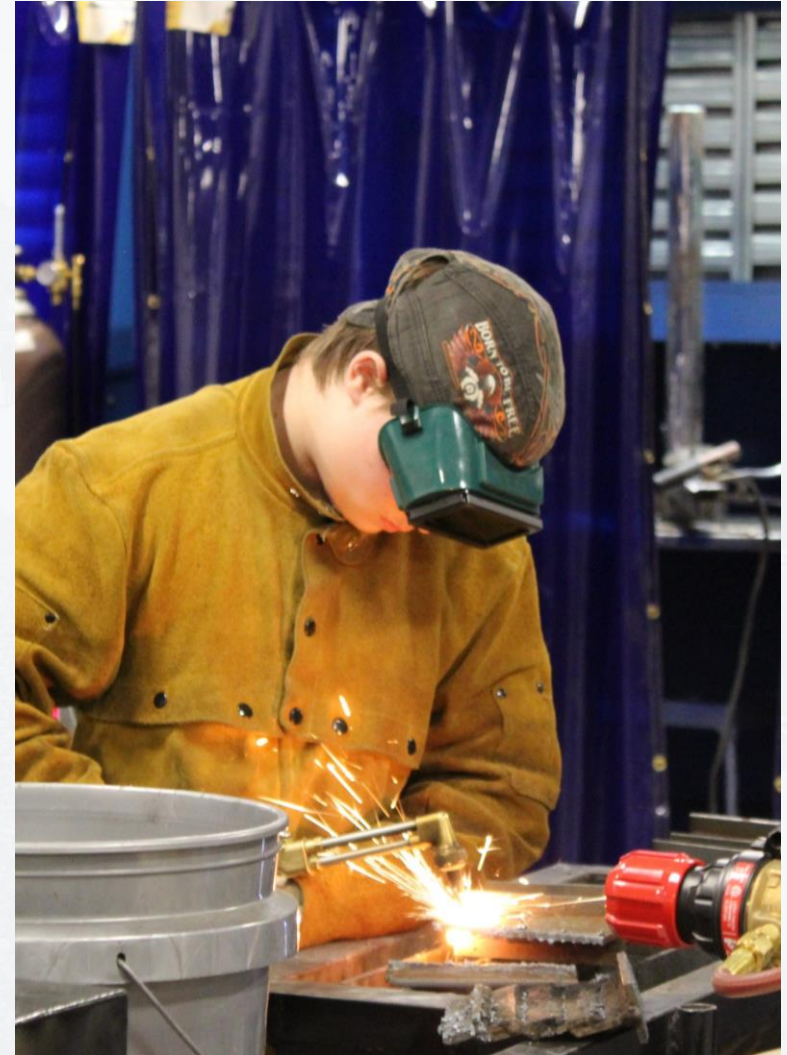
EMT I
EMT II
CPR/FIRST AID FOR THE HEALTH CARE PROVIDER
WEIGHT MANAGEMENT
PSYCHOLOGY
MEDICATION AIDE
PHLEBOTOMY (NEW 2023-2024)
*INTRODUCTION TO SPORTS MEDICINE
*MEDICAL ASSISTING (NEW 2024-2025)

***INDICATED HIGH SCHOOL CREDIT ONLY COURSES**

YEAR-LONG WELDING COURSES

- Shielded Metal ARC Welding and Lab
- Fabrication Equipment and Operations and Lab or CDL

Our welding program has grown rapidly, prompting the addition of a third section this year to accommodate more students. Each section has limited space, allowing for only 12 students.



EDUCATION COURSES

(SENIOR ONLY PATHWAY)

- Introduction to Education (WSC)
- Psychology (Northeast)
- Introduction to pk-12 Instruction (WSC)
- Human Development and Cognition (WSC)



YEAR-LONG BUILDING CONSTRUCTION COURSES

- Building Theory and Lab
- Residential Blueprint Reading or CDL



INFORMATION TECHNOLOGY



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Year One Courses

- Introduction to Coding in Python (WSC)
- Principles of Computing in IT (WSC)
- Operating Systems (WSC)
- Introduction to Database (WSC)

Year Two Courses

- Introduction to Networking*
- Introduction to Computer Hardware*
- Principles of Information Security and Lab*
- Project Management or Internship*

High School Credit Only*

JOB SHADOWS AND INTERNSHIPS

Franciscan Health Care	Center for Rural	American Red Cross	Bloom Optical	Creekwood Chiropractic
Dodge Dental	Dregalla Dental	Harmony For Health	Herman Chiropractic	Massage by Tiffany
Minnick Funeral Home	Nebraska Veterinary Services	Norfolk Audiology	Northeast Eyecare	Oral Surgery Associates
Pediatric Partners, LLC	Pender Community Hospital	Red Barn Veterinary Clinic	STRECK Labs (Bio-Technology)	The Good Earth Company
	The Valley Day Spa	ESU #2	Family Dental Center	

FRIDAYS @ NORTHEAST - EARLY CHILDHOOD EDUCATION - 2024-25

Fridays @ Northeast



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FALL 2023 COURSES OFFERED IN WEST POINT

- General Biology Lecture
- General Biology Lab
- Anatomy & Physiology I
- Anatomy & Physiology I - Lab
- General Chemistry I
- General Chemistry I - Lab
- Nursing Process & Critical Thinking I
- Pathophysiology of Disease Processes I
- Health Assessment and Health Promotion I
- Pharmacology and Nursing Practice I
- Nursing's Role I
- Pharmacology and Nursing Practice III
- Nursing Process and Critical Thinking III
- Nursing's Role III
- Nurse Aide
- Medication Aide
- Genealogy - Climbing Your Family Tree
- Beginning Wine Making
- Genealogy for Germans

SPRING 2024 COURSES OFFERED IN WEST POINT

- Intro to Art History
- Microbiology Lab
- Lifetime Wellness
- Applied Statistics
- Pathophysiology of Disease Processes II
- Pharmacology and Nursing Practice III
- Nursing Process & Critical Thinking II
- Intravenous Therapy for Practical Nursing
- Nursing's Role II
- Nursing Process and Critical Thinking IV
- Nursing's Role IV
- Intro to Psychology
- Intro to Psychology
- Elementary Spanish I
- Public Speaking
- Farm and Ranch Welding
- Gas Tungsten Arc Welding (GTAW) Tig
- Class A 85-hour CDL
- Basic Computer 1
- Basic Computer 2
- Streaming Services
- Beginning Wine Making
- Game Developer Programming
- Estate Planning
- Intro to Auto Lab Scope



THANK YOU

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ATTENDANCE

BOARD OF GOVERNORS

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

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, Director of Compensation and HR Compliance
- Renee Peters, Executive Director of Security and Technology Services
- Brad Ranslem, Associate Dean, Applied Technology
- Tony Milenkovich, Diesel Technology Instructor
- Travis Kaup, Diesel Technology Instructor
- Jonathan Lance, Diesel Technology Instructor
- Jesse Slosser, Diesel Technology Instructor
- Joe Ottis, Automotive Technology Instructor
- Jill Bertsch, Director of Marketing
- Brian Headlee, Creative Manager
- Jay Grote, Systems Administrator
- Wendy Swensen, Spanish Instructor
- Allison Lambert, College Engagement Coordinator
- Neila Muminovic, *Norfolk Daily News*
- Cortlynn Cadwallader, Northeast Student Leadership Association (SLA)

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, March 14, 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 10:59 a.m. and led the assembly in pledging their allegiance to the flag of the United States of America.

2. ADOPT AGENDA

MOTION by Nicole Sedlacek **SECONDED** by Del Ames to adopt the Agenda of the March 14, 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, March 8, 2024.

Voting Yes: Ames, Davies, Ellis, Petersen, Scherer, Sedlacek, and Wojcik

Voting No: None

Absent: Anderson, Nelson, Robinson, and Sibbel

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 March 14th Board of Governors Meeting agenda and all printable supporting documents.

4. BOARD EDUCATION AND INFORMATION

4.1 Educational Services Report

4.1.1 Diesel Technology program review

A comprehensive review of the Diesel Technology program at Northeast Community College was provided. The Diesel Technology program at Northeast continues to be well-respected within the region and state and continues to supply technicians for the industry. The Diesel Technology field is expected to remain strong as it continues to meet the needs of the agricultural and trucking industries. In addition, the Diesel Technology program exceeds established graduation and credit hours requirements. Charts summarizing the findings were provided, providing a basis for recommendation for board action.

Julie Robinson arrived at 11:17 a.m.

Terry Nelson arrived at 11:20 a.m.

Carol Sibbel arrived at 11:47 a.m.

At 12:06 p.m., Chairperson Scherer declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty and students from the Diesel Technology program joined the Board of Governors and administration for lunch.

Chairperson Scherer declared the Board in session at 12:58 p.m.

5. BOARD EDUCATION AND INFORMATION

5.1 Student Services Report

5.1.1 Why Behind the Brand

Northeast Community College will unveil a new logo in April. Brian Headlee and Jill Bertsch explained the work that has been completed to bring us to this point.

With Northeast's 50th anniversary coming to a close, now is a good time to launch a new logo for the next 50 years. Feedback has been sought from a diverse group of students, employees, and alumni and a great deal of thought and research has been done in creating the new logo. Brand decisions will be made now but will likely evolve over the next 50 years. The new logo will convey quality and make us uniquely Northeast. A logo comparison was provided, confirming that the new logo provides a collegiate appearance.

Recommendations were made by board members to complete due diligence and assure that Northeast is not infringing on another trademark. Further inquiry was made regarding restrictions on the old logo. Staff advised that the new fiscal year, July 1, 2024, is a good time to advance to the new logo. A variety of solutions are being developed to cover the old logo on vehicles, some clothing, etc., however, it is anticipated that it will take some time to complete evolve to the new logo.

In addition, Northeast will also go through the process to make the new logo a registered trademark.

The unveiling of the new logo will occur on April 23rd. The Hawk Shop will have apparel and other items with the new logo available at that time.

6. CLOSED SESSION

At 1:34 p.m., **MOTION** by Nicole Sedlacek, **SECONDED** by Julie Robinson, 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 upon the conclusion of discussion.

Voting Yes: Davies, Ellis, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, and Ames

Voting No: None

Absent: Anderson

MOTION CARRIED

Reconvened to the public meeting at 1:39 p.m.

7. BOARD EDUCATION AND INFORMATION

7.1 Educational Services Report

7.1.1 Program Enrollment Data

During a conversation with Chairperson Jeff Scherer, Dr. Barrett reported that he had requested data related to all our programs. She shared that Guided Pathways is a journey that Northeast Community College started on about five years ago when we began working on the Quality Initiative related to the accreditation process. Rob Johnstone, National Center for Inquiry and Improvement (NCII) presented during the January 2020 In-Service, reviewing data and suggesting that Northeast may be able to do better. The Covid-19 pandemic happened, creating a pause in the work. Northeast Community College further engaged with NCII and the Community College Research Center out of Columbia University, and they encouraged a deeper dive into the data regarding students to become data informed. Dr. Charlene Widener was hired as the Vice President, Educational

Services, a little over a year ago. Dr. Widener was involved in Guided Pathways work at her previous institution and the process for Guided Pathways is in full swing.

Institutional research is important as community college leaders create an evidence-based culture and set benchmarks for institutional growth and sustainability, which is vital when considering the lower enrollments and resources in community colleges. Effective institutional research can lead to proactive student support, preserving enrollment, increasing student completion, and strengthening communities.

Dr. Widener presented Northeast's program outcomes with the data collected by Institutional Research (IR). IR utilized Cognos reports and then developed dashboards in Power BI. Enrollment numbers by student were organized by entry date. Completion and stop out data included all completers to date from the entry cohort. National data shows that approximately one-fifth of college students are still enrolled in college with no credential after six years; students who complete a bachelor's degree usually end up with dozens of excess credits because they changed areas of focus or took incorrect courses; many students arrive on campus without a long-term plan and do not understand how credits transfer; and many colleges offer a cafeteria model of classes, rather than provide clear pathways to students.

The potential impacts of Guided Pathways on student outcomes include an increase in completion rates, higher completion rates compared to national averages, an increase of 10% or more on first-year completion of math, an increase of 12% or more first-year completion of English, and a greater than 25% increase in special populations success.

Guided Pathways implementation can be difficult work with difficult conversations. It is about being data-informed to do a better job for our students as well as make better use of taxpayer money. This is data informed institutional work focused on student success. As we move forward, people may feel their positions are threatened, however, the goal is not about eliminating positions. Guided Pathways is about creating pathways and creating opportunities for our students to be successful. Ensuring the correct classes are offered at the right times for our students to engage in their field of interest and complete in a timely manner.

7.1.2 P2T update

April's Board of Governors meeting will be held at the West Point Extended Campus. This is the ninth year with the P2T consortium. The P2T consortium offers career and technical education (CTE) classes that are facilitated through Educational Service Unit (ESU) #2 and includes seven-member schools: Bancroft-Rosalie, Emerson-Hubbard, Guardian Angels Central Catholic, Howells-Dodge, Lyons Decatur Northeast, Oakland-Craig, and West Point-Beemer. Wisner-Pilger has chosen not to participate in P2T because they are closer to Norfolk and take advantage of Fridays@Northeast on the Norfolk campus. Additional discussion regarding P2T will be provided during the April meeting.

7.1.3 Student-built homes

Two student-designed and built homes will be sold by public auction on Saturday, June 1, 2024, at 10:00 a.m. Open houses are scheduled to be held from 7:00-9:00 p.m. on May 21 and May 23. Board members may also contact Brad Ranslem for a tour or may stop by the homes as faculty members would be thrilled to provide a tour and highlight the quality work completed by the students.

Both homes include two bedrooms, two full baths, and one ¾ bath. They are built with 2x6 exterior stud walls and cellulose insulation throughout. The houses meet or exceed all local and state building codes. All electrical conveniences are installed in accordance with national electric and FHA code; circuits tested and connected to a 200-amp breaker panel.

7.2 Administrative Services Report

7.2.1 Monthly Financial Report and Paid Bills

Review was given to the Monthly Financial Report for the period ending February 29, 2024. Items of significance within the paid bills report include payments for the purchase of a diesel tractor and a mannequin for educational purposes.

7.2.2 Facility update

Scott Gray provided a snapshot of project costs related to the construction of the Maclay Building, South Sioux City Extended Campus CDL driving range, CDL facility, and Industrial Technology building addition, and the Northeast iHub facility.

- Maclay Building has a projected completion date of July 2025 with classes to begin in the new facility in August 2025. A top out ceremony is being scheduled for next month. The final beam will be made available for faculty, staff, and students to sign prior to the beam being installed.
- South Sioux City Campus includes the completion of the CDL driving range that is currently operational. The CDL building is currently under construction with a substantial completion date of June 2024.
- The addition to the Industrial Training Building is also scheduled for completion in June 2024.
- Bids went out last week for the Northeast iHub facility and are due on March 26, 2024. Bids are scheduled to be awarded in April with a final completion date of May 2025. Northeast Community College has a partnership piece with Innovation Campus to utilize their training pieces that any individual who utilizes the iHub facility will be required to complete. With the passing of the budget last week in Congress, the iHub project was awarded \$750,000 in community project funding that was championed by Congressman Mike Flood.

8.2 Development/External Relations Report

8.1.1 Monthly Presidential Update

- President Leah Barrett presented Julie Robinson with a Past Chairperson plaque to recognize her service as Board of Governors Chairperson in 2022 and 2023
- Received preliminary findings report this morning that Northeast is in full compliance with the nursing accreditation. The official report will be received in October 2024.

- Northeast Community College received affirmation of accreditation in February 2024.
- Networking and professional engagement opportunities that Dr. Barrett has been involved in over the past month include completion of Higher Learning Commission peer reviewer training, welcomed the new Dean of UNMC College of Nursing, hosted Trinity Chappellear from U.S. Senator Pete Rickett's office, and participation in Norfolk community engagements, Growing Together, and One Nebraska.
- Federal advocacy includes receipt of \$750,000 Community Project Funding via the U.S. Department of Commerce and becoming aware of additional grant opportunities. No updates have been received regarding the Farm Bill and FAFSA continues to struggle.
- Relationship building continues with Nebraska legislators, and along with board members Del Ames, Donovan Ellis, and Nicole Sedlacek, participated in the NCCA Day at the Capitol. LB 1329, which changes provisions of the Nebraska career Scholarship Act, was included in an omnibus piece of legislation and the 2024 Appropriations Committee Recommendation Report fully funds the Community College Future Fund and articulates how it will be funded.
- Pat Wojcik extended her appreciation to Dr. Charlene Widener and Dr. Tracy Kruse for participating in the 46th Annual Joint Meeting that was held in South Sioux City on March 4th.

8. 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.

9. COMMITTEE REPORTS

9.1 Governance Committee

- The Governance Committee met on February 29, 2024.
- Content review was conducted of GP-04, Role of the Board Chair, with no recommendations for revision. A non-substantive wording change was made to item #2 of the policy.
- Content review was conducted of EL-05, Financial Conditions and Activities, with no recommendations for revision.

Scott Gray reported that a request was made for forgiveness of the penalties incurred for the late tax filing. The request was denied.

- Board Self-Evaluation of GP-04, Role of the Board Chair, with no concerns.
- A 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 Governance Committee believes that 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 annual for report to the Board. They also discussed AP-7710.0, Employee Grievance, and it was suggested to include this procedure in board member orientations and present it in a way to easily understand. Dr. Barrett stated that she felt it would also be beneficial to review with

the full board and not just new members. This will occur at a future Board of Governors meeting.

- 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 decision portion of the agenda.
- The next meeting of the Governance Committee is scheduled for April 3, 2024.

9.2 Ownership Linkage Committee

- The Ownership Linkage Committee met via Zoom on February 21st.
- At the request of the Governance Committee, a content review was conducted regarding GP-08.2, Ownership Linkage Committee Charter, with no revisions being recommended.
- The Ownership Linkage Committee is recommending that a board meeting be conducted annually at each of the extended campuses. The April Board of Governors meeting is scheduled to be held at the West Point Extended Campus. A meeting with stakeholders is being planned to provide the stakeholders an opportunity to better understand the Northeast Board of Governors and Ends, and to identify any gaps that may exist. If the format works, similar meetings will be conducted at the other extended campuses.
- The Committee continues to evaluate its effectiveness and will continue to evolve to assure that we are engaged with our stakeholders and assure that the Board's focus is in the right direction.
- The intent of the meetings with stakeholders is to broaden the Board's knowledge of the needs of the stakeholders and identify gaps.
- An Annual Summary of the 2023 Ownership Linkage Committee activities is available in today's Teams site.
- Next meeting is scheduled for March 26, 2024.

10. MONITORING REPORT

10.1 EL-07, Compensation and Benefits

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

11. PUBLIC COMMENT on Committee or Monitoring Reports

Chairperson Scherer advised that individuals commenting on Committee or Monitoring Reports are allowed three minutes each.

No constituents were in attendance to address the board with a public comment.

12. CONSENT AGENDA

MOTION by Del Ames, **SECONDED** by Donovan Ellis to **APPROVE** the Consent Agenda as follows:

- 12.1 Minutes of the February 15, 2024 Regular Meeting as presented.
- 12.2 Monthly Financial Report for February 29, 2024.
- 12.3 Claims paid in February 2024, with the exception of payments to themselves.
- 12.4 **SECOND READING** and **DELETION** of:
 - BP-6821, Alternative Construction Method Policy. Content is covered in AP-6821.0, Alternative Construction Method Procedure.

- 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.
- 12.5 SECOND READING and APPROVAL of REVISIONS to:
- EL-02, Access to Education.
 - EL-11, Construction.
- Voting Yes:** Ellis, Nelson, Petersen, Scherer, Sedlacek, Sibbel, Wojcik, Ames, and Davies
- Voting No:** None
- Absent:** Anderson and Robinson **MOTION CARRIED**

13. 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.

14. COLLEGE REPORTS

14.1 Student Leadership Association (SLA) Report

- Oreo recruiting event will be held on March 19th.
- In late February, attended the National Association for Campus Activities (NACA) Conference in Pittsburgh, PA. They learned of different education opportunities available to them, had an opportunity for one-on-one conversations with student leaders from other colleges, and learned how to encourage others to participate in activities.
- Will meet with the Director of Risk Management to further discuss the emergency blue light telephone project.

14.2 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 March 14, 2024 Board of Governors Teams site.

15. ITEMS FOR DECISION

- 15.1 Dirk Petersen enthusiastically made a **MOTION, SECONDED** by Donovan Ellis, to recommend continuation of the Diesel Technology program at Northeast Community College for submission to and consideration by the Nebraska Coordinating Commission for Postsecondary Education.

Voting Yes: Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, Davies, and Ellis

Voting No: None

Absent: Anderson

MOTION CARRIED

15.2 **MOTION** by Julie Robinson, **SECONDED** by Diane Davies to **APPROVE** the Resolutions authorizing the sale of student-built homes: House #120031 Middle North and House #120032 North.

Voting Yes: Petersen, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, Davies, Ellis, and Nelson

Voting No: None

Absent: Anderson

MOTION CARRIED

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

- BP-6140, Equipment and Technology Replacement Funding Policy. Policy content was incorporated into a new administrative procedure, AP-6140, Equipment and Technology Replacement Funding and is also covered in the Foundation Gift Acceptance Procedures and AP-3610.0, Grant Development Management.
- BP-3020, Solicitation on College Premises Policy. Policy content was incorporated into AP-3020.0, Solicitation on College Premises.
- BP-3210, Safe and Secure College Environment Policy. Policy content was incorporated into AP-3210.0, Safe and Secure College Environment.
- BP-3270, Loitering Policy. Policy content was incorporated into AP-3270.0, Loitering.
- BP-7142, Presidential Earned Annual Leave Policy. The President's contract with the Board sets for the provisions for annual leave, and BPD-06, President Compensation talks broadly about the President's Compensation.

15.4 **MOTION** by Donovan Ellis, **SECONDED** by Carol Sibbel to **APPROVE** the Amended Professional Managerial Staff Employee Total Compensation Agreement for the 2024-2025 and 2025-2026 contract years.

Voting Yes: Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, Davies, Ellis, Nelson, and Petersen

Voting No: None

Absent: Anderson

MOTION CARRIED

15.5 **MOTION** by Pat Wojcik, **SECONDED** by Terry Nelson to **APPROVE** the Amended Classified Staff Employee Association Total Compensation Agreement for the 2024-2025 and 2025-2026 contract years.

Voting Yes: Scherer, Sedlacek, Sibbel, Wojcik, Ames, Davies, Ellis, Nelson, Petersen, and Robinson	
Voting No: None	
Absent: Anderson	MOTION CARRIED

16. In other business, Chairperson Scherer acknowledged and staff members having birthdays during the month of March.

Chairperson Scherer also extended his appreciation for the work put into preparing for and everyone’s participation in today’s meeting.

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

18. ADJOURNMENT

At 4:26 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

Nicole Sedlacek, Secretary
Northeast Board of Governors



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

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 Coleen Bressler: Executive Director of Administrative Services	12/2023 11/2023



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.

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] Coleen Bressler: Executive Director of Administrative Services	01/2024 12/2023



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

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
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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

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



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.

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



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.

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



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



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.

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



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
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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

Status **Pending** PolicyStat ID **13674988**



Origination 12/1974
Last Approved N/A
Effective Upon Approval
Last Revised 12/2023
Next Review 5 years after approval

Owner Jessica Dvorak:
Vice President of
Human Resources &
Organizational
Area Human Resources
References 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.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
Human Resources Standing Committee	Tammy Svendsen: Executive Assistant, Human Resources	Pending

Human Resources Standing
Committee

Jessica Dvorak: Vice President
of Human Resources &
Organizational

12/2023

Jessica Dvorak: Vice President
of Human Resources &
Organizational

12/2023

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Vice President Honored – Tracy Kruse, Northeast vice president of development and external affairs, is a humble person. That was evident during the Association of American Community Colleges gala in Louisville, Ky. Kruse earned the Rising-Star Executive honor and said she accepted the award on behalf of those she works with. Without their incredible support, she would not be successful. Kruse is an adviser on multiple fronts, including fundraising, resource development, government relations, public-private partnerships, corporate and foundation relations, community outreach, and alumni relations.

The Best is Yet to Come... – For many at Northeast, including Cara Hoehne and Jerrett Mills, who were chosen for "The Top 20 Under 40" for the Norfolk area community. Hoehne is a business instructor. Mills is the athletic director. In December, a selection committee for Connect Norfolk met and determined the winners. Hoehne and Mills are excelling in their fields and growing as community leaders.

IHub Groundbreaking – You never know what the future will bring, but chances are there will be some jobs created in the iHub. The groundbreaking celebration featured a variety of political and community leaders who shared what they envision the future will hold based on the automation, robotics and entrepreneurial spirit that will be fostered inside it. Once a dream, the iHub is expected to open by the end of next summer.

Apprenticeship – Speaking of new and innovative, Northeast has an "Earn and Learn" apprenticeship program. Trudy Kramer – known as Miss Trudy to her preschool children – is pursuing a college education to enhance her career working with young children. She serves as co-teacher at Little Sprouts Child Development Center in Pender and is the first student to complete the Early Childhood Apprenticeship Program at Northeast. The apprenticeship program has become a model for other areas of the state.

Scholastic Contest – Nobody does it better -- host hundreds of high school students from dozens of schools for some type of academic contest. Northeast recently hosted more than 800 students for its scholastic contest. With the help primarily of Northeast faculty and staff, team and individual competitions took place in subjects from accounting to agriculture. Pierce won Class C while Howells-Dodge won Class D. The event serves as a great recruiting tool.

Quiz Bowl – While not as large as the scholastic contest, quiz bowl featured about 140 students competing in Class C and D for their high schools in a double elimination format. This is another one of the events that Northeast has been hosting for years, with some teachers remembering when they competed as students. We are pleased to provide another team competition that is based on academics. Congratulations to Norfolk Catholic and O'Neill St. Mary's, finishing first and second, respectively.

Education Compact - Representatives of the Northeast Nebraska Ag Education Compact member institutions met March 19 for the compact's annual planning summit, held this year at Northeast.

Twenty-one school districts in Northeast Nebraska participate in the compact along with a set of higher education institutions and three Educational Service Units. A key focus of the March 19 session was strengthening communication with industry to introduce students early to career possibilities and make the best use of apprenticeships and other opportunities.

Maclay - Work continues on the Maclay building, with visible changes almost daily. A topping-out ceremony, marking the completion of beam work, will take place next week. The final beam will be available for all to sign on Monday, April 22, from 8 a.m. to 4 p.m. and Tuesday morning, April 23, prior to the topping out ceremony that day at 1 p.m.

South Sioux City construction - The new addition to the welding building and the Commercial Driver's License building are nearing completion and should open on schedule this summer. The facilities are next to the CDL lot, which has plenty of room for drivers of all skill levels starting out on the road to obtaining their CDL.

Agstravaganza -- Only 7.9 cents of every dollar go to the farmer on average for items purchased at the grocery store. That was one of the facts presented by Northeast students as various agricultural club members presented information they have researched in class during the annual Northeast Agstravaganza. While the amount of money that goes to the farmer does vary from year to year, the 7.9 cents per dollar, based on the year 2022 – the latest year available – represents one of the lowest ever.

Pi Day - Any day we can celebrate eating pies, even if it is in honor of Pi (3.14), we believe it is worthy. Thanks to Faye Kilday, dean of the Center for Excellence in Teaching & Learning, Northeast staff and students enjoyed the mathematical constant that is the ratio of a circle's circumference to its diameter by eating pies and cupcakes and other goodies. And like the number that goes on forever without repeating, we wish Faye Kilday's pies could go on forever.

Human Library - Northeast joined forces with the Norfolk Public Library to offer the Human Library. For what is believed to be the first time in the Norfolk area, the Human Library was presented. With the efforts of Jen Ippensen at Northeast and Jessica Chamberlain at the public library, human experts presented information on topics from women in agriculture to alcoholism, with people checking out a "book" or human expert and asking them questions for 30 minutes.

Bellevue Partnership - Northeast and Bellevue University leaders celebrated the 10th anniversary of the education partnership. This relationship provides students with another option to further their education while strengthening communities through the students' education.

Jazz Festival - Although blustery weather kept some schools from competing this year, there was still a lot of talent on display at the annual two-day Jazz Festival in the Cox Activities Center. Some 60 junior high and high school jazz bands and show choirs performed from three states in four

levels, with a variety of awards presented. In addition, four \$1,000 tuition waiver scholarship awards were presented.

Skills USA Competition - While no overall champion is crowned, Northeast would have been sure to win it last week in the SkillsUSA Nebraska Leadership Skills & Conference in Grand Island. Despite Northeast numbers being down slightly this year, the college still had a strong showing with 16 golds, representing teams and individuals qualifying for nationals in Atlanta. It is always satisfying to see our students finish at the top of state and in national competitions in a variety of measures, including industry skills, business, high tech measures and more.

Hall of Fame - Dawn (Brent) Tucker in women's basketball, Joe Peitzmeier in men's basketball, Paul W. Robson Jr. in men's golf and Jerry Holmberg, Northeast's first athletic director and Hall of Fame creator, were inducted into Northeast's Hall of Fame last month. It was not planned, but this year's inductees mentioned how they viewed the coaches and teammates like family when they attended Northeast. That is high praise.

Active

 Info

Nondiscrimination Policy

1. POLICY REASON/PURPOSE/INTENT

To affirm the College's position on nondiscrimination.

2. DEFINITIONS

N/A

3. POLICY

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.

4. APPLICABILITY

N/A



Origination 10/2021
Last N/A
Approved
Effective N/A
Last Revised N/A
Next Review N/A

Owner Scott Gray: Vice President of Administrative Services and Gene
Area The College
References AP-1010.0

Nondiscrimination

1. PROCEDURE SUMMARY STATEMENT

To affirm the College's position on nondiscrimination ~~and equal opportunity.~~

2. DEFINITIONS

N/A

3. PROCEDURE

- I. Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in any respect. This includes, but is not limited to, any education programs, admissions policies, employment policies, financial aid or other College administered programs ~~and or~~ activities. ~~It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.~~
 - I. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil

Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.

2. Nondiscrimination procedures are governed by Northeast Community College Harassment and Nondiscrimination for all Faculty, Students, Employees, and Third-Parties, which is maintained by the Title IX Office, and made available on the College's website at <https://northeast.edu/about-us/title-ix/policies>.

Attachments

[Harassment and Nondiscrimination for all Faculty - Students - Employees and Third Parties IP2P Document.pdf](#)

Approval Signatures

Step Description

Approver

Date

DRAFT

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.

Active

 Info

Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with employees' ability to do their jobs.

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

1. Allow employees, or those seeking to be employees, to be without current, enforced, written human resource procedures that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
 1. Permit employees to be without adequate protection from harassment and bias.
 2. Permit employees to be uninformed of the performance standards by which they will be assessed.
 2. Allow conditions or practices inconsistent with a trusting, cooperative, and collaborative workplace environment.
 3. Retaliate against any employee for non-disruptive expression of dissent.
 4. Allow employees to be unprepared to deal with emergency situations.
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Active

 Info

Equal Opportunity Policy

1. POLICY REASON/PURPOSE/INTENT

To affirm the College's position on equal opportunity.

2. DEFINITIONS

N/A

3. POLICY

1. Recruitment, selection, employment, transfer, promotion, demotion, training, and pay of all employees of the College shall be without regard to race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability sexual orientation, gender expression or identity. The College will provide equal opportunity and nondiscrimination in employment for all qualified persons employed by or seeking employment with the College. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

4. APPLICABILITY

N/A



Origination 07/2014
Last Approved 06/2023
Effective 06/2023
Last Revised 06/2023
Next Review 06/2028

Owner Kathy Lammers:
Associate
Director of Talent
& Development
Area Human
Resources
References AP-7110.0

General Hiring Process

I. PROCEDURE SUMMARY STATEMENT

To establish a general hiring process at the College.

2. DEFINITIONS

N/A

3. PROCEDURE

1. Recruitment, selection, employment, transfer, promotion, demotion, training, and pay of all employees of the College shall be without regard to race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity. The College will provide equal opportunity and nondiscrimination in employment for all qualified persons employee by or seeking employment with the College. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Northeast Community College (Northeast) does not discriminate in hiring based upon any federal or state-protected statuses and does not engage in any employment practice that is discriminatory.
2. The responsibility of coordinating hiring processes at the College is delegated to the Human Resources Department. The Human Resources Department administers the hiring process in accordance with the College Recruitment Protocols. The specific functions to be coordinated in the hiring process of new employees shall include the development of a position description, determining all position announcements and advertising, managing application processing, coordinating applicant screening and interviewing, coordinating reference checking, determining beginning salaries, and onboarding new employees. Procedures for the hiring of new employees are as follows:

I. Position Description

- I. All College positions shall have a formal position description before a position may be opened for employment.**
 - I. For current positions, submission of an updated position description to the Human Resources Department is the responsibility of the supervisor. The supervisor shall review the**

changes with the appropriate administrator prior to submitting the position description to the Human Resources Department.

2. For new positions, the supervisor(s) will work with the Human Resources Department in developing the position description. Required work experience, education, skills, and salary levels will be consistent with current College compensation practices.
3. The supervisor will generate the official copy of the position description in the electronic position management system, and route it for the necessary approvals.
4. Upon approval, the Human Resources Department will complete and disseminate the position announcement. The determination of where to advertise shall be the responsibility of the Vice President of Human Resources and Organizational Development or designee upon recommendations of the supervisor or appropriate administrator.

2. Position opening announcements

1. Full-time employment positions may be opened either internally or externally. The determination to allow an internal-only announcement is made by the Vice President of Human Resources and Organizational Development upon the recommendation of the supervisor and appropriate administrator. Such determination may be allowed when there are College employees who have expressed an interest in the position and who meet the qualifications; the process provides a career growth pattern for current employees and recognizes the quality of the employees.
 1. Internal openings are generally open for a period of five (5) to ten (10) working days. Position announcements are posted on the Northeast website and emailed College-wide by the Human Resources Department. All current full and part-time employees may apply for positions announced internally.
 2. External openings are generally opened for a period of two (2) to four (4) weeks depending upon the extent of the advertising. Nationally advertised positions will require the position to remain open longer than a locally or regionally advertised position. External openings shall be published on the Northeast website, distributed to appropriate placement bureaus and placement offices, including selected minority group agencies, and advertised in newspapers and other sources including job-related websites. All current full and part-time employees may apply for positions advertised externally.
2. Openings for part-time positions shall be determined on a case-by-case basis. Advertising, if necessary, and interviews shall be determined by the Vice President of Human Resources and Organizational Development or designee.

3. All position opening and closing dates for the acceptance of applications shall be determined by the Vice President of Human Resources and Organizational Development or designee. Position closing dates are generally indicated as opened until filled, unless otherwise directed by the Vice President of Human Resources and Organizational Development or designee.

3. Advertising

1. All employment advertising for the College shall be processed through the Human Resources Department. The Human Resources Department will consider reasonable requests by supervisors for the composition or placement of advertisements. The final determination of the composition or placement of advertisements shall be the responsibility of the Vice President of Human Resources and Organizational Development or designee.

4. Applications

1. All individuals interested in applying for a position at the College must complete an application in the online application portal via the Northeast website. A completed application form is required in order for applicants to be considered for employment. Applications are logged by the applicant tracking system.
2. Applications are available for review by the supervisor and search committee via the applicant tracking system. Applications may be printed as required for search committee review. Those copies must be returned to the Human Resources Department for proper disposal.

5. Interview Process

1. For positions other than administration level positions, the supervisor, appropriate administrator and the Vice President of Human Resources and Organizational Development or designee will select a search committee to screen and interview applicants for a position. The committee will review all applications and determine the candidates to be interviewed. Only candidates who meet the minimum qualifications specified in the position description may be considered. Generally, there shall be a minimum of three (3) applicants to be interviewed.
2. The Vice President of Human Resources and Organizational Development or designee may conduct pre-screen interviews or conduct preliminary reference checks to assist in determining the applicants to be interviewed.
3. The Human Resources Department will coordinate and schedule all interviews.
4. The supervisor or hiring manager shall facilitate the interview. Each search committee member shall complete an Applicant Appraisal Form at the completion of each interview. The results of the evaluation forms will be reviewed after all applicants have been interviewed. Ratings and notes from these evaluation forms shall be used as only one tool to assist the

committee in reaching a recommendation.

5. After the interview committee has decided on a candidate for the position, the supervisor in collaboration with the Human Resources Department, shall conduct reference checks. The results of the reference checking will be provided to the search committee and appropriate administrators involved with the search. Upon satisfactory references, the supervisor recommends to the divisional Vice President to move forward with the candidate for a formal offer of employment.
6. Upon approval, the Human Resources Department shall determine the appropriate salary and draft the contingent offer of employment and then forwards the document to the President for their signature.
7. The Human Resources Department is responsible for notifying any external, unsuccessful applicants. The hiring manager will notify any internal, unsuccessful candidates that interviewed for the position.
8. All applications received for the position shall be kept on file in the Human Resources Department for a minimum of three (3) years.

6. Salary Determination

1. The beginning salaries for new employees must be maintained within the established grade ranges. Salaries are based on education, experience, skills, position classification, job market, and internal equity. The salary to be paid to new employees is determined by the Vice President of Human Resources and Organizational Development or designee and the divisional Vice President.

7. Employment Process Completion

1. The Human Resources Department is responsible for notifying successful candidates of the date to report to work for orientation and completing all required employment forms. A candidate is not considered employed by the College until reporting to work and completing all employment forms. Failure to report to work shall constitute an immediate revocation of the employment offer.
2. The immediate supervisor shall be responsible for orienting new employees on the philosophy, policies, and procedures of the College. Specific job-related training shall be the responsibility of the immediate supervisor.
3. Complete standards regarding the College's general hiring processes are described in detail in the Recruitment Protocols, which is available to employees electronically in SharePoint.

4. APPLICABILITY

N/A

Approval Signatures

Step Description	Approver	Date
President Approval	Lindsay Spiegel: Director of Institutional Effectiveness	06/2023
President's Council	Sandy Wurdinger: Executive Assistant, Institutional Effectiveness	06/2023
Human Resources Standing Committee	Tammy Svendsen: Executive Assistant, Human Resources	06/2023
Human Resources Standing Committee	Jessica Dvorak: Vice President of Human Resources & Organizational	06/2023
	Kathy Lammers: Associate Director of Talent & Development	06/2023

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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.

Active

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Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with employees' ability to do their jobs.

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

1. Allow employees, or those seeking to be employees, to be without current, enforced, written human resource procedures that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
 1. Permit employees to be without adequate protection from harassment and bias.
 2. Permit employees to be uninformed of the performance standards by which they will be assessed.
 2. Allow conditions or practices inconsistent with a trusting, cooperative, and collaborative workplace environment.
 3. Retaliate against any employee for non-disruptive expression of dissent.
 4. Allow employees to be unprepared to deal with emergency situations.
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