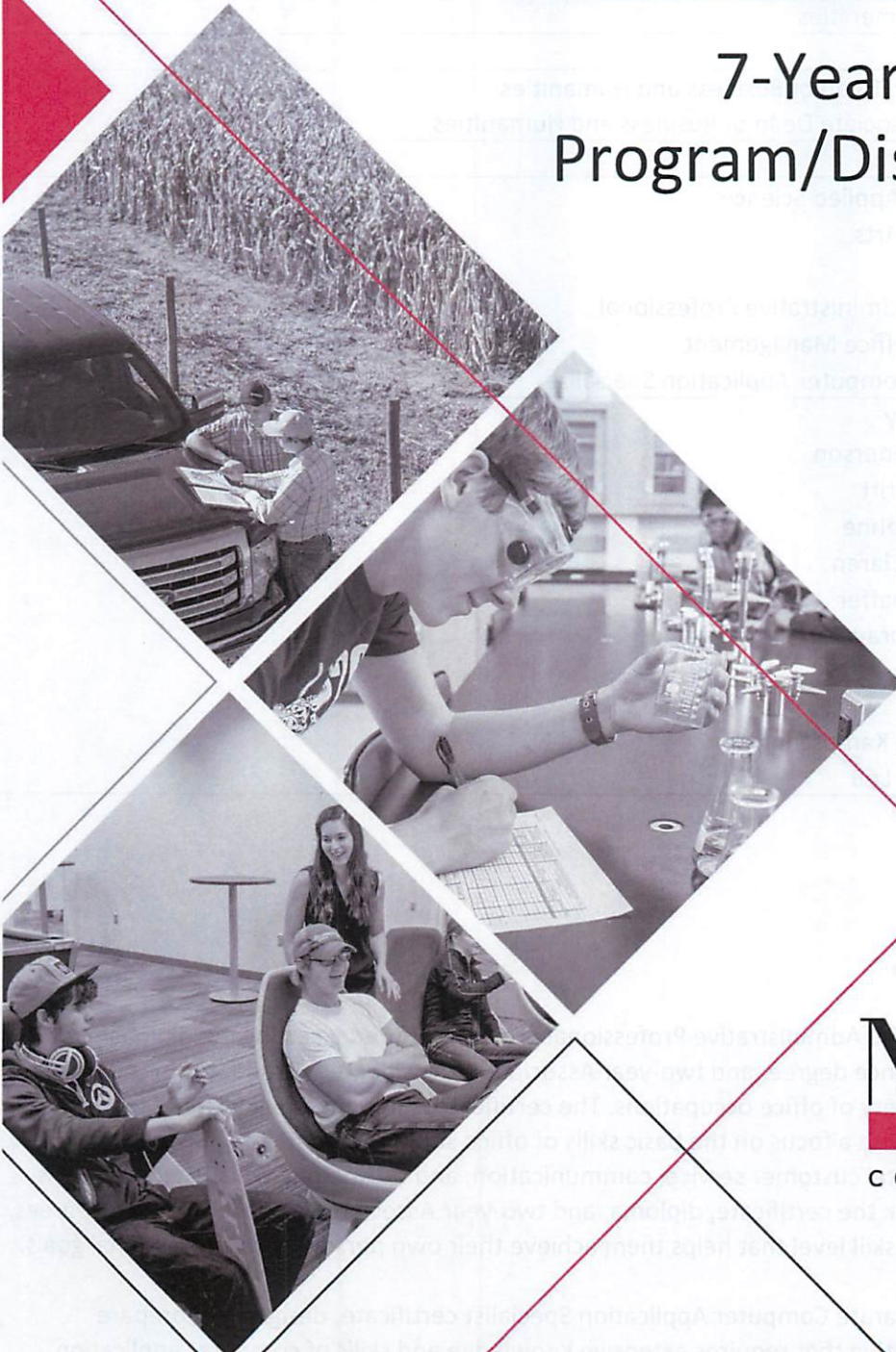


04.1.1/14.1

# Administrative Professional 7-Year Comprehensive Program/Discipline Review

2023-2024



**Northeast**  
community college



# Administrative Professional

Academic Year 2023 – 2024

Division	Business and Humanities
Department/Program	Business
Dean & Program Director (if applicable)	Dr. Wade Herley, Dean of Business and Humanities Connie Sixta, Associate Dean of Business and Humanities
Prepared by	Karen Spray
Credentials awarded by Program (list credit and non-credit)	<ul style="list-style-type: none"><li>• Associate of Applied Science</li><li>• Associate of Arts</li><li>• Diploma</li><li>• Certificate: Administrative Professional</li><li>• Certificate: Office Management</li><li>• Certificate: Computer Application Specialist</li></ul>
Faculty (List/Indicate Full-time and Part-time)	<p><b>Full-Time Faculty</b></p> <ul style="list-style-type: none"><li>• Stacy Anderson</li><li>• Sara Barritt</li><li>• Cara Hoehne</li><li>• Lori McClaren</li><li>• Angie Shaffer</li><li>• Karen Spray</li></ul> <p><b>Adjunct Faculty</b></p> <ul style="list-style-type: none"><li>• Amanda Kampschnieder</li><li>• Annette Leu</li></ul>

## I. Program Overview

### A. Program Description/Mission

**Degree Options:** Historically the Administrative Professional program offered a certificate, diploma, two-year Associate of Applied Science degree, and two-year Associate of Arts degree. Graduates of the program are prepared for jobs in a variety of office occupations. The certificate is designed for students seeking entry-level clerical positions with a focus on the basic skills of office support personnel. The diploma includes additional fundamental customer service, communication, and technology skills. The program is designed so students can stack the certificate, diploma, and two-year Associate of Applied Science degrees, obtaining an educational and skill level that helps them achieve their own personal and professional goals.

The program also offers a separate Computer Application Specialist certificate, designed to prepare individuals for work in any setting that requires extensive knowledge and skills of computer application software. It is specifically intended for individuals needing to update their skills in various software applications. It also complements the two-year Business Associate of Applied Science degree for business students seeking to gain additional computer application skills.

**Administrative Professional Program Objectives:** The program prepares individuals to perform administrative and office support activities, providing students with a highly employable set of skills. Students are evaluated on the following program objectives using a combination of measurement methods, including multiple choice exams, document production simulation, and case project simulations.

- Utilize effective interpersonal skills, customer service, and business etiquette.
- Perform support functions related to organizing, scheduling, file management, marketing, and financial functions.
- Demonstrate knowledge and skills in business software programs at a specialist to expert level.
- Demonstrate a knowledge of organizational management and collaboration in relation to global, ethical, and critical thinking skills using appropriate resources and reasoning.
- Communicate effectively in a professional environment through business documents and presentations using appropriate resources.

**Guided Pathways:** Each student’s path to success is different and flexible. Curriculum mapping, assessment results, advisory committee input, and retention data have steered program changes that provide the most flexibility to students while ensuring the best opportunity for student success. The Administrative Professional program was created intentionally to prepare students for the workforce by meeting them where they are. Students pursuing an administrative professional degree while working in the administrative professional field can utilize credit for prior learning to demonstrate existing course competencies. All program options are offered face-to-face and entirely online.

**Continuous Improvement:** The role of an administrative professional is constantly changing, requiring the program to change along with it. Program revisions are driven by the advisory committee, conversations with program graduates and employers, regional job postings, and the need to develop better guided pathways for students.

- Significant changes were made in 2021 to create clear and guided pathways for students, improve use of resources (faculty load), and expand graduate employability. These changes were the result of seeking a better mix of general business courses and computer application courses for the program, generating a graduate that has enough business knowledge to be a strategic partner to an executive (or team) while providing an expert level of support.
- A new class, Investing in Strengths, was added in Fall 2022. This course promotes greater self-awareness and understanding of others through strengths discovery and development. Students develop a growth mindset and learn how to leverage strengths to achieve college, career, and life aspirations.
- Revisions in 2023 streamlined technology courses among business and administrative professional students, providing a better pathway for students to move between the two programs while still meeting all program objectives. Additionally, these revisions provide a better pathway for business students choosing to add the Computer Application Specialist certificate to complement the Business AAS degree.
- In January 2024 the decision was made to eliminate the Administrative Professional AAS and AA degrees due to a persistent decline in enrollment. These changes will be implemented in Fall 2024. (See Section III: Continuous Improvement for additional information.)

## II. Program Support and Partnerships

### A. Program Advisory Committee

The Administrative Professional program utilizes an advisory committee that meets annually to help develop program outcomes and discuss curriculum decisions to ensure the institution is offering students a degree that is applicable in today’s business environment. The Administrative Professional advisory committee meets in conjunction with the Business program advisory committee. Committee members include:

<b>Member</b>	<b>Company</b>	<b>Business Type</b>	<b>Committee Tenure</b>
Jodie Altwine	Rely Real Estate	Real Estate	2022
Sarah Dirkschneider	Target	Retail	2017
Dan Goeken	Insight Financial Planning	Financial Planning	Prior to 2017
Jarecsy Medina	Insight Financial Planning	Financial Planning	2022
Whitney Kiepke	Norfolk Mutual Insurance	Insurance	2022
Tanner Lancaster	State Farm	Insurance	2020
Jason Love	Midwest Bank	Banking	2022
Mary Magana	Hy-Vee	Retail	2022
Tami Pick	Day Companies	Transportation	Prior to 2017
Angie Stenger	Growing Together Nebraska	Community Development	2020
Jordan Suehl	BankFirst	Banking	2022
Kelle Tichota	Norfolk Area Chamber of Commerce	Community Development	2020
Andy Pfeifer	Farm Credit	Credit and Insurance	2018
Pamela Coenen	Great West Casualty – South Sioux City	Insurance	2022
Amy Kakacek	Re/Max – South Sioux City	Real Estate	2022

### **B. Community Partnerships**

Faculty utilize advisory committee members and community members in their classrooms as guest speakers. Approximately 40 community members attend the yearly Networking Luncheon hosted by the business department for students to practice their networking skills. Student feedback shows that they appreciate the opportunity to meet with professionals in our community and business professionals enjoy the opportunity to get to know our students. Approximately 7-10 community members also aid in mock interviews each semester. Students find this a valuable way to gain interview experience.

Community presence within BSAD 1050 Introduction to Business (a required course for Administrative Professional students) provides students with an opportunity to explore various aspects of business. Guest speakers, panel discussions, and job shadow experiences as part of the course provide many opportunities for career exploration within our region.

Administrative Professional students complete a practicum learning experience as part of the Office Practicum course in the second semester of their first year. AAS students also complete an internship experience, typically between the first and second year. Both experiences allow Administrative Professional students to partner with area businesses as they continue to learn. Internship experiences often lead to part-time employment during the student's second year and then full-time employment after graduation.

### **C. Post-Secondary Partnerships**

Overarching Transfer Agreements with Northeast Community College:

- Ashford University
- Bellevue University
- Concordia University
- Dakota Wesleyan University
- Doane University
- National American University
- University of Phoenix
- Western Governors University

In addition, Northeast instructors participate in the Nebraska Community College Statewide Syllabus Review for ACCT 1200 Principles of Accounting I, ACCT 1210 Principles of Accounting II, BSAD 1050 Introduction to Business, ECON 2110 Principles of Macroeconomics, and ECON 2120 Principles of Microeconomics. This review allows for the seamless transfer of these courses to Nebraska colleges and universities.

#### **D. K-12 Partnerships/Activities**

Business faculty participate in the annual 9th Grade Career Day, using a business escape room to engage approximately 80 students each year. The students “unlock” several locks with knowledge about Northeast business degree offering and business knowledge. The winning team from each group opens the safe to find Northeast swag.

Faculty participate in college visits by meeting with perspective business and administrative professional students and their families. They discuss the unique value of Northeast, degree offerings, college experiences, FBLA-Collegiate, transfer options, and much more. Faculty participated in 63 campus visits from August 2022 to May 2023. Only one of those visits was for the Administrative Professional program.

Several dual credit courses are available within the Administrative Professional program, including Accounting, English Composition, Microsoft Office, Personal Finance, and Math. Full-time faculty work closely with dual-credit faculty to ensure course objectives and student learning outcomes are the same. This includes full-time and part-time faculty meeting together at the annual Adjunct Inservice and then staying connected throughout the semester.

#### **E. Other Activities and Partnerships**

##### **Cooperative Internship**

AAS students must complete a three-credit hour cooperative internship course which consists of at least 180 work hours. This internship can be taken during any semester but is preferred to be taken during the summer term between the student’s freshman and sophomore years. Students must complete weekly journals, discussions, and written assignments designed to help them analyze and learn from their internship.

##### **International Partnerships**

Administrative Professional students are required to complete BSAD 2250 International Business, which gives them an opportunity to partner with Aarhus Business College in Aarhus, Denmark. This partnership was developed by Cara Hoehne and Maryjan Fiala (a former Northeast Business Instructor) who worked to develop a class that Northeast and Aarhus students would attend. In October 2018, Cara Hoehne and Karen Spray escorted students to Denmark to meet the Danish students face to face. They went to Copenhagen and Aarhus, Denmark. They also spent time in Hamburg, Germany. In Aarhus, they attended classes, presented to classes, went on business tours, and toured museums. As this course has evolved over its six years of offerings, so has the partnership. Future plans include bringing the Danish students and instructor to Northeast for classes and business tours.

### **III. Continuous Improvement**

#### **A. Program Improvement**

Program changes are reflective of conversations with employers, advisory committee members, community business individuals, and past and present students currently employed in administrative professional positions.

The curriculum mapping process in 2021 led to significant changes to create clear and guided pathways for students, improve use of resources (faculty load), and expand graduate employability. These changes were the result of seeking a better mix of general business courses and computer application courses for the

program, generating a graduate that has enough business knowledge to be a strategic partner to an executive (or team) while providing an expert level of support.

- Replaced OFFT 1170 Business English with ENGL 1010 English Composition
- Replaced OFFT 1350 Administrative Professional Procedures with BSAD 1050 Introduction to Business
- Removed OFFT 1420 Intermediate Keyboarding and OFFT 1110 Records and Information Management (these components are now taught in OFFT 1800 Office Practicum and reinforced in OFFT 2600 Administrative Professional Capstone)
- Added BSAD 2250 International Business and BSAD 2520 Principles of Marketing

A new, one-credit hour class, Investing in Strengths, was added in Fall 2022. This course promotes greater self-awareness and understanding of others through strengths discovery and development. Students develop a growth mindset and learn how to leverage strengths to achieve college, career, and life aspirations.

Revisions in 2023 streamlined technology courses among business and administrative professional students, providing a better pathway for students to move between the two programs while still meeting all program objectives. Additionally, these revisions provide a better pathway for business students choosing to add the Computer Application Specialist certificate to complement the Business AAS degree.

In January 2024 the decision was made to eliminate the Administrative Professional AAS and AA degrees due to a persistent decline in enrollment. These changes will be implemented in Fall 2024 with the following impacts:

- As part of the Guided Pathways catalog changes, the Administrative Professional certificate and diploma and Computer Application Specialist certificate will be listed with other Business programs, which should increase visibility and help build numbers.
- Diploma students that wish to move into an AAS degree can move into the Business AAS degree, utilizing courses they have already completed.
- The Office Management certificate will also be eliminated, as this certificate was designed for Administrative Professional AAS graduates wishing to pursue upper-level business courses not included in the Administrative Professional AAS degree.
- OFFT 2500 Advanced Office Integration and OFFT 2600 Administrative Professional Capstone will be eliminated after 2024 – 2025 school year to allow current students to finish their degree.
- The existing full-time Administrative Professional Instructor faculty position will be labeled as a Business Instructor to better represent the advising and course load.

## **B. Instructor Professional Development Activities**

### **Stacy Anderson**

- Gallup Clifton Strengths Coach Training (virtual), July 2023
- Real Entrepreneurship coursework, Certificate June 2023
- NACEE Annual Conference, October 2022
- Inside/Outside Summit, September 2022
- Clifton Strengths Institute Summer Conference, July 2022
- NACEE -'The Entrepreneurial College of the Future', June 2022
- UNL Women Lead Conference, March 2022
- Clifton Strengths Workshop, December 2021

### **Sara Barritt**

- Teachers of Accounting in Two-Year Colleges Conference, May 2023
- Clifton Strengths Institute Summer Conference, July 2022

- UNL Women Lead Conference, March 2022
- Clifton Strengths Workshop, Spring 2022
- Teachers of Accounting in Two-Year Colleges Annual Conferences, May 2019, May 2016
- UNL Women's Leadership Network Conference, October 2019

#### **Cara Hoehne**

- Clifton Strengths Institute Summer Conference, July 2023
- Gallup at Work Summit, June 2023
- Led student to FBLA-Collegiate National Leadership Conference, June 2023
- Co-led students to FBLA-Collegiate State Leadership Conference, Spring 2023
- Co-led students to FBLA Fall Leadership Conference, November 2022
- Clifton Strengths Institute Summer Conference, July 2022
- Co-Led students to PBL State Leadership Conference, April 2022
- UNL Women Lead Conference, March 2022
- Clifton Strengths Institute Summer Conference (virtual), July 2021
- Gallup Clifton Strengths Coach Training (virtual), December 2020
- Co-led student to virtual PBL State Leadership Conference, April 2020
- Co-led students to PBL National Leadership Conference, June 2019
- Co-led study abroad trip to Denmark, October 2018

#### **Lori McClaren**

- Gallup Clifton Strengths Coach Training (virtual), July 2023
- Real Entrepreneurship coursework, Certificate June 2023
- NetForce Board member, February 2023
- NACEE Annual Conference, October 2022
- Inside/Outside Summit, September 2022
- NPPD Curriculum Workday, July 2022
- NACEE -'The Entrepreneurial College of the Future', June 2022
- GrowthWheel® Certified Business Advisor
- Clifton Strengths Institute Summer Conference, July 2022
- NACEE Make/SHIFT, May 2022
- NE Real Estate Commission – webinar, July 2021
- Zappos School of WOW for Leaders, November 2019

#### **Angie Shaffer**

- Gallup Clifton Strengths Coach Training (virtual), July 2023
- w!se® Financial Literacy Certification
- GrowthWheel® Certified Business Advisor
- Nebraska FBLA-Collegiate Board of Directors: 2019 – present
- ProfCon – Conference for Marketing Professors, 2018 – 2022
- FBLA-Collegiate National Conference – annual national conference for students and advisors
- FBLA-Collegiate State Conference – annual state conference for students and advisors · FBLA Career Connections – national conference
- MarketPlace Conference – annual conference for Entrepreneurs and Marketers with rural emphasis, 2018 – present

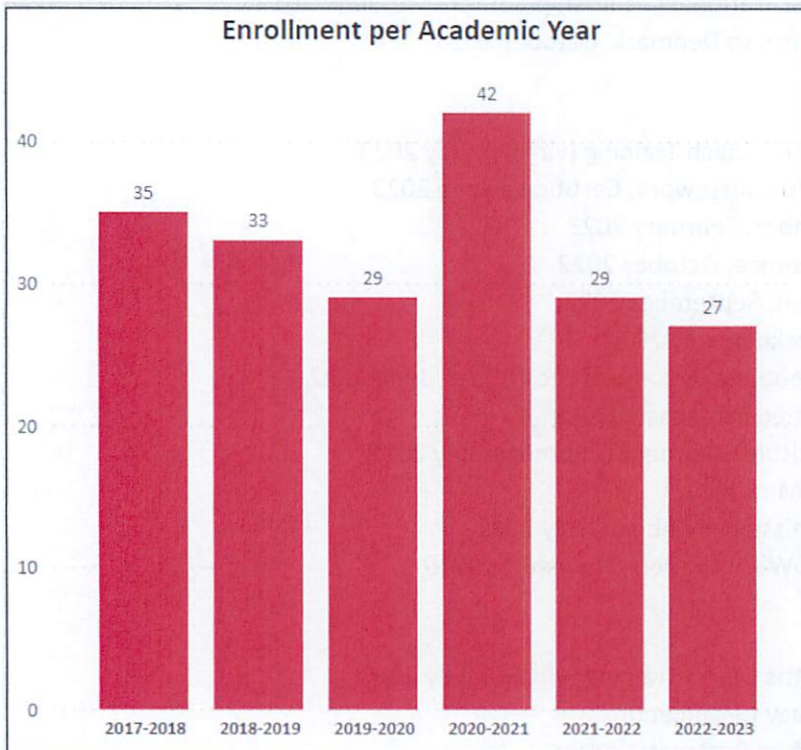
#### **Karen Spray**

- Clifton Strengths Institute Summer Conference, July 2023
- Clifton Strengths Institute Summer Conference, July 2022
- Hyflex Course Design Workshop (virtual), June 2022
- UNL Women Lead Conference, March 2022

- Co-led Clifton Strengths workshop series for faculty and staff, Spring 2022 and Fall 2021
- Clifton Strengths Institute Summer Conference (virtual), July 2021
- HLC Annual Conference (virtual), April 2021
- Gallup Clifton Strengths Coach Training (virtual), December 2020
- Zappos School of WOW for Leaders, November 2019
- CERTIFIED Certiport Educator Conference, June 2019
- Co-led study abroad trip to Denmark, October 2018
- IAAP 2018 Summit, July 2018

#### IV. Program Demand and Efficiency

**Enrollment:** The following graph shows enrollment per academic period from Fall 2017 through Summer 2023 for all Administrative Professional Program credentials (AA, AAS, Diploma, and Certificate). Historically enrollment peaked in 2016 – 2017 and again in 2020 – 2021. Enrollment in 2021 – 2022 and 2022 – 2023 declined in the Administrative Professional program area, while overall enrollment at Northeast rose slightly in the same time frame.

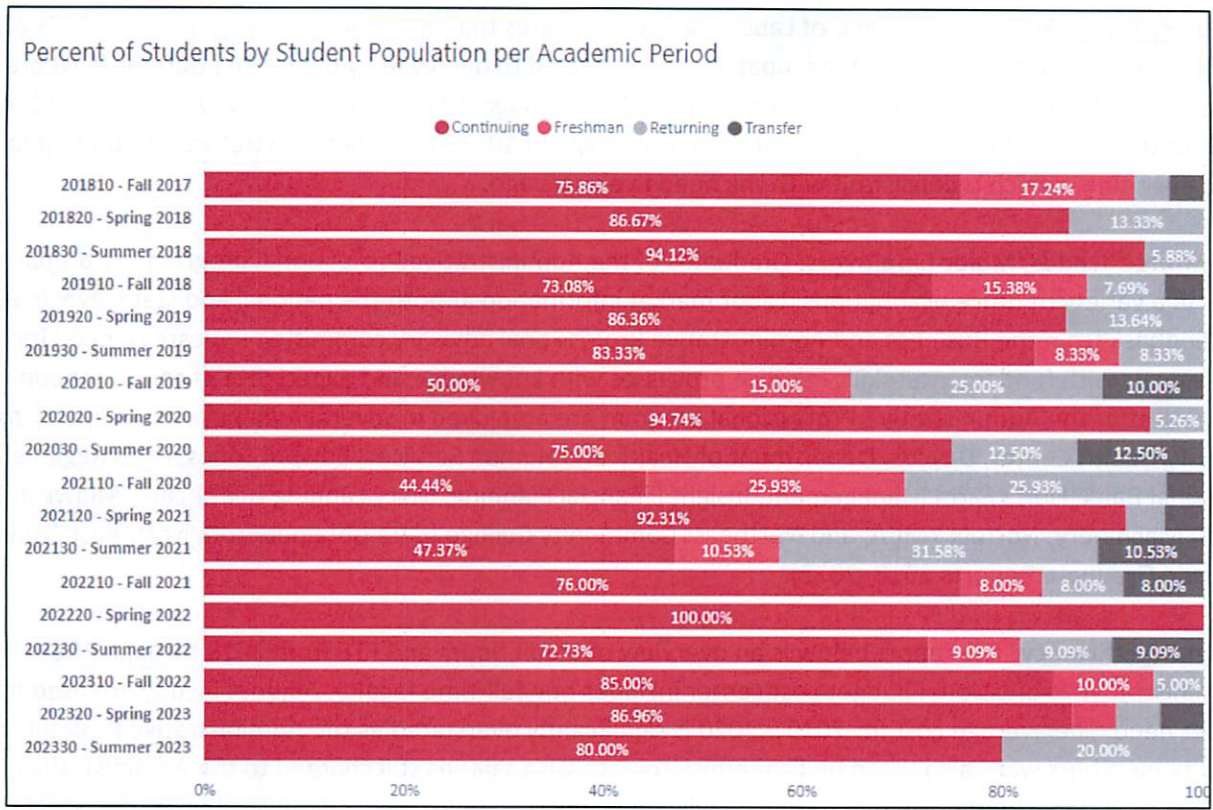


*\*Power BI data, Enrollment and Student Demographics, Enrollment, as of 12/2/2023*

The following graph shows a higher-than-average percentage of continuing students in the Administrative Professional program area. There are multiple contributing factors:

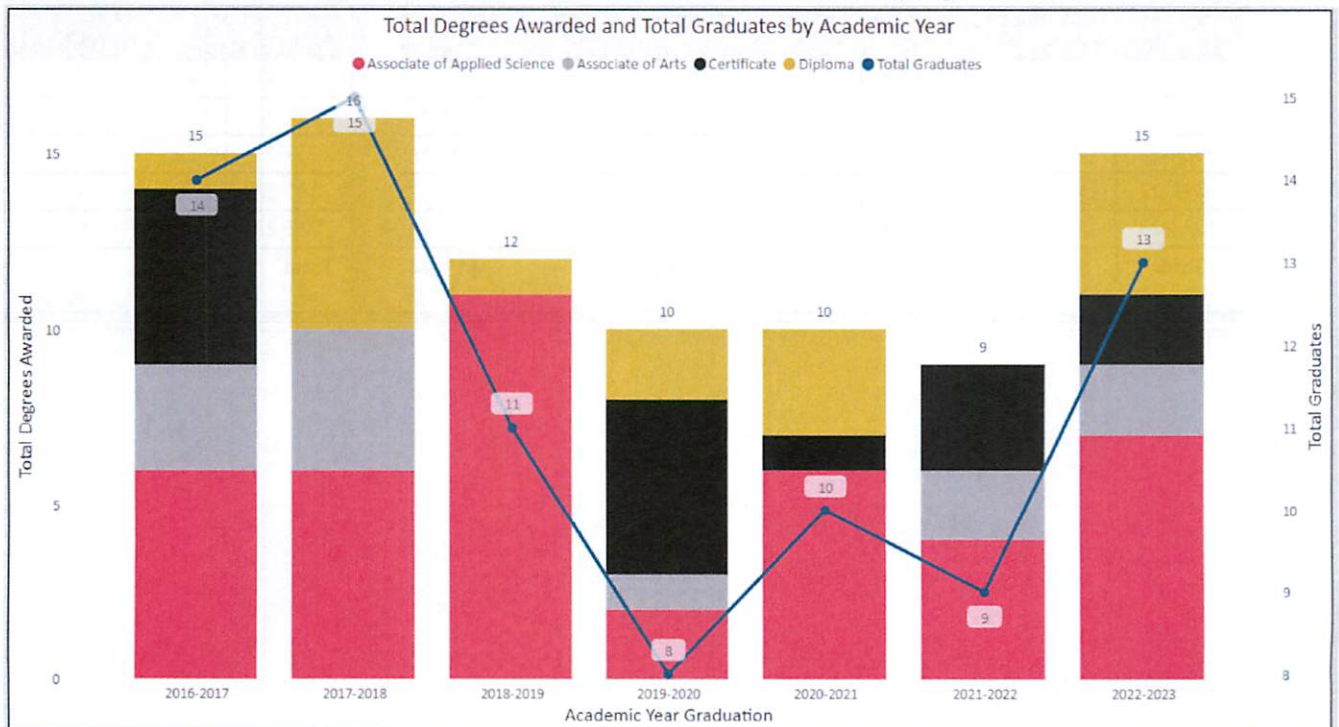
- Students have already completed some college credits in previous semesters or even with other majors.
- Students start with the Administrative Professional certificate or diploma and then add on the AAS degree.
- Students are non-traditional, part-time online students working full-time, taking longer than average to complete their degree.





\*Power BI data, Enrollment and Student Demographics, Enrollment, as of 12/2/2023

**Program Completion:** The following graph shows completion/graduation rates for all Administrative Professional Program credentials. The increase of enrollment in 2020 – 2021 is reflected in additional graduates in 2022 – 2023. Many students enrolled in the Administrative Professional programs are part-time students that take significantly longer to complete their degree at Northeast because they are working full-time. Some students earn more than one degree since the Administrative Professional program offers stacked credentials.



\*Power BI data, Graduation Dashboard, Award Trends, as of 12/2/2023

**Industry Outlook:** The U.S. Bureau of Labor Statistics indicates that in the next ten-year period (2022–2032) Office and Administrative Support occupations are expected to decrease by 6.2%.<sup>1</sup> The outlook in Nebraska is steadier, with an expected annual decline of only 0.01% through 2030.<sup>2</sup> The Career Services job board through the Northeast Community College website has an average of 10–15 office/administrative assistant openings at any given time, which is consistent with the need five years ago.

**Workforce Trends/Major Employers:** Graduates of the Administrative Professional program are prepared for jobs in a variety of office occupations. Labor market information at both the national and state level in addition to feedback from the Business and Administrative Professional advisory committee indicates a need for individuals with fundamental skills in office processes with knowledge and experience in computer applications. Graduates of the Administrative Professional program are employed in several area businesses, including Boone County Health Center, Daycos, Department of Health and Human Services, Edward Jones, Faith Regional, First National Bank, Hertz Farm Management, Insight Financial Planning, Mary Lanning Healthcare, Midwest Bank, Titan Machinery, Norfolk YMCA, and Northeast Community College (data obtained from Northeast Community College Graduate Reports 2018–2022).

**Program Efficiency:** The report below is an overview of credit hours and FTE from 2018 through 2023. The Administrative Professional budget cost center includes one full-time faculty. Adjunct faculty are used to help offset need. The average cost for 2019 – 2020 is significantly overstated as the Administrative Professional faculty members were also teaching Economics courses with salaries still charged to the Administrative Professional department. We had to rely heavily on adjuncts to help cover Administrative Professional classes, which overstated actual costs in the Administrative Professional department. Program changes have helped keep average costs low even though enrollment has declined. Administrative Professional students complete several general business courses as part of their program of study and there are very few Administrative Professional-specific courses. The five-year average department cost per FTE (\$3,962) is significantly lower than the Northeast average (\$7,474) while the student credit hour per faculty FTE (413.94) is higher than the Northeast average (344.90).

Fiscal Year	Average of Faculty FTE	Average of Credit Hours	StCH/Faculty FTE	Fiscal Year	Average of Dept Cost Per FTE
2018-19	2.31	828.00	358.89	2018-19	\$5,723
2019-20	2.08	666.00	320.65	2019-20	\$6,100
2020-21	1.08	688.00	639.18	2020-21	\$2,316
2021-22	1.53	644.00	420.37	2021-22	\$2,812
2022-23	1.44	666.00	461.40	2022-23	\$2,858
<b>Total</b>	<b>1.69</b>	<b>698.40</b>	<b>413.94</b>	<b>Total</b>	<b>\$3,962</b>

<sup>1</sup> <https://www.bls.gov/emp/tables/emp-by-detailed-occupation.htm>

<sup>2</sup> <https://networks.nebraska.gov/vosnet/analyzer/resultsNew.aspx?session=occpj>

## V. Contributions to the Region

### Graduate Survey Data – Percent Employed in 20-County Region and Nebraska

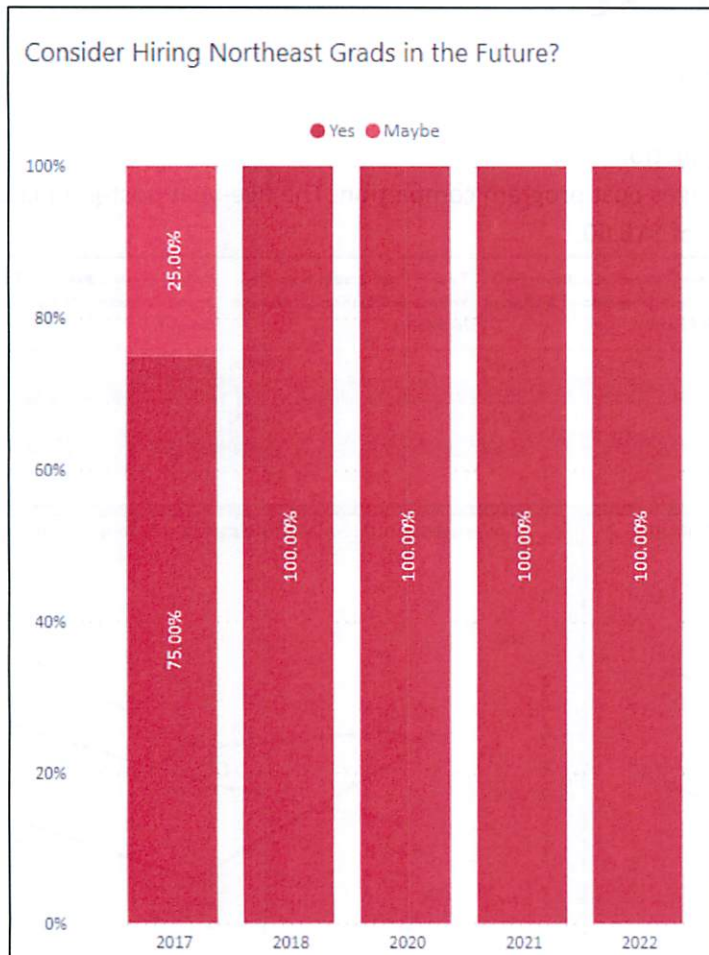
The following table shows the percentage of graduates that were employed (not continuing their education) in the 20-county region and Nebraska. For additional graduate-related data, see section IV. Student Outcomes and Success.

Percent Employed in 20-County Region and Nebraska					
Year	2018	2019	2020	2021	2022
Percent employed in 20-county region	82%	55%	80%	50%	71%
Percent employed in Nebraska	100%	64%	80%	75%	100%

*\*Northeast Career Services Graduate Report*

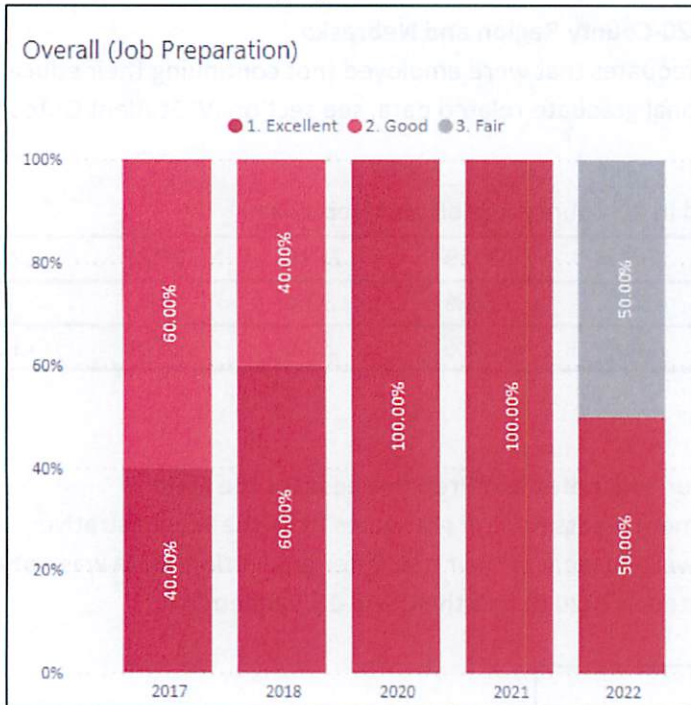
### Employer Survey—Percent who Would Hire our Graduates and Preparedness for the Field

The following graph shows the overall employment assessment of graduates from the Administrative Professional program and how prepared they were to work in their field after graduation. Data was not available for 2019 as employer surveys were not conducted in 2020 due to the Covid-19 pandemic.



*\*Power BI data, Employer Survey, as of 8/29/2023*

Note that there were only two respondents to the employer survey in 2022. A 50% response rate to “fair” in 2022 was from one employer.

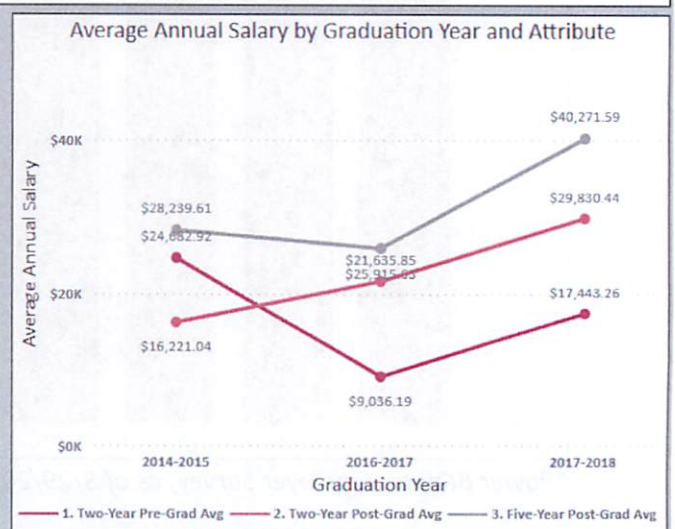
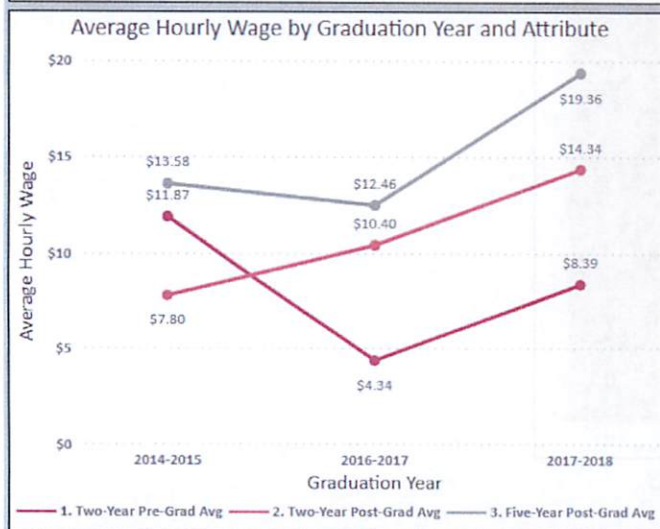


\*Power BI data, Employer Survey, as of 8/29/2023

### Wage Analysis—Five Year Post Program Completion

The following data is currently available for wages post program completion. The five-year post-graduate average is higher than the current living wage of \$16.60.

Program Name	Grad Year	Number of Graduates Identified	Two Yr Pre-Graduation - Two Yr Post-Graduation (% Change in Salary)	Two Yr Post-Graduation - Five Yr Post-Graduation (% Change in Salary)	Two Yr Pre-Graduation - Five Yr Post-Graduation (% Change in Salary)
Administrative Asst-General	2014-2015	5	-34.28%	74.09%	14.41%
Administrative Asst-General	2015-2016	3			
Administrative Asst-General	2016-2017	9	139.44%	19.78%	186.80%
Administrative Asst-General	2017-2018	15	71.01%	35.00%	130.87%



\*Power BI data, Five Year Average Wage, Graduate Wage Trends, as of 10/13/2023

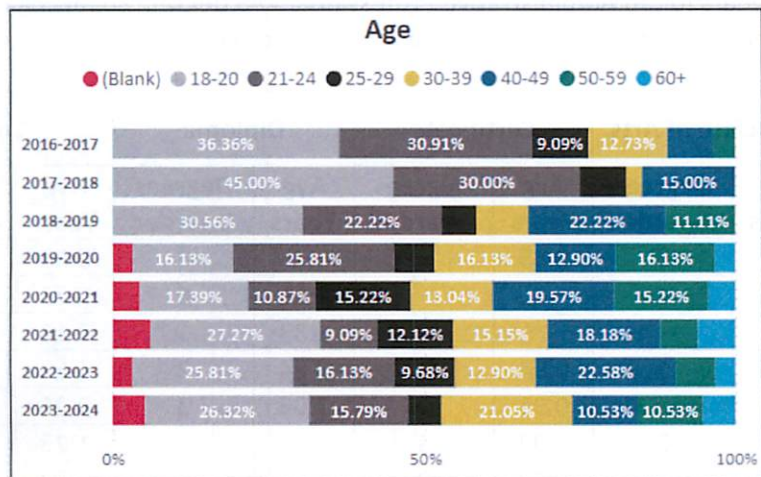
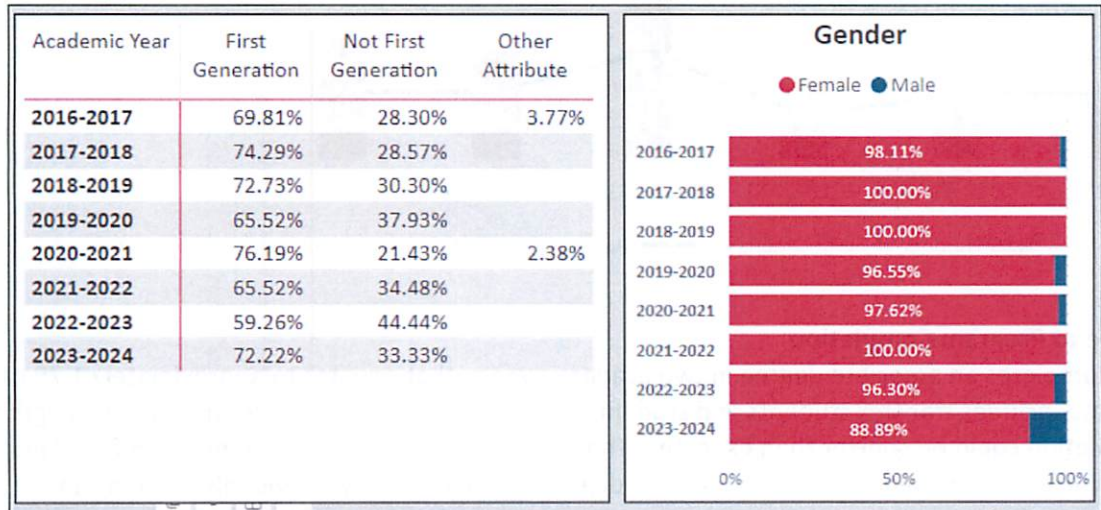
### Trends/Demographic Enrollment Compared to Northeast Aggregate

The following graphs provide demographic enrollment information for the Administrative Professional program. Administrative Professional students are predominantly female and tend to be older than the average Northeast student, with an average age of 30.66 years. Additionally, an average of 69 percent of Administrative Professional students are first-generation students, compared to just 33 percent at Northeast.

Number of Students		Number of Pell Eligible Students		Number of First Generation Students		Average Student Age	
143		78		100		30.66	

Academic Year	2 Or More	American Indian or Alaska Native	Hispanic	Native Hawaiian or Other Pacific Islander	Non-Resident Alien	Unknown	White
2016-2017		3.77%	16.98%		3.77%		75.47%
2017-2018			17.14%	2.86%	2.86%		77.14%
2018-2019	3.03%		18.18%	3.03%	3.03%		72.73%
2019-2020	3.45%		17.24%				79.31%
2020-2021			7.14%		2.38%		90.48%
2021-2022	3.45%	3.45%	6.90%				86.21%
2022-2023	3.70%	3.70%	11.11%				81.48%
2023-2024	5.56%		11.11%			5.56%	77.78%



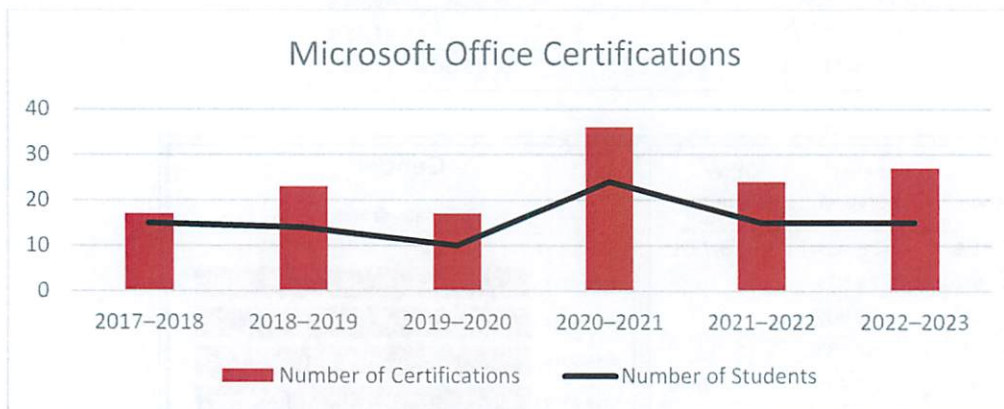
\*Power BI data, Enrollment and Student Demographics, Demographics, as of 12/9/2023

## VI. Student Outcomes and Success

### Certification/Licensure Rates

The Administrative Professional program does not require graduate certification or licensure to be employed. However, students obtain industry-recognized Microsoft Office certifications as part of specific courses throughout the program. These certifications (typically a \$100 fee for each exam) are available to Northeast students for free through a state-wide grant with the Nebraska Department of Education. This is an incredible opportunity for our students, allowing them to certify their level of computer technology skills with an industry-recognized credential. Students completing three associate-level certifications and two expert-level certifications earn the Microsoft Master credential. As shown in the following table and graph, student success has increased with program changes that promote better reinforcement of computer applications skills throughout the program. This can be challenging given the number of part-time students in the Administrative Professional program.

	2017–2018	2018–2019	2019–2020	2020–2021	2021–2022	2022–2023
Number of Students	15	14	10	24	15	15
Number of Certifications	17	23	17	36	24	27



### Average Time to Program Completion

If a student completes an associate degree in two academic years, that equates to approximately 1.75 calendar years. This data includes transfer students and students who changed their major, so the average length to degree completion could be shorter than expected. The average time for program completion for all majors at Northeast is currently 1.85 years for a two-year AAS degree. However, many individuals pursuing an Administrative Professional degree are part-time students working full-time so the average years-to-completion is longer than the Northeast average—2 years for an Administrative Professional AAS degree. Following is a breakdown of average time to completion across the degrees, certificate, and diploma.

Academic Year	Associate of Applied Science		Associate of Arts		Certificate		Diploma		Total	
	Avg Years	Degrees Awarded	Avg Years	Degrees Awarded	Avg Years	Degrees Awarded	Avg Years	Degrees Awarded	Avg Years	Degrees Awarded
2016–2017	1.07	6	1.07	3	0.89	5	.58	1	0.98	15
2017–2018	1.82	6	1.65	4			1.66	6	1.72	16
2018–2019	2.24	11					1.33	1	2.16	12
2019–2020	2.23	2	4.34	1	0.94	5	0.84	2	1.52	10
2020–2021	2.70	6			0.31	1	2.03	3	2.26	10
2021–2022	1.57	4	1.01	2	0.92	3			1.23	9
2022–2023	2.16	7	1.11	2	1.02	2	1.65	4	1.73	15
<b>Total</b>	<b>2.00</b>	<b>42</b>	<b>1.53</b>	<b>12</b>	<b>0.89</b>	<b>16</b>	<b>1.54</b>	<b>17</b>	<b>1.64</b>	<b>87</b>

### Graduate Survey Data and Wage Analysis

The following table shows a 5-year trend for graduate information. Graduate numbers differ from enrollment numbers due to some students taking classes full-time, some part-time, and some taking a semester off and then returning.

Wages were higher than usual in 2021 as 3 of the 4 employed graduates were already in administrative professional roles while finishing their degrees. The wage information presented here is collected immediately upon graduation. In 2022 there were more graduates starting in entry level positions. At least two graduates have already received wage increases, which will be reflected in the five-year post program completion analysis.

	2018	2019	2020	2021	2022
Number of Graduates*	16	11	8	10	9
Continuing Education	5	0	3	6	2
Employed In NE	11	7	4	3	7
Employed Out of State	0	1	0	1	0
% Employed/Cont. Ed	100%	100%	100%	100%	100%
% Related Employment	100%	100%	75%	100%	86%
High Wage	\$16.50	\$19.00	**	\$19.50	\$16.45
Low Wage	\$10.00	\$13.16	**	\$14.00	\$13.00
Average Hourly Wage	\$12.49	\$14.65	**	\$16.79	\$14.76

*This information was provided by Career Services.*

\* Number of Graduates: designates the number of students that earned either a degree, diploma, or certificate. Please see the table below for the total number of degrees and certificates that were awarded to students.

\*\*Wage information is omitted due to the low number of responses collected.

#### Additional Notes:

- 2019: Three graduates were not located at the time of the survey.
- 2020: One graduate was not located at the time of the survey.

### Number of Degrees and Certificates Awarded to Graduates

Many Administrative Professionals students start with the certificate or diploma before choosing to pursue a two-year degree. The data below shows the total number of degrees and certificates earned by graduates within the specific years. Some graduates earn more than one degree since the Administrative Professional program offers stacked credentials.

Degrees, Diplomas, and Certificates Awarded	2017	2018	2019	2020	2021	2022	2023
Administrative Professional—AAS Degree	6	6	11	2	6	4	7
Administrative Professional—AA Degree	3	4		1		2	2
Administrative Professional—Diploma	1	6	1	2	3		4
Administrative Professional—Certificates	5			5	1	3	2
<b>Total Number Awarded to Graduates</b>	<b>15</b>	<b>16</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>15</b>

*\*Power BI data, Graduation Dashboard, Award Trends, as of 12/2/2023*

## **VII. Final Analysis**

The Administrative Professional program continues to demonstrate many strengths including an outstanding graduate placement level of 100% as detailed in the five-year graduate survey report published by Northeast Career Services.

Another area of strength for the Administrative Professional program is the faculty and their constant professional development and analysis of the current curriculum needs. This analysis, coupled with our Business and Administrative Professional advisory board's expertise and advice, ensure that relevant industry changes are constantly being evaluated and conducted, keeping the program applicable and current to meet the needs of our students and the business industry. Recent curriculum changes also created clear and guided pathways for students while improving use of resources (faculty load) and expanding graduate employability. These revisions also provide a better pathway for students transferring between programs.

The Business and Administrative Professional programs will move to a newly constructed building in Fall 2025 which will include modern and innovative classrooms, spaces for students to collaborate and create, as well as a space for students and faculty to interact. This new building is highly needed as the present facilities are aged and do not always fit the modern needs of our students and faculty.

Another opportunity for the Administrative Professional program is the increased need for skilled and talented workers to stay in the local area. Unemployment is low, and employers are often contacting faculty for help finding students and graduates to fill these positions. With a near-steady projected demand for positions in the Administrative Professional field, there will continue to be a need for graduates within Nebraska and our 20-county region.

A challenge of the program continues to be declining enrollment. Eliminating the Administrative Professional AAS and AA degrees while retaining the Administrative Professional certificate and diploma will maximize our use of faculty resources while maintaining multiple pathways for students. Business students utilizing computer application electives will still be prepared for work in the administrative professional field. With almost 70% of students in the Administrative Professional program being first-generation, the stackable credentials provide students with the opportunity to start with a certificate and/or diploma and easily move into an AAS degree after experiencing success and gaining confidence.

## **VIII. Dean Recommendation**

The recommendation is to continue offering the Administrative Professional certificate, the Computer Application Specialist certificate, and the Administrative Professional diploma under the umbrella of the Business program at Northeast Community College. This will allow students opportunities to complete a short-term program that ladders into associate degree programs. These changes provide more visibility of the Computer Application Specialist certificate to students in the Business programs seeking to enhance their computer skills and offer greater awareness of career opportunities within a business environment.



## IX. Appendix

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

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

#### **Information Required from the Institution (see attached form):**

Evidence of:

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

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

#### **Review Process:**

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

#### **Review Schedule:**

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

#### **CCPE Minimum Performance Standards:**

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

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

**Institution:** Northeast Community College

**Program:** Administrative Professional

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on May 8, 2024
- the governing board's action was: \_\_\_\_\_

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

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

**Evidence of Demand and Efficiency**

		<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>5 yr avg</b>
<b>Student Credit Hours (SCH)</b>		828.00	666.00	688.00	644.00	666.00	698.40
<b>Faculty Full-time Equivalency (FTE)</b>		2.31	2.08	1.08	1.53	1.44	1.69
<b>SCH/Faculty FTE</b>		358.89	320.65	639.18	420.37	461.40	413.94
<b>Number of Degrees and Awards</b> <i>(list degrees/awards separately)</i>	<b>Certificate</b>	0	5	1	3	2	2.20
	<b>Diploma</b>	1	2	3	0	4	2.00
	<b>AAS</b>	11	2	6	4	7	6.00
	<b>AA</b>	0	1	0	2	2	1.00
	<b>Total</b>	12	10	10	9	15	11.20

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

The Nebraska Department of Labor indicates steady demand for Office and Administrative Support occupations with an annual decline of only 0.01% through 2030. The 20-county region Northeast Community College serves continues to show need for office and administrative support positions as evident by the number of postings on the Northeast Job Board and feedback from advisory committee members and community partners.

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

Due to a persistent decline in enrollment, the Administrative Professional AAS and AA degrees will be eliminated. The Administrative Professional certificate, the Computer Application Specialist certificate, and the Administrative Professional diploma will continue to be offered under the umbrella of the Business program at Northeast Community College. These changes provide more visibility of the Administrative Professional certificates and diploma, promoting greater awareness of career opportunities within a business environment. This will allow students opportunities to complete a short-term program that still ladders into the Business associate degree programs, providing multiple pathways for student success while still meeting regional demand for office and administrative support positions.

\_\_\_\_\_  
For CCPE use: reviewer/date

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

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

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

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

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

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

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

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

Other (detailed explanation).

---

# ADMINISTRATIVE PROFESSIONAL

**Presenter: Karen Spray**

NORTHEAST.EDU

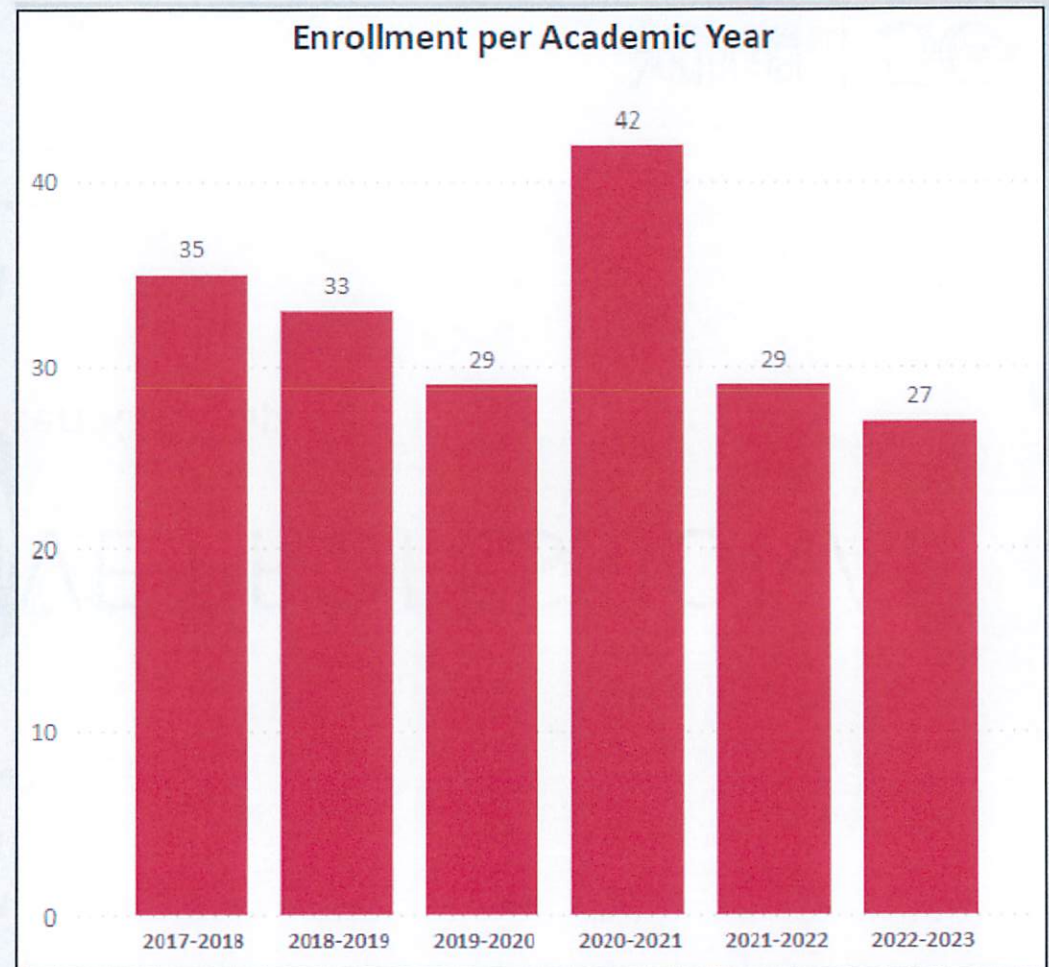
**Northeast**  
community college

**50** YEARS

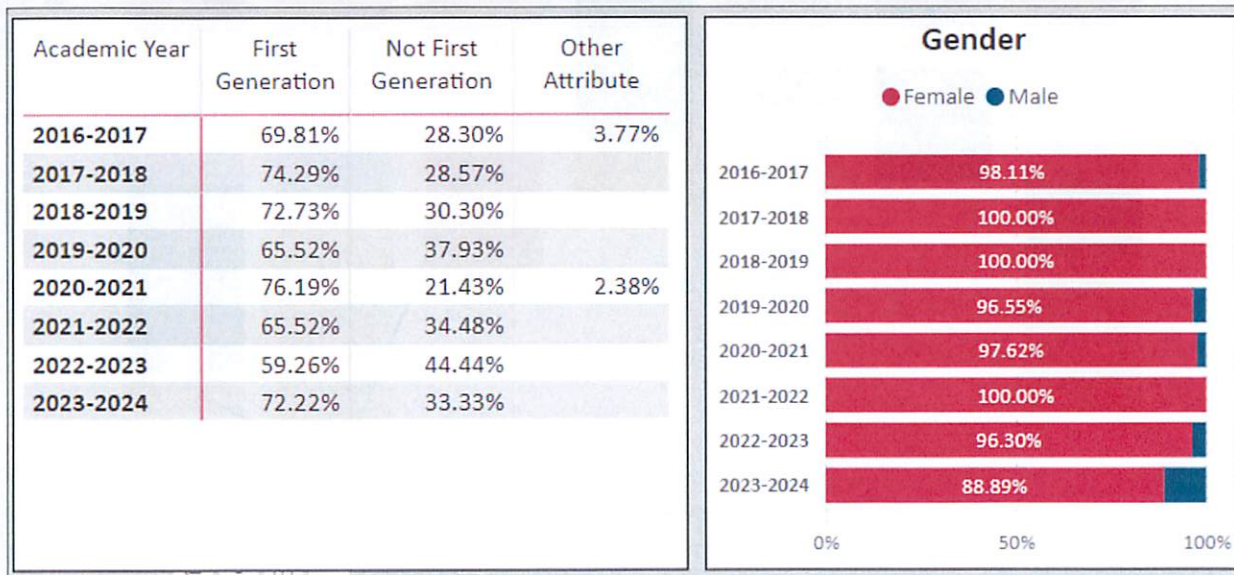
# ENROLLMENT

Data represents all  
Administrative  
Professional credentials:

- Certificate
- Diploma
- AAS
- AA

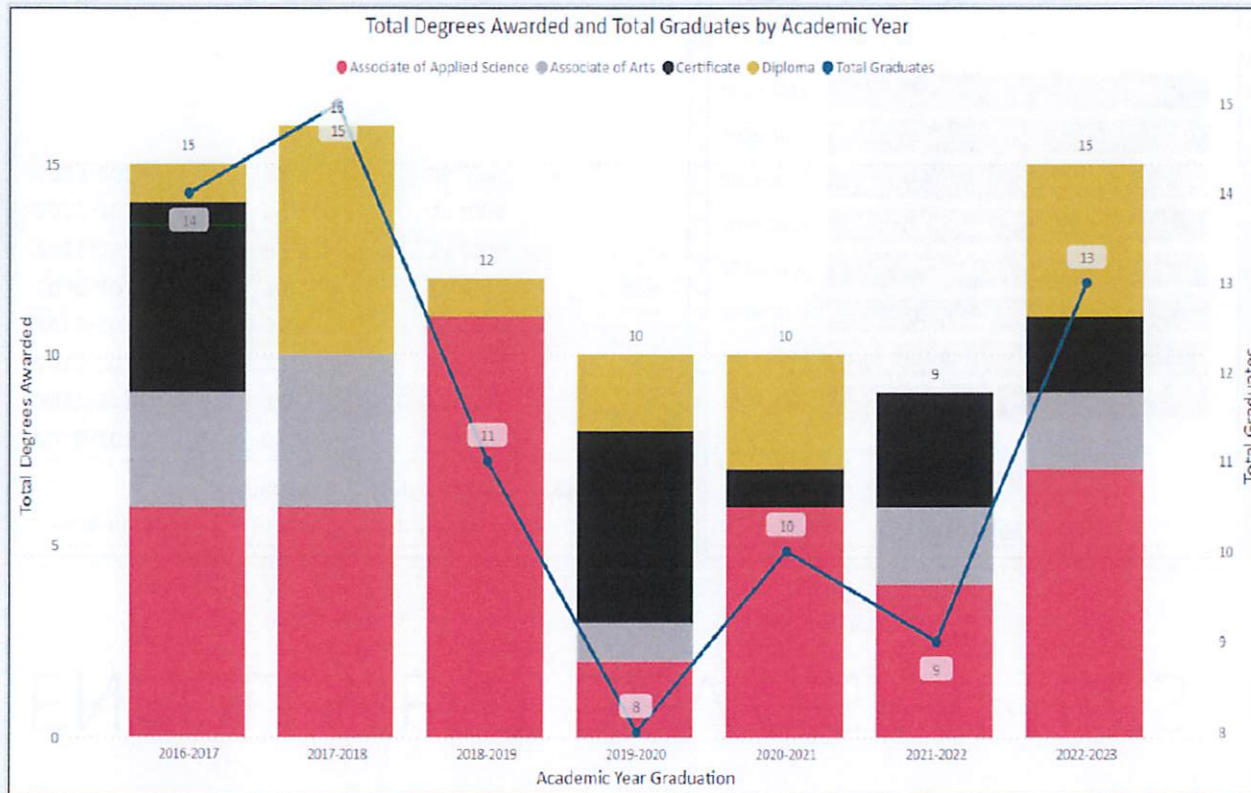


# ENROLLMENT DEMOGRAPHICS



- **Predominantly female**
- **Average age: 30.66 years**
- **69% first-generation students**

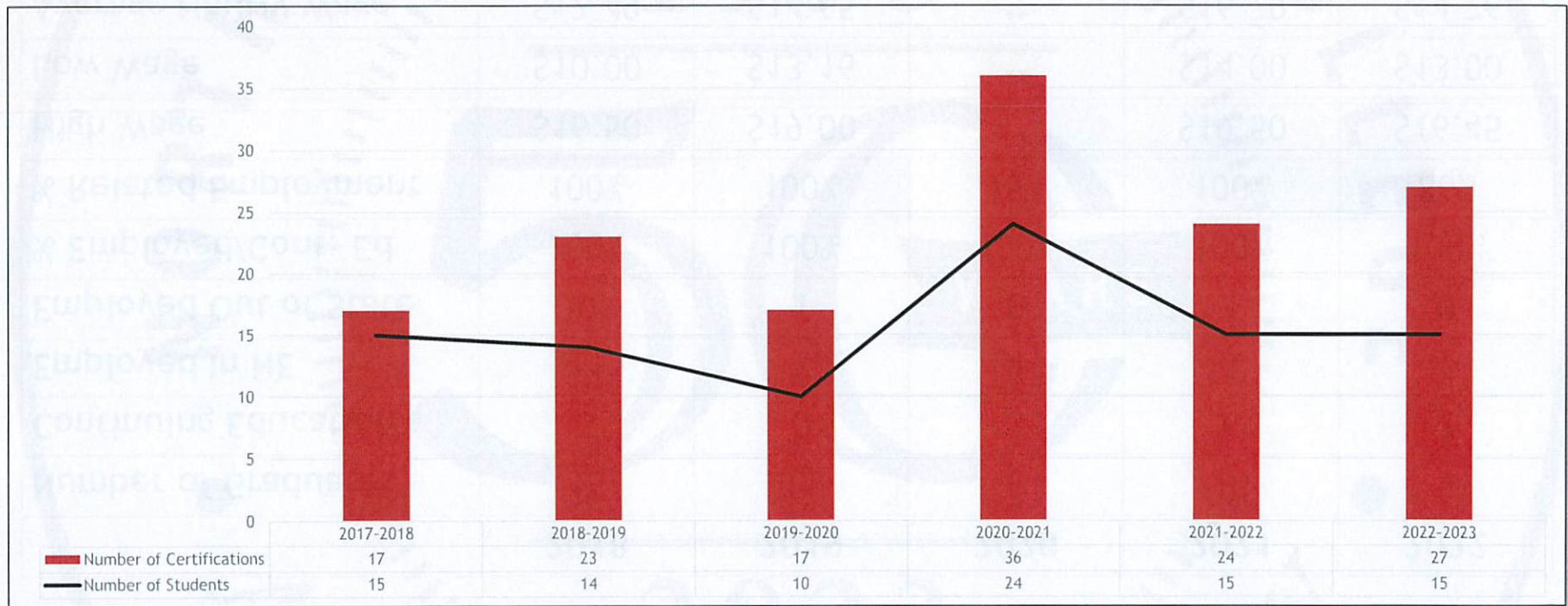
# PROGRAM COMPLETION



## Average time to completion:

- AAS: 2.0 years
- AA: 1.53 years
- Certificate: 0.89 years
- Diploma: 1.64 years

# MICROSOFT OFFICE CERTIFICATIONS

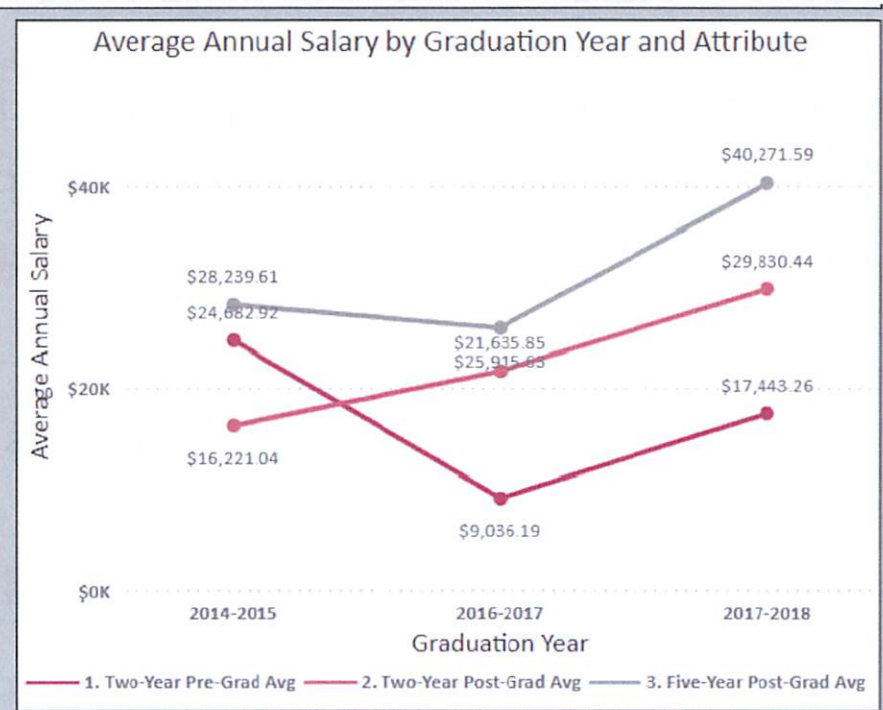
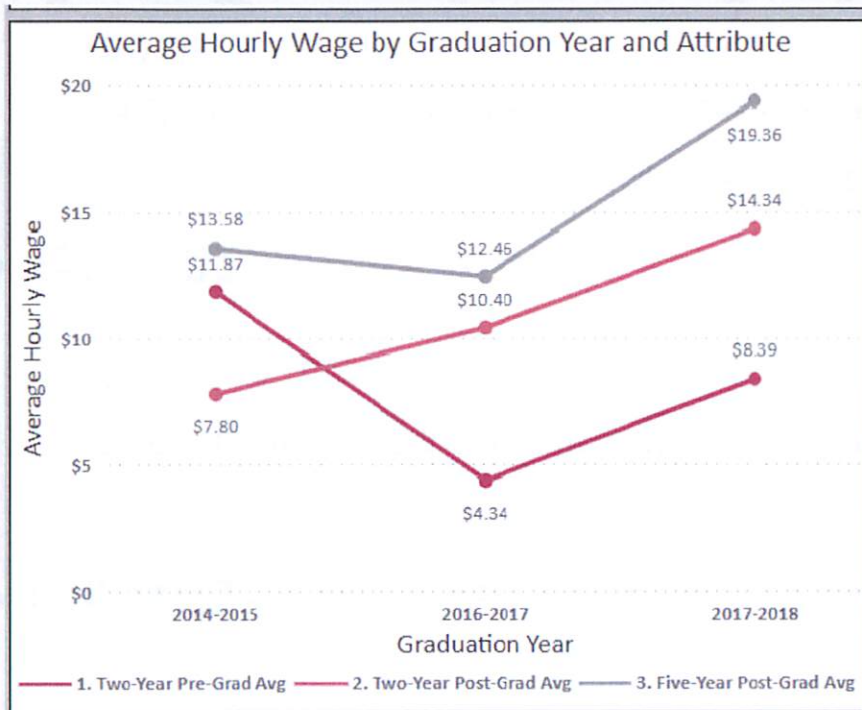




# GRADUATE ANALYSIS

	2018	2019	2020	2021	2022
Number of Graduates*	16	11	8	10	9
Continuing Education	5	0	3	6	2
Employed In NE	11	7	4	3	7
Employed Out of State	0	1	0	1	0
% Employed/Cont. Ed	100%	100%	100%	100%	100%
% Related Employment	100%	100%	75%	100%	86%
High Wage	\$16.50	\$19.00	**	\$19.50	\$16.45
Low Wage	\$10.00	\$13.16	**	\$14.00	\$13.00
Average Hourly Wage	\$12.49	\$14.65	**	\$16.79	\$14.76

# WAGE ANALYSIS



---

# CONTINUOUS IMPROVEMENT (FALL 2021 AND 2022)

- **Fall 2021: significant program changes to create better mix of business and computer application courses**
  - Create clear and guided pathways for students
  - Improve use of resources
- **Fall 2022: added BSAD 1005 Investing in Strengths**
  - Develop student-focused growth mindset
  - Help students leverage their own strengths to achieve personal and professional goals

---

# CONTINUOUS IMPROVEMENT (FALL 2023 AND 2024)

- **Fall 2023: streamlined technology courses among business and administrative professional students**
  - Create better pathway for students moving between programs
  - Promote Computer Application Specialist certificate to incoming students with dual credit hours
- **Fall 2024: eliminate Administrative Professional AAS and AA degrees due to persistent decline in enrollment**
  - Maximize use of resources
  - Maintain pathway to Business AAS or AA degree

# MISSION MOMENTS

- Utilization of community partners as guest speakers, classroom panels, and Networking Luncheon attendees
- Program changes providing clear pathways for all students, meeting students where they are
- Efficient use of faculty resources



THANK YOU

NORTHEAST.EDU

Northeast  
community college

50  
YEARS

04.1.2-14.2

# Media Arts (All Concentrations) 7-Year Comprehensive Program/ Discipline Review

2023-2024



**Northeast**  
community college



# Media Arts (All Concentrations)

Academic Year 2023-2024

<b>Division</b>	Business and Humanities
<b>Department/Program</b>	Media Arts
<b>Dean &amp; Program Director (if applicable)</b>	Dr. Wade Herley, Dean Connie Sixta, Associate Dean
<b>Prepared by</b>	Anthony Beardslee Drew Dolezal Ryan Sevensing
<b>Credentials awarded by Program (list credit and non-credit)</b>	Associate of Applied Science Broadcast Production Certificate Media Production Certificate Recording Studio Production Certificate Video Production Certificate
<b>Faculty (List/Indicate Full-time and Part-time)</b>	Anthony Beardslee FT Drew Dolezal FT Ryan Sevensing FT Jerret Mills PT Brian Anderson PT

## I. Program Overview

### A. Program Description/Mission

Using fully equipped radio, television, sound recording and video production facilities, students in the Media Arts program learn and build hands-on skills for a variety of entry-level jobs in the media broadcasting, journalism, video, and audio production industries.

The Media Arts program began in the early 1980s, when Broadcasting and Audio Recording were separate AAS programs. Through updates and revisions, the Media Arts program is now an umbrella AAS program with four concentrations: Audio Recording Technology, Broadcasting-Radio/TV, Digital Cinema and Media, and Digital Journalism and Social Media Management. The purpose of the program is to provide students with experiences and knowledge that will prepare them for the ever-expanding field of multimedia production and broadcast.

Media arts facilities include; two recording studios, two audio recording studio control rooms, 4 audio recording suites, 3 radio control rooms, live switching control room, Television studio/Live sound lab space, and a post-production computer lab.

### B. Accreditation

No programmatic accreditation is required for this career field.



## II. Program Support and Partnerships

### A. Program Advisory Committee

Name	Employer	Experience
Werner Althaus	Nebraska Public Media (NPM)	Audio Department Supervisor
Clete Baker	Studio B	Owner
Keith Bliven	KTIV-TV	News Director
Andy Bottger	Nexstar Media Group	Northeast Broadcasting graduate
Lisa Guill	Independent Producer	Northeast Broadcasting Graduate; 2017 recipient of Northeast's Alumni Hall of Success award.
Ralph Hammock	Videography Department Supervisor, NPM	Employs Northeast graduates
Angela Henery	Norfolk Daily News	Northeast graduate; writer
David Kelly	KTCH	General Manager at Wayne Daily News and KTCH
Emily Kreutz	Senior Audio Engineer, NPM	Northeast graduate; audio engineer; independent film producer.
Dallas Nau	NRG Media	Market Manager
Scott Poesse	KBRX	General manager
Jeffery Steffen	WJAG	General manager
Doug Van Sloun	Focus Mastering	Owner
Jessica Walker	News Channel Nebraska	General manager
Billy Wolf	WJAG	Operations manager

### B. Community Partnerships

#### **Norfolk Chamber of Commerce**

Audio and video support for community events, including Oktoberfest and the annual Chamber Banquet

#### **Faith Regional Health Services**

Assists with annual fundraising gala

#### **Norfolk Catholic Schools**

Audio and video support for the annual Spirit Auction fundraiser

#### **Alzheimer's Association and local ALS chapter**

Audio support for fundraising events

#### **Norfolk Area Home Builders**

Provide social media content as promotional materials for home and garden show

#### **Northeast Community College**

Audio, video, and production support for numerous events across campus including sporting

events, music concerts, meetings, and promotional videos

**Recording Sessions, Video Projects, and Other Projects**

Miscellaneous projects giving students “real-world” experience

**C. Post-Secondary Partnerships**

Faculty have explored post-secondary partnerships with UNO and UNL. Progress has been limited as each college approaches curriculum from a unique perspective.

**D. K-12 Partnerships/Activities**

**Recruiting Visits/Presentations**

Faculty often visit schools that have a media arts/broadcasting program to let them know about the opportunities at Northeast. Over the last year, 27 prospective media arts students have visited campus.

**Media Arts Career Day**

Faculty participate in the media arts career day, which showcases media arts, graphic design, and theater. The career day usually brings 60 – 80 students to campus.

**Campus Visits**

Faculty meet with prospective students during Explore Northeast days. In 22-23, 16 prospective students visited and in 23-24, 10 have visited as part of the program.

**III. Continuous Improvement**

The faculty regularly evaluate and update the program to ensure it reflects the state of the industry. Sometimes this means updating equipment, teaching methods, and adopting new techniques that have been widely adopted within the industry. Industry feedback is provided by the advisory committee members, visits to the National Association of Broadcasters convention, and updates from industry publications and websites. Curriculum decisions are also based on data from the assessment of student learning process, feedback from program graduates and employers, and feedback from the advisory committee members.

Two years ago, faculty updated the curriculum to follow guided pathways design. The restructure focuses on a common first year of courses before students divide into concentrations later in the program. However, the enrollment numbers have made this system difficult to sustain, as the courses for the separate concentrations have not been filling or meeting minimum enrollment numbers. As such, faculty members took a new curriculum to the Educational Services Standing Committee in spring 2024 that eliminates the separate concentrations and offers a single-track media arts degree program. The revised curriculum brings new students into a single cohort each fall and allows students to move through the cohort together over the two years of the program and includes a variety of experiences to prepare all students for the various skills needed across the different platforms in industry.

#### IV. Program Demand and Efficiency

- Media Arts Enrollments

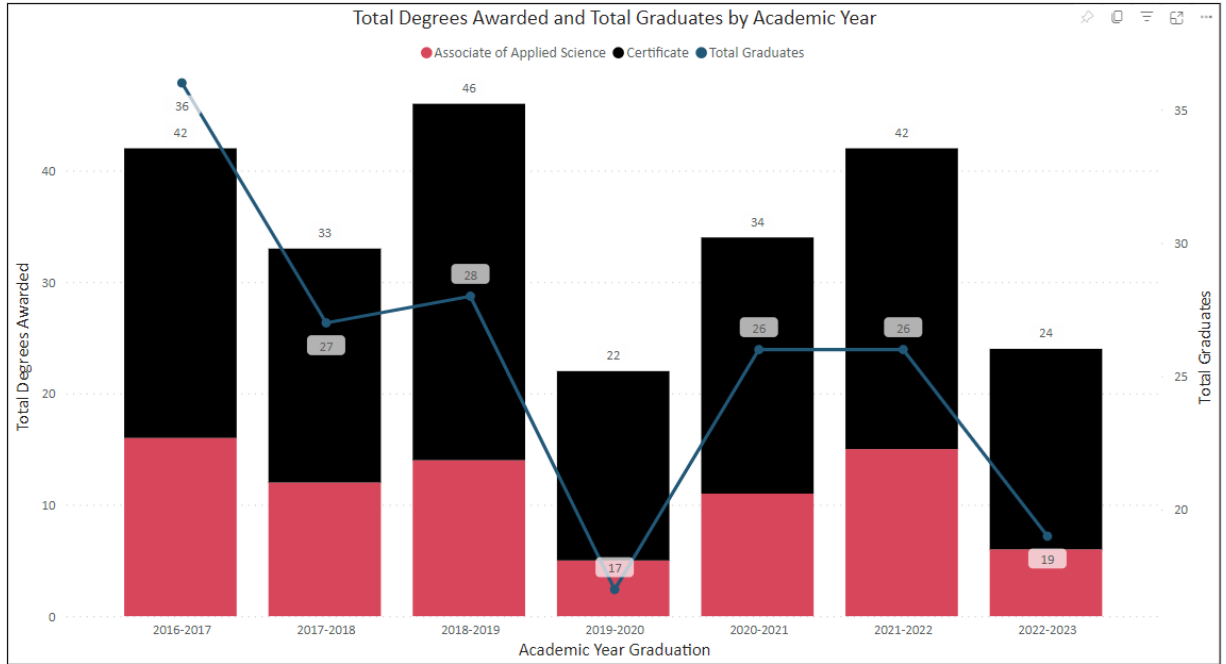
Program Description	2017-2018	2018-2019	2019-2020	2020-21	2021-2022	2022-2023	2023-2024
Media Arts AAS	3	21	23	24	19	25	25
Media Arts-Recording Studio Production CERT	5	1				2	2
Media Arts-Video Production CERT	1	1				1	
Media Arts-Broadcasting Production CERT	1						1

- The chart above shows total enrollments of the programs from 2017 to the present. As indicated by the chart, merging the programs into a single pathway would ensure enrollments in the program.
- The average of credit hours - 757
- Average of faculty FTE - 3.97
- Average cost per FTE - \$30,671 - The recent acquisition of new equipment (mostly funded through Perkins) has contributed to the cost per FTE.

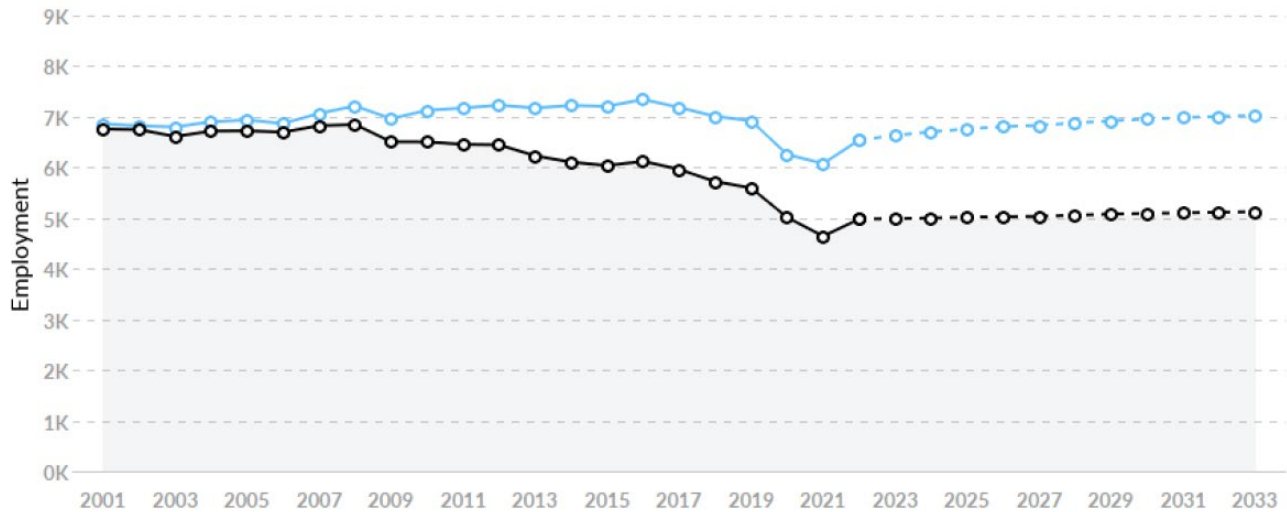
- Program Completions

- As indicated by the following graph, there were 243 completions between fiscal years 2016-17 and 2022-23.

- Average of 34.7 completions per year for Associate of Applied Science and Certificates over the 7-year period.
- The dip in awards in 2019-20 was mostly due to the pandemic.
- The lower numbers in the 2022-23 school year can mostly be attributed to student retention, which was affected by a variety of interpersonal student issues.



- Industry Outlook for the 20-county region/Nebraska
  - The digital media and production industry is growing at an above-average rate nationwide, however, as indicated in the graph below, the occupational outlook in this region is lower than the national average.



Region	2023 Jobs	2028 Jobs	Change	% Change
● 3 States	4,989	5,056	67	1.3%
● National Average	6,631	6,878	247	3.7%

- National trends indicate faster than average growth for videographers and editors. Students interested in those jobs would usually need to obtain a bachelors degree. Normal growth is expected in other categories of media. <https://www.bls.gov/ooh/media-and-communication/film-and-video-editors-and-camera-operators.htm>
- Nearly every community college in NE has some form of media arts program. Additionally, 4-year schools such as Wayne, Hastings, and most notably UNL, have started media programs. UNL’s latest efforts have resulted in the Carson Center for Emerging Media Arts. This speaks to the growth of this industry, the need and demand for competent media personnel, and the need for Northeast to remain competitive in this field of instruction.
- Industry demand is also driven from businesses outside of the usual places people look for demand and growth in the media industry. “Well-funded players from outside the traditional content industry are using video to drive other revenue streams. These new strategies are commoditizing video content and resetting consumers’ expectations about price and value.”<sup>1</sup>

<sup>1</sup>Accenture Bringing TV to Life (Issue IV): *The Disrupted Strike Back*  
<https://www.yumpu.com/en/document/read/38825015/accenture-bringing-tv-to-life-iv-the-disrupted-strike-back>  
 (accessed 4 December 2023)

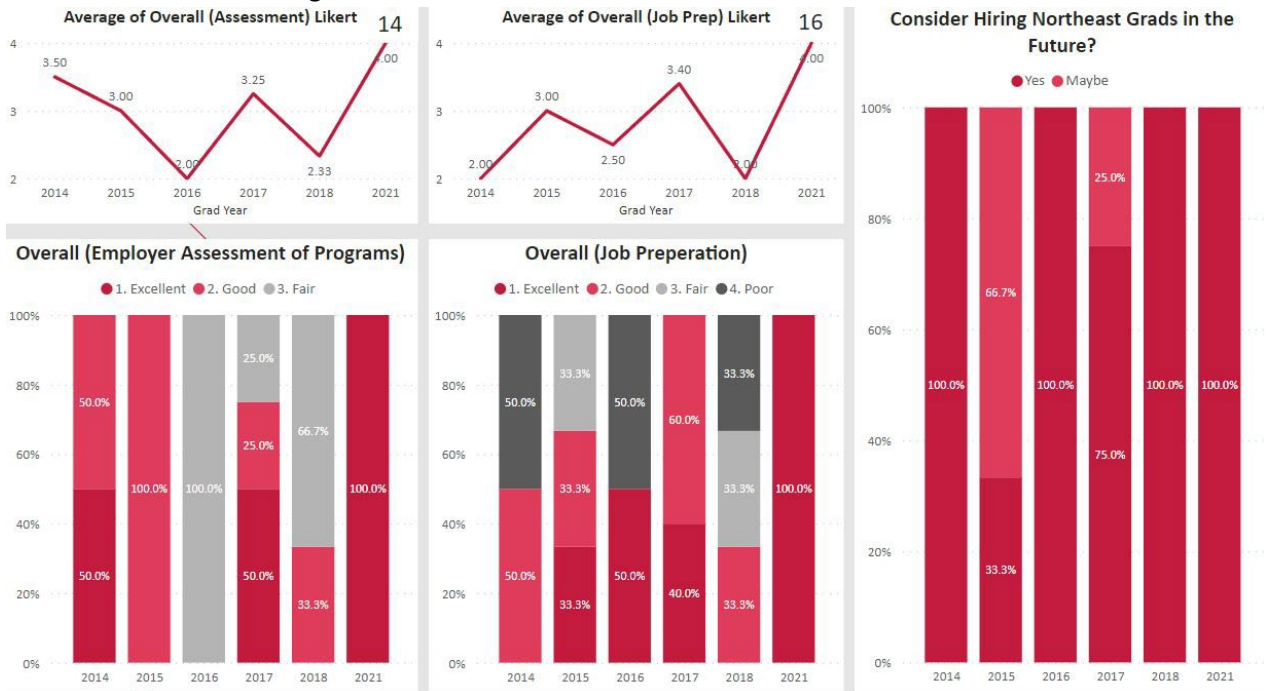
- Businesses/companies/organizations are increasingly leveraging social media and digital web media to advertise, create brand awareness, and expand their consumer base. Also, traditional print based (legacy) media are increasingly utilizing digital platforms to share content and advertise. Print publications are recruiting employees proficient in video, audio, social media manipulation to remain relevant in a changing market.
- Major employers include: Audio Visions, WJAG, Nebraska Public Media, Flood Communications, KOLN-TV, KLKN-TV, KTIV Sioux City, Midwest Sound and Lighting, and Sadson Studios.

#### **Analysis of Efficiency**

- Faculty FTE – Average of 3.97 between fiscal years 2018 and 2023.
- Credit Hours / Faculty FTE – Average of 190.74 between fiscal years 2018 and 2023.
  - The decrease in FTE can largely be attributed to 2020 pandemic.
  - A strategy for improvement is to collaborate with area high schools' media arts programs in the form of Fridays@Northeast or similar.
  - Formulation and dispersion of social media marketing tailored specifically to those interested in media and content creators is another strategy.

## V. Contributions to the Region

- Graduate survey data – From fiscal years 2017 to 2022, survey data reports 53% of graduates are employed, and 44% continued their education.
- Employer survey – Due to the small number of employer surveys returned, it is difficult to summarize any trends from the data. However, the limited data shown below and conversations with business owners who employ graduates indicate that employers are generally satisfied with the performance of graduates. This provides valuable feedback to guide the curriculum.



- Wage analysis (compare to living wage - \$16.60) – As indicated in the following graph, survey data from 2018-2022 shows Average Hourly Wage of \$14.85 for new graduates.

### 5-Year Report August 2023

	2018	2019	2020	2021	2022
Number of Graduates	27	29	17	26	26
Continuing Education	16	12	15	14	12
Employed In NE	6	14	1	6	8
Employed Out of State	3	1	1	4	3
% Employed/Cont. Ed	100%	100%	100%	100%	96%
% Related Employment	78%	60%	50%	70%	82%
High Wage	**	\$32.14	**	\$15.00	25.00
Low Wage	**	\$9.00	**	\$10.00	\$12.00
Average Hourly Wage	**	\$15.40	**	\$12.38	\$16.77

- Survey shows \$43,698 Average annual Salary Five-year Post-Graduation.
- Trends/demographic enrollment compared to Northeast aggregate, and 20-county

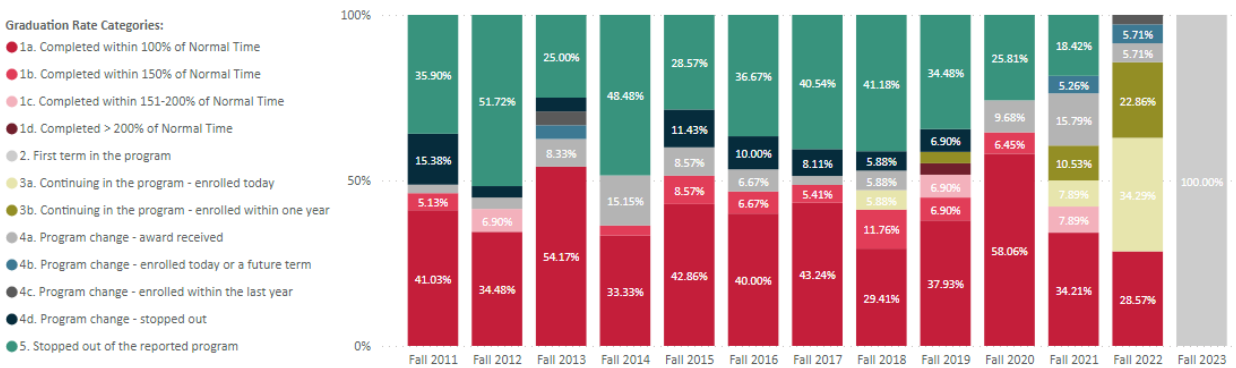
service Area:

- Current demographic data indicates:
  - Ethnicity/Race aligns with the overall Northeast demographics.
  - Program sees a large number of first-generation students.
  - Student gender is predominantly male.
  - Age group is predominantly 18-20 range.

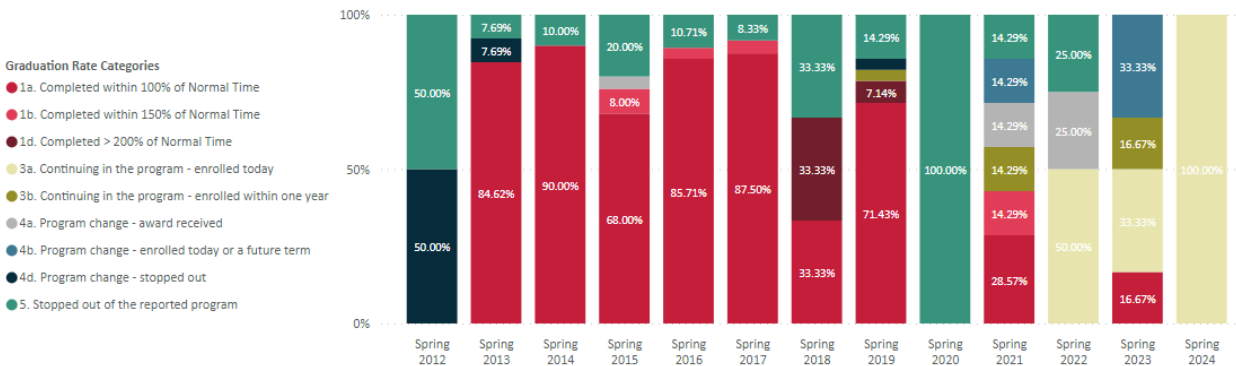
## Student Outcomes and Success

- Average time to program completion
  - Data from between 2016 and 2023 show an average of 1.83 years to completion for AAS-seeking students.
- Graduation Rate
  - The graphs below show:
    - An average of 39% of fall-start students graduated within 100% of normal time.
    - An average of 28% of students do not complete the program.
  - This number has been steadily improving over the past five years.
  - Results for spring-start students are mixed and it is difficult to pinpoint any significant trends.

Graduation Rates: Fall Start



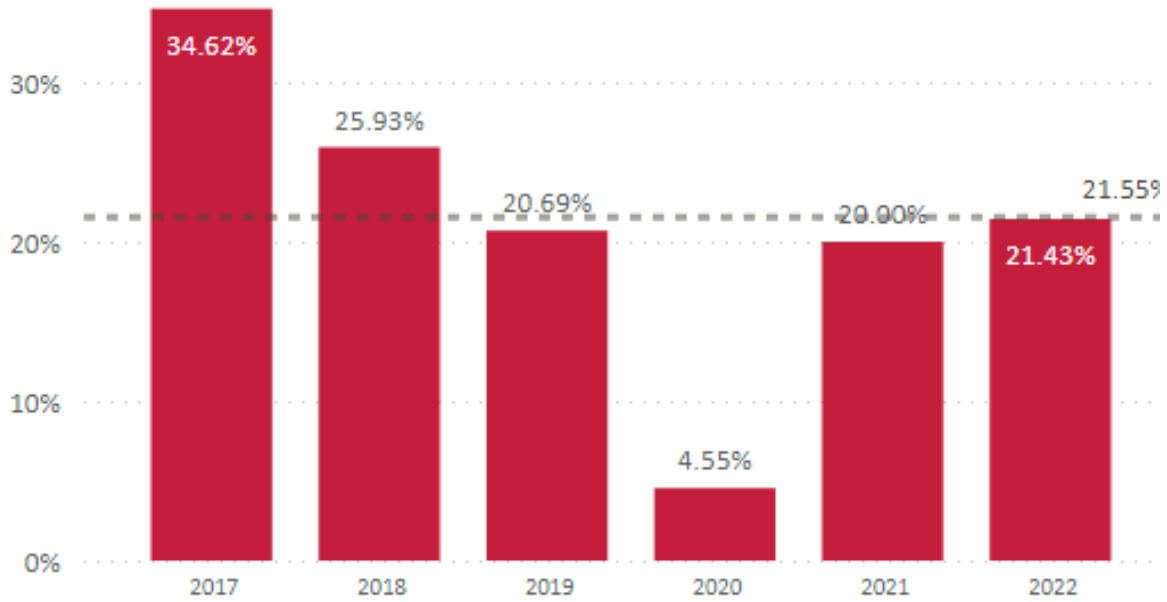
Graduation Rates: Spring Start



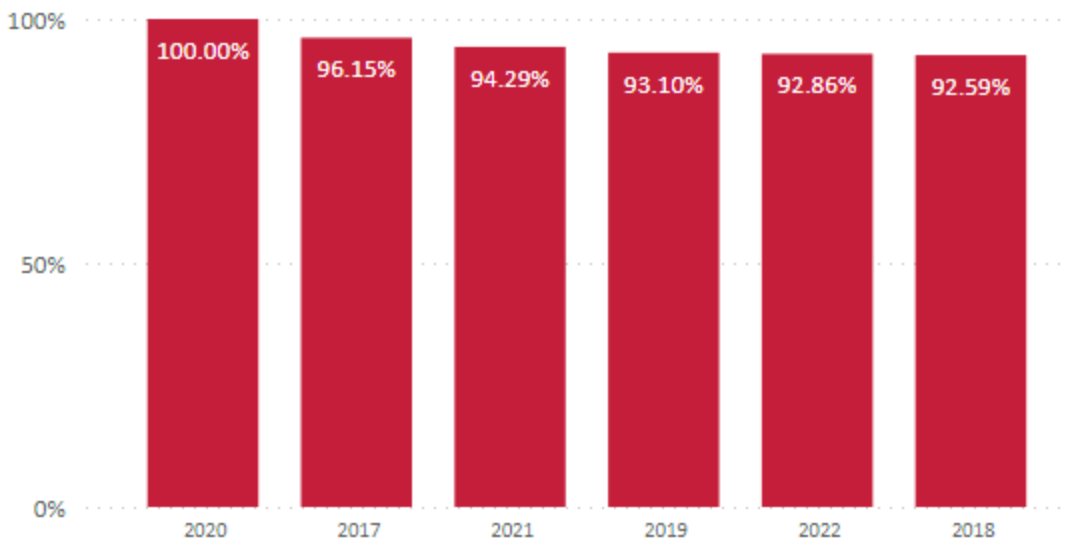


- Completion Rates:
  - Completion rates fluctuate from year to year.
  - Fall 2020 had the highest completion rate (58.1%), while Fall 2013 had the lowest (54.2%).
- Program Changes:
  - While the proportion varies across terms, usually some students change programs or stop out with Fall 2012 having the highest proportion of students stopping out (51.7%).
- Continuation in the Program:
  - The percentage of students continuing in the program has increased over the years, with fall 2023 showing the highest percentage of students continuing in the program on the day of enrollment (70.4%).
- Time to Completion:
  - Fall 2020 had the highest percentage of students completing within the normal time frame (58.1%), indicating a potential improvement in program efficiency or student engagement.
- 150% and 200% of Normal Time:
  - Fall 2015 and Fall 2017 had relatively higher percentages of students completing within 150% of Normal Time.
- Consistency in Outcomes:
  - Despite fluctuations, certain outcomes such as stopping out of the reported program remain significant across terms, indicating potential areas for intervention or support.
- Overall, the data suggests a dynamic landscape of student outcomes over time, with fluctuations in completion rates, program changes, and time to completion.
- The following graphs demonstrate that from 2017-2022 95.43% of Graduates are Employed or Continuing Education. 21% are employed in a related field.

### Percent of Students Employed in Field Related to D...



### Percent of Students Employed or Continuing Education



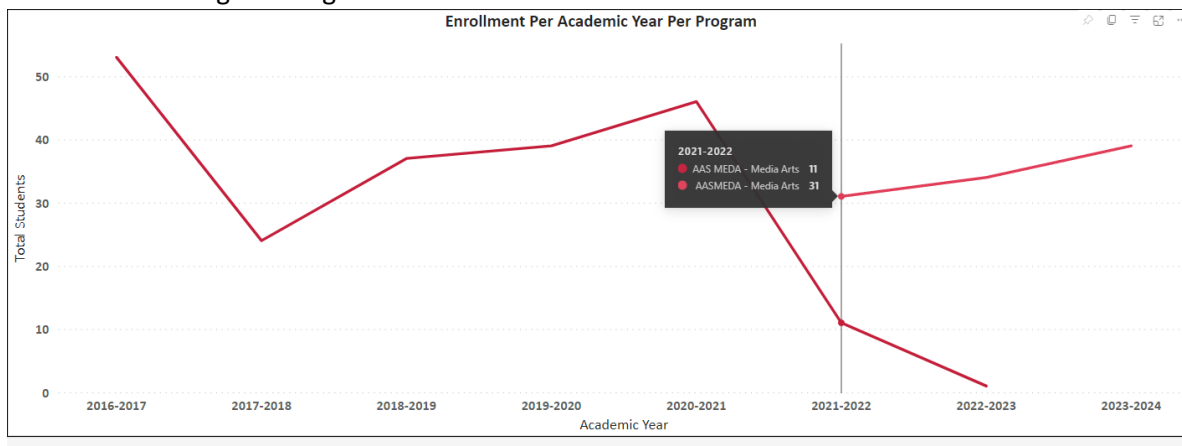
## VI. Final Analysis

### Strengths of the Program

- The Media Arts program provides rich learning experiences and marketable skills for students that translate to – and can be used in – many different career fields. Companies of all types are realizing the need for creating media and professional content. Media arts graduates who ultimately choose a different career path will have skills from that program making them more valuable to the companies they serve.
- The program is being restructured into a single track, rather than an umbrella program with four concentrations. Faculty members feel that this will be the best way to continue offering a media arts option while addressing the challenges of small class sizes and high cost per FTE.
- Students are trained on equipment, software, and procedures found widely throughout the mass media and multimedia industries.
- Individuals are often tasked with student lead projects with real clients in the local communities and the 20 County Area.
- Students assist with production and streaming of most Northeast home sports games. This supports Northeast’s Athletic Department and provides real-world experience for students.
- Lab sizes facilitate for optimal “one-on-one” instructional opportunities.
- The program offers unique lab experiences – with purpose-built facilities – that are not available at most other programs in the state.
- Employers that hire graduates are very happy with their workplace performance.

### Challenges of the Program

- Increasing enrollments (as indicated by the graph below) may lead to future scheduling challenges.



- The program is facing more competition from other colleges in the state, and competition from programs outside of Nebraska that have more financial resources for marketing and recruitment.

### Opportunities for the Program

- Broadcasting/journalism partnerships with NCN, KTIV, NDN, and NPM.
- Partnerships with area schools, i.e., regular visits or tours, Fridays at Northeast, etc.
- Articulation agreements with 4-year colleges with similar media programs.
- Faculty will continue to follow enrollments to determine if program changes being launched in fall 2024 stabilize program offerings.

#### **External Threats to the Program**

- Regional job outlook for jobs in Broadcasting are good, but the other areas (journalism, cinema, audio) show slow growth in the Northeast service area.
- Job hunting is challenging for students, as many of the jobs that are available are found in unlikely places, i.e. an insurance company or an Agriculture implement dealership that hires a multi-media specialist. Furthermore, jobs like this are likely to be somewhat hidden from data sources like BLS, as they might not be reported correctly.
- Enrollment took a hit with the pandemic, and while enrollment numbers are rising, program faculty would like to see higher enrollment numbers.

The Media Arts program is one of several programs at Northeast that serve as showcase programs that make Northeast stand apart from other colleges. The program has managed to maintain relevancy and a meaningful curriculum offering despite lower than hoped for enrollments. The program continues to provide relevant instruction and invaluable services across the College and the community.

#### **IV. Dean Recommendation**

The recommendation is to continue offering the Media Arts Associate of Applied Science Degree and the Media Production Certificate, which will consolidate all students into one program rather than separating them into various concentrations. The Certificate program provides an entry into the program that ladders into the AAS program preparing students with the foundational skills and knowledge for entry-level positions in a variety of careers in the media arts industry.

## V. Appendix

### Guidelines for Review of Existing Instructional Programs

Commission Rule 4 (281 NAC 4: 00)

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

#### **Information Required from the Institution (see attached form):**

Evidence of:

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

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

#### **Review Process:**

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

#### **Review Schedule:**

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

#### **CCPE Minimum Performance Standards:**

**Number of Degrees/Awards in this Program**  
(the mean of the prior 5 years)

Less Than Two Years and Associate	10
Baccalaureate and First Professional	7
Masters Degree	5
Specialist	4
Doctoral Degree	3

**Student Credit Hour Production by Department**  
**Per Full-Time Equivalent Faculty**  
(the mean of the prior 5 years)

All credit hours produced at the baccalaureate levels and all credit hours the associate level or below except those described below.	300
All credit hours produced at the associate level and below in programs which utilize contact hours that are converted to credit hours for purposes of determining full-time equivalency pursuant to Section 79-2637 (R.R.S.)	275

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

**Institution:** Northeast Community College      **Program:** Media Arts

I certify the following:

- the information provided regarding this program is accurate
- the above-named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution’s governing board on May 9, 2024
- the governing board’s action was: \_\_\_\_\_

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

### Evidence of Demand and Efficiency

		18-19	19-20	20-21	21-22	22-23	5 yr avg
<b>Student Credit Hours (SCH)</b>		765.00	719.00	908.00	754.00	638.00	756.80
<b>Faculty Full-time Equivalency (FTE)</b>		4.19	3.96	3.36	4.06	4.26	3.97
<b>SCH/Faculty FTE</b>		182.49	181.45	270.00	185.87	149.62	190.74
<b>Number of Degrees and Awards (list degrees/awards separately)</b>	<b>AAS</b>	14	5	11	15	6	10.2
	<b>Certificate</b>	32	17	23	27	18	102.6

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

The digital media industry is growing rapidly in much of our 20-county area and in Nebraska. Trends in the industry indicate that it will continue to grow. National trends indicate faster than average growth for videographers and editors, and normal growth is expected in other categories of media as well.

Businesses/companies/organizations are increasingly leveraging social media and digital web media to advertise, create brand awareness, and expand their consumer base. Also, traditional print based (legacy) media are increasingly utilizing digital platforms to share content and advertise. Print publications are recruiting employees proficient in video, audio, social media manipulation to remain relevant in a changing market.

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

The Media Arts program meets the CCPE thresholds.

\_\_\_\_\_

For CCPE use: reviewer/date

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

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

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

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

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

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

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

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

Other (detailed explanation).

06.1.1/11.2



Monthly Financial Report  
April 30, 2024

Administrative Services



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

	<u>Page</u>
<b>Balance Sheet</b>	<b>2</b>
<b>Statement of Changes in Fund Balance-Summary</b>	<b>3</b>
<b>Board of Governors Account Statement</b>	<b>4</b>
<b>Paid Bills Report</b>	

**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**  
**April 30, 2024**

<b>Assets</b>	<b>April 2024</b>	<b>April 2023</b>	<b>Annual Change</b>	<b>Increase (Decrease) from Prior Month</b>
Unrestricted Cash	\$ 3,667,283.33	\$ 3,012,730.06	21.7%	\$ (2,252,990.22)
Restricted Cash	8.34	6,149.37	-99.9%	8.34
Money Market Accounts	20,724,276.52	13,757,091.00	50.6%	86,713.02
Petty Cash and Change Funds	9,800.00	9,900.00	-1.0%	100.00
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	8,636,322.49	11,086,027.06	-22.1%	36,600.38
Receivables	1,619,048.46	1,415,626.06	14.4%	433,041.34
Uncollected Taxes	9,319,762.32	9,427,437.63	-1.1%	-
Loans	-	500.00	-100.0%	-
Inventories	1,273,002.06	1,262,496.59	0.8%	-
Prepaid and Clearing	676,711.75	741,866.66	-8.8%	116,013.95
Due From Fund	54,501.20	-	N/A	1,085.59
<b>Total Assets</b>	<b>\$ 59,054,377.12</b>	<b>\$ 58,656,935.18</b>	<b>0.7%</b>	<b>\$ (1,579,427.60)</b>
<b>Liabilities</b>				
Accounts Payable	\$ 434,053.01	\$ 21,970.69	1875.6%	\$ 427,456.78
Unapplied Payments	18,827.04	4,282.88	339.6%	3,719.50
Payroll Withholding	226,051.02	335,563.40	-32.6%	(2,077.90)
Payroll Taxes Payable Employer	407,401.07	317,774.03	28.2%	10,873.94
Accruals	4,168,164.57	3,834,480.81	8.7%	224,027.80
Deferrals and Deposits	50.00	-	N/A	-
Other Liabilities	3,383.00	2,268.54	49.1%	3,383.00
Due From Fund	-	-	N/A	-
<b>Total Liabilities</b>	<b>\$ 5,257,929.71</b>	<b>\$ 4,516,340.35</b>	<b>16.4%</b>	<b>\$ 667,383.12</b>
<b>Fund Balances</b>				
General Funds	\$ 17,532,428.28	\$ 23,206,786.17	-24.5%	\$ (1,326,175.98)
Auxiliary Funds	21,898,058.09	22,493,770.66	-2.6%	(150,447.67)
Grants and Contracts	6,503,994.81	21,885.18	29618.7%	(1,198,761.21)
Scholarships and Financial Aid	(310,627.34)	(449,946.20)	-31.0%	(20,788.04)
Student Loans	7,260.00	7,260.00	0.0%	-
Student Clubs	143,009.36	151,105.51	-5.4%	2,510.95
Other Agencies	111,317.89	120,958.88	-8.0%	(14,487.51)
Capital Improvement	9,067,559.79	13,365,924.36	-32.2%	(336,472.84)
ADA Hazard	-	4.39	-100.0%	-
Restricted Plant	(1,352,990.87)	(3,230,703.64)	-58.1%	797,786.11
Debt Retirement	196,437.40	(1,546,450.48)	-112.7%	25.47
<b>Total Fund Balance</b>	<b>\$ 53,796,447.41</b>	<b>\$ 54,140,594.83</b>	<b>-0.6%</b>	<b>\$ (2,246,810.72)</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 59,054,377.12</b>	<b>\$ 58,656,935.18</b>		<b>\$ (1,579,427.60)</b>

**NORTHEAST COMMUNITY COLLEGE**  
**Statement of Changes in Fund Balances-Summary**  
**July 01, 2023 to April 30, 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	7,282,921.18	122,948.50	-	-	-	-	-	-	-
	Fees	433,672.29	576,215.44	-	-	-	-	586,196.10	-	-
	Government Appropriations	28,955,921.98	-	-	-	-	-	4,448,288.80	-	-
	Grants Contracts and Gifts	81,566.94	60,428.52	12,933,371.17	11,618,279.33	7,742.78	57,751.05	-	-	-
	Other Income	667,601.90	8,646,296.58	66,840.88	-	45,151.48	10,261.59	110,586.50	-	1,081.41
	<b>Total Revenues</b>	<b>37,421,684.29</b>	<b>9,405,889.04</b>	<b>13,000,212.05</b>	<b>11,618,279.33</b>	<b>52,894.26</b>	<b>68,012.64</b>	<b>5,145,071.40</b>	<b>-</b>	<b>1,081.41</b>
Personnel Expense	Salaries and Wages	34,249,309.14	1,519,790.91	1,500,635.39	44,360.37	216.39	(139.69)	-	-	-
	<b>Total Personnel Expense</b>	<b>34,249,309.14</b>	<b>1,519,790.91</b>	<b>1,500,635.39</b>	<b>44,360.37</b>	<b>216.39</b>	<b>(139.69)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expense	Operating Expense	9,325,909.10	1,313,254.33	831,439.93	200.00	35,392.53	60,014.18	513,789.57	121,489.66	234,922.60
	Supplies and Materials Expense	2,070,738.30	1,722,317.86	142,008.29	-	25,356.86	20,479.27	807.10	17,782.72	-
	Travel Expense	434,025.90	5,272.46	51,932.37	-	1,828.74	2,069.59	-	-	-
	Capital Outlay Expense	841,380.57	147,285.76	255,261.56	-	-	5,776.15	-	318,885.00	-
	Plant Related Costs	-	714,118.79	-	-	-	-	6,068,048.33	4,609,773.19	-
	Student Aid Expense	65,341.00	-	-	11,906,090.04	(1,000.00)	-	-	-	1,330,000.00
	Other Expense	-	-	-	-	-	-	-	-	-
	Auxiliary Cost of Sales and Service	-	1,741,679.09	-	-	2,177.50	-	-	-	-
	<b>Total Expense</b>	<b>12,737,394.87</b>	<b>5,643,928.29</b>	<b>1,280,642.15</b>	<b>11,906,290.04</b>	<b>63,755.63</b>	<b>88,339.19</b>	<b>6,582,645.00</b>	<b>5,067,930.57</b>	<b>1,564,922.60</b>
Transfers	Mandatory Transfers In	-	-	-	15,676.00	-	-	-	-	1,757,031.76
	Non-mandatory Transfers In	129,653.54	11,856.54	-	-	8,632.75	900.00	-	3,714,939.70	-
	Mandatory Transfers Out	(15,676.00)	(1,116,811.76)	-	-	-	-	(640,220.00)	-	-
	Non-mandatory Transfers Out	(80,804.91)	(69,317.92)	(3,714,939.70)	-	-	(920.00)	-	-	-
	<b>Total Transfers</b>	<b>33,172.63</b>	<b>(1,174,273.14)</b>	<b>(3,714,939.70)</b>	<b>15,676.00</b>	<b>8,632.75</b>	<b>(20.00)</b>	<b>(640,220.00)</b>	<b>3,714,939.70</b>	<b>1,757,031.76</b>
	<b>Net Increase (Decrease) in Fund Balance</b>	<b>(9,531,847.09)</b>	<b>1,067,896.70</b>	<b>6,503,994.81</b>	<b>(316,695.08)</b>	<b>(2,445.01)</b>	<b>(20,206.86)</b>	<b>(2,077,793.60)</b>	<b>(1,352,990.87)</b>	<b>193,190.57</b>
	<b>Beginning Fund Balance</b>	<b>27,064,275.37</b>	<b>20,830,161.39</b>	<b>-</b>	<b>6,067.74</b>	<b>145,454.37</b>	<b>131,524.75</b>	<b>11,145,353.39</b>	<b>-</b>	<b>3,246.83</b>
	<b>Ending Fund Balance</b>	<b>17,532,428.28</b>	<b>21,898,058.09</b>	<b>6,503,994.81</b>	<b>(310,627.34)</b>	<b>143,009.36</b>	<b>111,317.89</b>	<b>9,067,559.79</b>	<b>(1,352,990.87)</b>	<b>196,437.40</b>

**Northeast Community College**  
**Monthly Budget Status Report - Expenses**  
**As of April 30, 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	\$33.04	\$726.75	\$299.27	(\$526.02)	(105.20%)
	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	2,150.00	4,865.00	0.00	(1,865.00)	(62.17%)
	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	\$0.00	\$6,477.81	\$1,522.19	(\$1,000.00)	(14.29%)
	Supplies	0.00	0.00	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	\$300.16	\$19,258.48	\$0.00	(\$1,258.48)	(6.99%)
	Personal Vehicle Mileage	0.00	0.00	(56.00)	0.00	56.00	0.00%
<b>Total Expenditures</b>		<b>\$135,469.00</b>	<b>\$2,483.20</b>	<b>\$170,703.50</b>	<b>\$1,821.46</b>	<b>(\$37,055.96)</b>	<b>(27.35%)</b>

## NORTHEAST COMMUNITY COLLEGE

### SUMMARY OF PAID BILLS REPORT FOR THE MONTH OF APRIL 2024

	Amount
General Funds	<u>\$662,488.72</u>
Auxiliary Funds	446,202.37
Grants and Contracts	92,718.01
Scholarships and Financial Aid	250.00
Student Clubs	3,208.22
Other Agencies	13,672.92
Capital Improvement	699,937.23
Restricted Plant	266,515.13
Payroll Fund	<u>3,712,339.07</u>
<b>Total:</b>	<b><u><u>\$5,897,331.67</u></u></b>

**NORTHEAST COMMUNITY COLLEGE**  
**PAID BILLS REPORT FOR THE MONTH OF APRIL 2024**

**06.1.1/11.3**

<u>Vendor</u>	<u>Check #</u>	<u>A/P Doc #</u>	<u>Fund</u>	<u>Organization</u>	<u>Amount</u>
3D Autobody	00508137	I0236042	Transportation Center	Transportation Center	1,044.00
4 Imprint	00508138	I0236280	Retail Services	Retail Services	3,152.60
A.M. Leonard	00508026	I0236043	General Norfolk	Grounds	495.20
	00508139	I0236270	College Center Operations	College Center Operations	237.30
		I0236270	General Norfolk	Grounds	112.80
AKRS Equipment Solutions Inc	00508027	I0235742	General Norfolk	Grounds	(7.62)
		I0236046	General Norfolk	Grounds	160.58
	00508140	I0236266	Perkins Equipment	VP of Educational Services	5,587.93
		I0236267	Perkins Equipment	VP of Educational Services	125.00
	00508238	I0236683	General Norfolk	Grounds	298.67
APH Stores Inc	00508143	I0236268	Auto Body Repair Parts	Automotive Body	259.00
		I0236269	General Norfolk	Automotive Body	46.56
	00508241	I0236564	General Norfolk	Automotive Body	63.42
ASQ Promotional Products	00507955	I0235844	General Norfolk	Workforce Development Admin	1,856.98
AVI-SPL LLC	00508146	I0236261	General Norfolk	Presidents Contingency	13,605.00
Adrian Pruneda	00508205	I0236331	General Norfolk	SkillsUSA	45.13
Advance Stores Company Inc	00508237	I0236631	General Norfolk	Automotive Technology	167.41
Alexa Rose Simons	I0065232	I0236632	General Norfolk	Recruiting	1,300.20
Alexis Marie Huisman	I0065147	I0236410	General Norfolk	Counseling	40.20
All Makes Office Equipment Co.	00508141	I0236272	College of Nursing Reserve Equip	College of Nursing Operations	(108,360.15)
		I0236273	College of Nursing Reserve Equip	College of Nursing Operations	138,755.20
Allison Marie Lambert	I0065221	I0236675	Student Leadership Association	Student Clubs and Organizations	41.37
Allison Nicole O'Connor	I0065062	I0235816	NE DHHS School Nurse Scholars	Nursing	2,000.00
Allo Communications LLC	00507954	I0235856	College Center Operations	College Center Operations	377.80
		I0235856	General Norfolk	Network and Infrastructure	461.00
		I0235856	General Norfolk	Network and Infrastructure Acad	153.67
Altec Inc	00508028	I0236187	General Norfolk	Utility Line On Campus	1,881.04
Amanda Ellen Vogeler	I0065185	I0236373	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Amanda Nicole Hawthorne	I0065141	I0236402	General Norfolk	Allied Health Ed Noncredit	85.76
Amazon.com LLC	I0065070	I0235444	General Norfolk	Grounds	1,788.40
		I0235444	General Norfolk	Maintenance	539.52
		I0235521	General Norfolk	Safety and Security Services	402.18
		I0235524	General Norfolk	Library Services	240.20
		I0235526	Theater Production	Theater	21.90
	I0065192	I0236274	General Norfolk	Library Services	84.97
		I0236275	Residence Life	Residence Life	160.90
		I0236276	General Norfolk	Grounds	57.22

	I0236277	Student Services	Graduation	140.94
	I0236277	Student Services	Student Serv Leadership Training	468.97
	I0236278	Student Services	Graduation	187.23
	I0236278	Student Services	Student Serv Leadership Training	27.99
	I0236281	Retail Services	Retail Services	75.83
	I0236282	Retail Services	Retail Services	23.97
	I0236283	Retail Services	Retail Services	17.87
	I0236284	Retail Services	Retail Services	57.46
	I0236291	General Norfolk	Information Technology	1,124.22
	I0236293	General Norfolk	Information Technology	1,256.55
	I0236295	General Norfolk	Information Technology	364.40
	I0236297	Student Services	Student Services Fee	135.06
	I0236301	Retail Services	Retail Services	50.89
	I0236303	General Norfolk	Allied Health Education Credit	97.96
	I0236303	General Norfolk	Emergency Medical Training	134.98
	I0236303	General Norfolk	Paramedic	57.40
	I0236307	General Norfolk	Veterinary Technician	57.87
	I0236308	General Norfolk	Testing Services	259.90
	I0236310	Theater Production	Theater	24.99
	I0236311	Student Services	Graduation	69.98
	I0236312	General Norfolk	Service Center	9.79
	I0236312	General Norfolk	Service Center Academic	6.53
	I0236314	General Norfolk	Utility Line Off Campus	474.99
	I0236316	General Norfolk	Disability Services	136.04
	I0236317	General Norfolk	Network and Infrastructure	42.74
	I0236317	General Norfolk	Network and Infrastructure Acad	14.25
	I0236318	Residence Life	Residence Life	246.57
	I0236323	Residence Life	Residence Life	2,096.07
	I0236327	General Norfolk	Information Technology	1,752.69
	I0236328	General Norfolk	Physics	25.16
	I0236332	General Norfolk	Network and Infrastructure	9.66
	I0236332	General Norfolk	Network and Infrastructure Acad	3.22
	I0236335	General Norfolk	Electromechanical	50.81
	I0236336	General Norfolk	Service Center	28.56
	I0236336	General Norfolk	Service Center Academic	19.04
	I0236338	General Norfolk	Wind Energy	362.88
I0065239	I0236633	Residence Life	Residence Life	78.98
	I0236635	General Norfolk	Grounds	128.74
	I0236638	General Norfolk	Biology and Science	285.16
	I0236641	Student Services	Healthy Hawks	498.75
	I0236642	General Norfolk	Athletics	84.80
	I0236673	Retail Services	Retail Services	395.82

American Heart Association Inc	I0065110	I0236078	Allied Health Nonreimbursable	Allied Health Nonreimbursable	262.50
		I0236097	Retail Services	Retail Services	168.00
	I0065193	I0236386	Retail Services	Retail Services	40.00
		I0236387	Retail Services	Retail Services	672.00
Andrea Marie Suhr	I0065105	I0236070	Physical Therapy	Student Clubs and Organizations	865.45
Angela L Shaffer	I0065066	I0235790	General Norfolk	Business Admin Mrktng Mngmt	2,784.76
		I0235790	Future Business Leaders of America	Student Clubs and Organizations	749.60
	I0065103	I0236065	Future Business Leaders of America	Student Clubs and Organizations	817.73
	I0065178	I0236440	General Norfolk	Early College	75.00
Anixter Inc	00508142	I0236358	General Norfolk	Network and Infrastructure	213.67
		I0236358	General Norfolk	Network and Infrastructure Acad	71.23
		I0236403	General Norfolk	Network and Infrastructure	(56.25)
		I0236403	General Norfolk	Network and Infrastructure Acad	(18.75)
Anthony Ernest Faust	I0065134	I0236388	General Norfolk	Recruiting	234.56
Anthony Lee Hoffman	I0065144	I0236406	General Norfolk	SkillsUSA	325.74
Apple Inc	00508030	I0236098	Retail Services	Retail Services	114.00
Ariel Marie Widhalm	I0065187	I0236374	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Association for Institutional Research	00508144	I0236296	General Norfolk	Inst Research and Analytics Acad	325.00
		I0236296	General Norfolk	Institutional Research and Analytic	325.00
Association of Veterinary Technician Education	00508145	I0236262	General Norfolk	Veterinary Technician	510.00
		I0236263	General Norfolk	Veterinary Technician	510.00
Auto Glass Solutions LLC	00508242	I0236690	Transportation Center	Transportation Center	35.00
Automatic Transmission Rebuilders Association	00508031	I0236001	General Norfolk	Automotive Technology	1,067.00
B & B Cycle Inc	00508032	I0236183	Driver Training Noncredit Non Reimb	Driver Training Noncredit Non Reimb	0.00
		I0236183	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	129.33
B & B Video Productions Inc	00508243	I0236691	CHS Precision Ag	Agriculture	5,000.00
Baird Holm LLP	00508147	I0236264	General Norfolk	Human Resources	1,196.00
		I0236298	General Norfolk	VP of Admin Services	1,024.00
		I0236079	General Norfolk	Grounds	1,318.20
Battle Creek Farmers Cooperative N/S	00508033	I0236079	General Norfolk	Grounds	1,318.20
		00508148	I0236368	Transportation Center	Transportation Center
Bauer Built Inc	00507958	I0235362	General Norfolk	Truck Driving Noncredit Reimb	1,174.54
		I0235859	General Norfolk	Truck Driving Noncredit Reimb	68.00
	00508245	I0236692	Agriculture Production	Agriculture	30.00
	00508246	I0236576	NE CC Criminal Justice Ed Assoc	Nondepartmental	5,350.00
Bellevue University	00508246	I0236576	NE CC Criminal Justice Ed Assoc	Nondepartmental	5,350.00
Bentson Termite & Pest Control Inc	00508034	I0236080	College Center Operations	College Center Operations	165.00
Berry Dunn McNeil & Parker LLC	00508035	I0236081	General Norfolk	VP of Admin Services	2,850.00
Black Hills Energy	00507959	I0235867	General West Point	Utilities	386.55
		00508247	I0236643	General O'Neill	Utilities
	I0236645	General Norfolk	Utilities	5,534.01	
	I0236646	General Norfolk	Utilities	609.71	
	I0236647	General Norfolk	Utilities	391.10	
	I0236648	General Norfolk	Utilities	322.84	



		I0236650	General Norfolk	Utilities	124.54
		I0236651	General Norfolk	Utilities	79.65
		I0236652	Residence Life	Residence Life	94.15
		I0236653	General Norfolk	Utilities	88.05
		I0236654	General Norfolk	Utilities	388.99
		I0236655	General Norfolk	Utilities	145.54
		I0236656	General Norfolk	Utilities	81.94
		I0236657	General Norfolk	Utilities	11.15
		I0236658	General Norfolk	Utilities	122.44
Blue Cross & Blue Shield of Nebraska	00507960	I0235854	General Norfolk		928.15
Blue Icon Advisors LLC	00508149	I0236524	General Norfolk	Financial Aid	420.00
Board of Regents of University of Nebraska	00508150	I0236224	Retail Services	Retail Services	654.41
Bomgaars Supply Inc	00508036	I0236082	General Norfolk	Heating Ventilation and Air Cond	7.48
		I0236083	General Norfolk	Utility Line On Campus	290.97
		I0236084	General Norfolk	Utility Line On Campus	35.95
		I0236085	General Norfolk	Grounds	21.42
		I0236086	General Norfolk	Agriculture	1.19
		I0236087	General Norfolk	Agriculture	41.47
		I0236088	General Norfolk	Electromechanical	10.36
		I0236089	Wind Energy Club	Student Clubs and Organizations	350.00
		I0236090	General Norfolk	Agriculture	130.99
		I0236091	General Norfolk	Agriculture	(130.99)
		I0236188	General Norfolk	Utility Line On Campus	55.97
	00508151	I0236193	General Norfolk	Electromechanical	55.99
		I0236369	General Norfolk	Agriculture	81.43
		I0236370	General Norfolk	Agriculture	91.97
		I0236371	Agriculture Production	Agriculture	52.47
		I0236377	Agriculture Production	Agriculture	32.60
		I0236379	Agriculture Production	Agriculture	12.97
		I0236380	General Norfolk	Grounds	66.60
		I0236381	Transportation Center	Transportation Center	29.97
	00508248	I0236693	General Norfolk	Utility Line On Campus	27.01
Bonnie J Henkel	I0065092	I0236054	General Norfolk	VP of Educational Services	1,152.33
Bonnie Sue Johnson-Bartee	I0065217	I0236607	General Norfolk	English General Academic	757.80
Border States Industries Inc	00508037	I0236102	General Norfolk	Utility Line On Campus	1,931.76
Bradley Dean Korth	I0065152	I0236415	General Norfolk	EMT Paramedic Noncredit Reimb	61.64
		I0236417	General Norfolk	EMT Paramedic Noncredit Reimb	97.82
Bradley James Ranslem	I0065228	I0236627	General Norfolk	Dean of Applied Technology	305.52
Branded Custom Sportswear Inc	I0065111	I0236116	Retail Services	Retail Services	2,524.80
	I0065194	I0236444	Retail Services	Retail Services	1,687.85
Brandi Leigh Fuchs	I0065135	I0236294	General Norfolk	EMT Paramedic Administration	150.00
Brandon Alan Eckmann	I0065215	I0236603	General Norfolk	Enterprise Architect	88.50

		I0236604	General Norfolk	Enterprise Architect	1,259.73
Brandon E Keller	I0065094	I0236056	Ag Business and Industry Club	Student Clubs and Organizations	315.68
	I0065218	I0236608	General Norfolk	Agriculture	309.75
Brandon Michael Wilbur-Sohl	I0065236	I0236644	General Norfolk	Machining and MFG Automation	188.94
Brian Gary Rastede	I0065099	I0236060	General Norfolk	VP of Educational Services	1,174.73
	I0065229	I0236628	General Norfolk	SkillsUSA	348.52
Britten, Inc	00508152	I0236411	General Norfolk	Marketing	7,408.07
Brittnee Jo Terrill	I0065182	I0236445	General Norfolk	Financial Aid	229.51
Brock Jeffrey Soderberg	I0065179	I0236441	General Norfolk	EMT Paramedic Noncredit Reimb	53.60
Busco Inc	00507961	I0235672	General Norfolk	Baseball	5,656.00
		I0235881	General Norfolk	Basketball Womens	4,929.00
		I0235882	General Norfolk	Basketball Mens	1,159.00
		I0235883	General Norfolk	Basketball Mens	(193.00)
		I0235884	General Norfolk	Baseball	4,933.00
		I0235885	General Norfolk	Baseball	5,014.00
		I0235886	General Norfolk	Basketball Mens	2,974.00
		I0235887	General Norfolk	Basketball Womens	2,974.00
		I0235888	General Norfolk	Basketball Mens	2,660.00
	00508153	I0236473	General Norfolk	Basketball Womens	2,660.00
		I0236474	General Norfolk	Softball	2,366.00
Bush Cleaners	00508038	I0236184	General South Sioux	Custodial Services	18.00
		I0236185	College Center Operations	College Center Operations	14.55
		I0236186	College Center Operations	College Center Operations	5.70
	00508154	I0236456	College Center Operations	College Center Operations	11.70
		I0236457	College Center Operations	College Center Operations	8.55
CA Inc	I0065112	I0236103	General Norfolk	Web and Enterprise Systems	3,809.13
		I0236103	General Norfolk	Web and Enterprise Systems Acad	952.28
CDW Government LLC	I0065113	I0236104	General Norfolk	Information Technology	1,845.60
CI Sport	00507962	I0235749	Retail Services	Retail Services	526.90
		I0235792	Retail Services	Retail Services	422.62
	00508158	I0236462	Retail Services	Retail Services	375.87
		I0236463	Retail Services	Retail Services	375.87
		I0236464	Retail Services	Retail Services	375.87
		I0236466	Retail Services	Retail Services	(13.75)
		I0236467	Retail Services	Retail Services	375.87
		I0236491	Retail Services	Retail Services	375.87
CIE Norfolk GNS LLC	00508043	I0236105	Agriculture Production	Agriculture	192.04
		I0236106	Agriculture Production	Agriculture	193.94
	00508252	I0236613	Agriculture Production	Agriculture	245.93
		I0236614	Agriculture Production	Agriculture	241.83
Candice K Climer	I0065213	I0236600	General Norfolk	Institutional Accreditation	195.25
Capital Business Systems Inc	00508039	I0236107	Print Services	Print Services	48.89

		I0236108	Print Services	Print Services	2,949.77
Carhart Lumber Company/Carhart Kitchen & Bath	00508155	I0236468	House Construction	Building Construction	70.00
		I0236469	House Construction	Building Construction	108.24
		I0236470	House Construction	Building Construction	12,753.92
Carolina Biological Supply Company	00508040	I0235182	General Norfolk	Biology and Science	70.46
		I0235686	General Norfolk	Biology and Science	(73.10)
		I0236158	General Norfolk	Biology and Science	525.78
		I0236161	General Norfolk	Biology and Science	49.26
	00508156	I0236471	General Norfolk	Chemistry	255.51
	00508249	I0236694	General Norfolk	Biology and Science	367.43
Carson Frederick Hoefer	00508176	I0236309	General Norfolk	SkillsUSA	16.34
Castle Branch Inc	00508041	I0236191	General Norfolk	Compliance	360.00
Celico Partnership	00508250	I0236565	General Norfolk	Agriculture	29.99
		I0236565	General Norfolk	Athletics	135.03
		I0236565	General Norfolk	Maintenance	158.60
		I0236565	General Norfolk	Marketing	53.63
		I0236565	General Norfolk	Recruiting	176.57
		I0236565	Residence Life	Residence Life	53.63
		I0236565	Retail Services	Retail Services	40.01
		I0236565	General Norfolk	Shipping Receiving Property Ctrl	53.63
		I0236565	General Norfolk	Truck Driving Noncredit Reimb	209.93
		I0236565	General Norfolk	Utility Line Off Campus	135.03
		I0236565	Nebraska Rural Electric Association	Utility Line Off Campus	14.99
Chad Barnhill	00507957	I0235756	General Norfolk	Music	1,250.00
Charlene Kay Widener	I0065068	I0235791	General Norfolk	VP of Educational Services	252.59
Cheryl L Cambras	I0065090	I0236003	Workforce Development Nonreimburse	Workforce Development Nonreimburse	160.00
Chesterman Co	00508042	I0236189	Retail Services	Retail Services	249.65
		I0236190	Retail Services	Retail Services	169.34
	00508157	I0236472	Concessions	Concessions	(149.20)
		I0236492	Retail Services	Retail Services	308.48
	00508251	I0236713	Retail Services	Retail Services	296.07
Chet Alan McGowen	I0065161	I0236429	General Norfolk	Payroll	1,259.73
City of Norfolk	I0065071	I0235872	General Norfolk	Utilities	58.17
		I0235873	General Norfolk	Utilities	640.27
	I0065114	I0236109	General Norfolk	Utilities	50.63
		I0236110	General Norfolk	Utilities	50.63
		I0236111	Residence Life	Residence Life	58.11
		I0236112	General Norfolk	Utilities	54.76
		I0236113	General Norfolk	Utilities	50.63
		I0236114	General Norfolk	Utilities	230.69
		I0236115	General Norfolk	Utilities	292.16
		I0236117	Residence Life	Residence Life	1,658.52

		I0236118	General Norfolk	Utilities	287.77
		I0236120	General Norfolk	Utilities	106.78
		I0236121	General Norfolk	Utilities	292.16
		I0236122	General Norfolk	Utilities	235.08
		I0236123	Cafeteria	Cafeteria	928.33
		I0236123	Residence Life	Residence Life	1,884.79
		I0236125	General Norfolk	Utilities	98.05
		I0236126	General Norfolk	Utilities	216.54
		I0236127	General Norfolk	Utilities	58.63
		I0236128	General Norfolk	Utilities	119.95
		I0236130	General Norfolk	Utilities	115.56
		I0236131	Residence Life	Residence Life	2,506.97
		I0236132	Residence Life	Residence Life	355.05
		I0236133	Residence Life	Residence Life	383.41
		I0236134	General Norfolk	Utilities	146.29
		I0236135	General Norfolk	Utilities	212.15
		I0236137	General Norfolk	Utilities	162.12
		I0236138	General Norfolk	Utilities	472.02
		I0236139	General Norfolk	Utilities	78.75
		I0236141	General Norfolk	Utilities	472.02
		I0236143	General Norfolk	Utilities	425.74
		I0236144	College of Nursing Operations	College of Nursing Operations	143.21
		I0236144	General Norfolk	Utilities	126.99
		I0236145	General Norfolk	Utilities	303.50
		I0236148	General Norfolk	Utilities	114.03
		I0236149	General Norfolk	Utilities	235.46
City of O'Neill	00507963	I0235874	General O'Neill	Utilities	584.30
City of South Sioux City	00507964	I0235876	General South Sioux	Utilities	532.85
	00508044	I0236154	College Center Operations	College Center Operations	3,481.88
City of West Point	00508045	I0236164	General West Point	West Point Extended Campus	9,000.00
Columbus Learning Center Management Corporation	00508047	I0235906	ECAP-Early College Access Project	Early College	27,400.00
Combined Health Agency Drive	I0065072	I0235768	General Norfolk		87.00
Compass Group USA Inc	00507966	I0235770	General Norfolk	Financial Aid	51.96
		I0235771	General Norfolk	Veterinary Technician	115.92
		I0235818	General Norfolk	VP of Educational Services	297.25
	00508048	I0236004	General Norfolk	Business Admin Mrktng Mngmt	1,507.74
		I0236005	General Norfolk	Student Life	191.38
		I0236006	Student Services	Student Serv Leadership Training	538.50
		I0236018	General Norfolk	Veterinary Technician	233.44
		I0236166	General Norfolk	Presidents Office	67.37
		I0236167	General Norfolk	Presidents Office	157.37
		I0236168	General Norfolk	Presidents Office	61.53

		I0236170	General Norfolk	Presidents Office	157.33
		I0236172	General Norfolk	Recruiting	55.74
		I0236173	General Norfolk	Recruiting	88.00
		I0236174	General Norfolk	Recruiting	24.00
		I0236175	General Norfolk	Recruiting	128.28
	00508160	I0236300	General Norfolk	Library Services	322.77
		I0236475	General Norfolk	Recruiting	16.00
		I0236476	General Norfolk	Recruiting	56.00
		I0236477	General Norfolk	Recruiting	116.57
	00508253	I0236577	Student Services	Student Services Student Activity	165.45
		I0236578	General Norfolk	Welding	33.00
		I0236579	Cafeteria	Cafeteria	109,151.14
		I0236580	General Norfolk	VP of Educational Services	41.97
		I0236581	General Norfolk	English General Academic	129.89
		I0236582	General Norfolk	VP of Educational Services	1,069.83
		I0236679	General Norfolk	Presidents Office	211.79
		I0236680	General Norfolk	Presidents Office	(211.79)
		I0236681	General Norfolk	Presidents Office	557.18
		I0236682	General Norfolk	Presidents Office	(557.18)
Complete Floors Inc	00508161	I0236478	General Norfolk	Major Repair and Renovation	459.00
Consolidated Electrical Distributors Inc	00507967	I0235465	General Norfolk	Electromechanical	361.55
		I0235760	General Norfolk	Electromechanical	(41,825.24)
		I0235761	General Norfolk	Electromechanical	41,885.31
		I0235766	General Norfolk	Electromechanical	5,702.77
Control Management Inc	00508162	I0236265	College of Nursing Reserve Building	College of Nursing Operations	17,218.80
Cornhusker Auto Center Inc	00507968	I0234296	General Norfolk	Utility Line Off Campus	2,539.00
Cornhusker Cleaning Systems Inc	00508049	I0236176	Transportation Center	Transportation Center	53.40
Cornhusker International Truck	00508050	I0236177	General Norfolk	Utility Line On Campus	180.63
	00508254	I0236695	Transportation Center	Transportation Center	316.25
Culligan Water Cond.	00507969	I0235869	College Center Operations	College Center Operations	165.75
		I0235870	College Center Operations	College Center Operations	1,050.00
Cummings Meeting Consultants Inc	00508255	I0236611	General Norfolk	Counseling	400.00
Cummins Inc	00508256	I0236696	Cafeteria	Cafeteria	819.37
		I0236696	Residence Life	Residence Life	403.57
		I0236697	General Norfolk	Maintenance	1,317.88
		I0236698	General Norfolk	Maintenance	1,252.83
Cynthia Ann Hanson	I0065058	I0235782	General Norfolk	Workforce Development Admin	95.81
Dakota Supply Group	00507970	I0235324	College Center Operations	College Center Operations	59.47
		I0235325	College Center Operations	College Center Operations	105.61
		I0235674	College Center Operations	College Center Operations	29.36
		I0235675	College Center Operations	College Center Operations	316.67
Daniel A Heikes	I0065143	I0236405	General Norfolk	SkillsUSA	310.97

Daniel Gerard Kuester	00508280	I0236620	General Norfolk	Workforce Development Noncredit	600.00
		I0236621	General Norfolk	Workforce Development Noncredit	600.00
Danielle Rae Gibson	I0065055	I0235779	General Norfolk	Inst Research and Analytics Acad	320.59
		I0235779	General Norfolk	Institutional Research and Analytic	320.59
David Mainelli	00507989	I0234419	General Norfolk	English General Academic	200.00
David D Beaudette	I0065128	I0236288	General Norfolk	SkillsUSA	319.68
		I0236376	General Norfolk	SkillsUSA	209.22
Davood Momeni	00508291	I0236676	General Norfolk	Human Resources	702.13
DeeAnn S Zimmerman	00508234	I0236419	General Norfolk	Workforce Development Noncredit	2,060.00
Delbert J Ames	00508239	I0236597	General Norfolk	Board of Governors	103.18
Diane Davies	00508257	I0236601	General Norfolk	Board of Governors	33.50
Donovan Howard Ellis	00508262	I0236605	General Norfolk	Board of Governors	100.50
Downs Government Affairs LLC	00508051	I0235930	General Norfolk	Presidents Contingency	1,000.00
Duane Harris Trucking	00508052	I0235931	General Norfolk	Truck Driving Noncredit Reimb	36.00
E & A Enterprises LLC	00507971	I0235740	General Norfolk	Marketing	325.00
E-Z Kitchens Inc	00507972	I0235191	House Construction	Building Construction	12,550.00
		I0235192	House Construction	Building Construction	12,925.00
Eakes Inc	00507973	I0235676	Restr Plant LLC Remodel Phase 2	Nondepartmental	2,743.47
		I0235677	General Norfolk	Student Success	550.00
	00508053	I0235932	General South Sioux	Custodial Services	96.72
		I0235942	Retail Services	Retail Services	77.07
	00508258	I0236714	Retail Services	Retail Services	51.43
Echo Group Inc	00508259	I0236701	General Norfolk	Applied Eng Training Noncredit	1,840.00
Edward James Lewis	I0065222	I0236612	General Norfolk	Truck Driving Administration	192.96
		I0236612	General Norfolk	Utility Line On Campus	281.40
Egan Supply Company	00508260	I0236702	General Norfolk	Custodial Services	5,012.62
		I0236702	General South Sioux	Custodial Services	3,531.85
Electrical Engineering & Equipment Company	00508054	I0235933	General Norfolk	Maintenance	285.19
		I0235934	General Norfolk	Maintenance	96.40
		I0235936	House Construction	Building Construction	620.31
	00508163	I0236479	Residence Life	Residence Life	645.72
		I0236480	General Norfolk	Maintenance	221.27
		I0236481	General Norfolk	Maintenance	417.64
		I0236482	College of Nursing Operations	College of Nursing Operations	1,290.22
		I0236495	General Norfolk	Maintenance	17.77
Elkhorn Feed Center Inc	00507974	I0235750	Agriculture Production	Agriculture	29.04
		I0235751	Agriculture Production	Agriculture	57.77
	00508261	I0236249	Agriculture Production	Agriculture	(201.72)
		I0236684	Agriculture Production	Agriculture	839.04
		I0236685	General Norfolk	Veterinary Technician	106.06
Elkhorn Rural Public Power	00507975	I0235877	General Norfolk	Utilities	1,166.51
		I0235878	General Norfolk	Utilities	2,846.25

		I0235879	General Norfolk	Utilities	432.50
Elkhorn Valley Cattlemen Association	00507976	I0235855	General Norfolk	Agriculture	500.00
Ellucian Company L.P.	I0085195	I0236206	General Norfolk	Web and Enterprise Systems	7,363.60
		I0236206	General Norfolk	Web and Enterprise Systems Acad	1,840.90
Enterprise Holdings Inc	00507977	I0235519	General Norfolk	Grants	191.60
		I0235752	General Norfolk	Soccer Womens	110.16
	00508055	I0235937	General Norfolk	Golf	13.96
		I0235938	Perkins Prof Develop CTE	Dean of Applied Technology	221.62
Environmental Services Inc	00507978	I0235842	Northeast NE Innovation Studio	Nondepartmental	27,750.00
		I0235843	Northeast NE Innovation Studio	Nondepartmental	506.00
	00508263	I0236589	General Norfolk	Major Repair and Renovation	712.50
Eric Daniel Ternus	I0085181	I0236443	General Norfolk	SkillsUSA	317.00
Eric Neil Roskeland	I0085172	I0236437	General Norfolk	SkillsUSA	565.66
Erin M McCartney Chapter 13 Trustee	00508264	I0236567	General Norfolk		940.00
Faith Regional Physician Services LLC	00508164	I0236483	Student Services	College Nurse	5,598.00
Far From Normal Supply Inc	00508165	I0236484	Print Services	Print Services	828.96
Faye L Kilday	I0065219	I0236609	General Norfolk	Teaching and Learning	1,086.68
Federal Express Corporation	00508056	I0235939	Print Services	Print Services	104.52
		I0235940	Print Services	Print Services	134.23
		I0235941	Print Services	Print Services	87.31
	00508265	I0236686	Print Services	Print Services	65.22
		I0236687	Print Services	Print Services	38.30
Field Roland May	I0085158	I0236424	General Norfolk	Network and Infrastructure	66.38
		I0236424	General Norfolk	Network and Infrastructure Acad	22.12
Fire Protection Services LLC	00508166	I0236485	General O'Neil	Maintenance	175.00
First National Bank Norfolk	00508057	I0235998	General Norfolk		941.00
	00508266	I0236568	General Norfolk		1,480.83
	00508267	I0236569	General Norfolk		941.00
Fisher Scientific Company LLC	00507980	I0235329	Insurance Claims	Nondepartmental	172.82
Flexible Benefit Administrators Inc.	00508058	I0235943	General Norfolk	Human Resources	333.75
		I0235944	General Norfolk	Human Resources	333.75
Flinn Scientific Inc	00508167	I0236486	General Norfolk	Chemistry	1,362.75
Flood Communications LLC	00508059	I0236007	General Norfolk	Baseball	2,000.00
Ford Hotel Supply Company Inc	00507981	I0235330	Cafeteria	Cafeteria	5,569.72
GNM LLC	00508063	I0235945	General Norfolk	Utility Line On Campus	122.02
	00508168	I0236487	General Norfolk	Utility Line On Campus	29.30
		I0236488	General Norfolk	Utility Line On Campus	44.58
		I0236489	General Norfolk	Utility Line On Campus	6.85
		I0236490	General Norfolk	Maintenance	32.85
Gaumard Scientific Company	00508060	I0235946	General Norfolk	Allied Health Education Credit	434.00
Gill Hauling Inc	00508061	I0235947	College Center Operations	College Center Operations	228.18
		I0235947	General South Sioux	Utilities	99.25

Gina M Holtz	10065146	I0236409	General West Point	West Point Extended Campus	123.55
Gina Marie Krysl	10065220	I0236610	General Norfolk	Counseling	40.20
Glass Edge Inc	00508062	I0235948	Residence Life	Residence Life	86.70
Go4 Healthcare LLC	00508064	I0235949	General Norfolk	Athletics	5,460.00
	00508269	I0236688	General Norfolk	Athletics	5,460.00
Good Sports Inc Title IX and Gender Equity Specialist	00508169	I0236205	General Norfolk	Athletics	265.00
Gordy's Towing & Repair	00508065	I0236010	General Norfolk	Maintenance	77.19
		I0236011	Transportation Center	Transportation Center	67.21
		I0236013	Transportation Center	Transportation Center	242.71
Graham Tire Company of Norfolk Inc	00507982	I0235745	General Norfolk	Utility Line On Campus	693.92
	00508066	I0235950	Transportation Center	Transportation Center	328.60
Grand Island Community Foundation	00508170	I0233672	Foundation Sch	Financial Aid	250.00
Graphical Networks LLC	00508270	I0236689	General Norfolk	Network and Infrastructure	11,250.00
		I0236689	General Norfolk	Network and Infrastructure Acad	3,750.00
Gray Manufacturing Company Inc	00507983	I0235475	General Norfolk	Diesel Technology	162.11
Great American Comedy Festival	00508171	I0236304	General Norfolk	Presidents Office	500.00
Great American Products Ltd	00508067	I0235954	Retail Services	Retail Services	1,166.40
		I0235955	Retail Services	Retail Services	252.00
Gunparr LLC	00507984	I0235477	General Norfolk	Library Services	470.00
HCI Construction	00508173	I0236493	Restr Plant EDA Industrial Bldg	Nondepartmental	29,418.63
		I0236494	SSC CDL Driving Range	Nondepartmental	189,634.93
HD Supply Facilities Maintenance Ltd	00508174	I0236496	General Norfolk	Custodial Services	3,431.18
		I0236496	General South Sioux	Custodial Services	490.17
		I0236497	General Norfolk	Custodial Services	5,204.69
		I0236497	General South Sioux	Custodial Services	632.74
Halansy Milian Auld	10065060	I0235773	NE DHHS School Nurse Scholars	Nursing	2,000.00
Hansen Entertainment LLC	00508272	I0236570	Residence Life	Residence Life	250.00
Hartington Telecommunications Co. Inc	00507985	I0235880	General Norfolk	Network and Infrastructure	71.25
		I0235880	General Norfolk	Network and Infrastructure Acad	23.75
Hausmann Construction Inc	10065196	I0236498	Maclay Building	Nondepartmental	672,921.00
Hawkeye Community College	00508069	I0236020	General Norfolk	Golf	186.00
Heartland Business Systems LLC	00508070	I0235951	General Norfolk	Network and Infrastructure	1,832.28
		I0235951	General Norfolk	Network and Infrastructure Acad	610.76
Heather Jean Claussen	10065091	I0236052	General Norfolk	Health Information Mgmt Systems	205.21
Henry Jacob Goaden	10065056	I0235780	DOL Apprenticeship Building America	Workforce Development Admin	858.01
Hercules Achievement Inc	00508175	I0235952	Student Services	Graduation	9,423.20
		I0235953	Student Services	Graduation	203.75
Hoskins Manufacturing Company Inc	00508177	I0236500	Agriculture Production	Agriculture	93.75
		I0236501	Agriculture Production	Agriculture	37.00
Hudson Brady Barger	00507956	I0235769	NE DHHS School Nurse Scholars	Nursing	2,000.00
Huse Publishing Company	00508071	I0235956	General Norfolk	Presidents Contingency	19.50
		I0235957	General Norfolk	Marketing	1,700.00



		I0235958	General Norfolk	Purchasing	97.79
		I0235959	General Norfolk	Board of Governors	14.86
Huttmann Inc	00508273	I0236615	General Norfolk	Grounds	4,682.70
Hy-Vee Inc	00508072	I0235961	Science Tech Ag and Math Aux	Dean of Science Tech Ag and Math	1,365.00
IDSC Holdings LLC	00508073	I0235963	General Norfolk	Diesel Technology	1,782.50
Info-Tech Research Group Inc.	00508178	I0236509	General Norfolk	Presidents Office	19,600.00
Intellicom Computer Consulting Inc	00508074	I0235967	General Norfolk	Network and Infrastructure	1,875.00
		I0235967	General Norfolk	Network and Infrastructure Acad	625.00
Island Supply Welding Company	00508075	I0235971	General Norfolk	Welding	297.40
		I0236179	General Norfolk	Diesel Technology	151.25
		I0236180	General Norfolk	Diesel Technology	69.20
		I0236181	General Norfolk	Diesel Technology	11.45
J.J. Keller & Associates Inc	00507986	I0235383	General Norfolk	Truck Driving Noncredit Reimb	5,235.75
	00508274	I0236715	Retail Services	Retail Services	1,713.98
JOMAST Corporation	00508076	I0235977	Retail Services	Retail Services	67.51
		I0235978	Retail Services	Retail Services	82.89
		I0235979	Retail Services	Retail Services	104.46
		I0235990	Retail Services	Retail Services	101.18
		I0236008	Retail Services	Retail Services	108.19
	00508179	I0236507	General Norfolk	Teaching and Learning	88.00
		I0236508	Concessions	Concessions	370.80
		I0236520	Retail Services	Retail Services	119.52
	00508275	I0236716	Retail Services	Retail Services	98.35
Janet Marie Johnson	I0065150	I0236412	General Norfolk	Disability Services	93.80
Jeffrey John Mathis	I0065157	I0236423	General Norfolk	EMT Paramedic Noncredit Reimb	26.80
Jennifer J Ippensen	I0065148	I0236313	General Norfolk	Tuition Reimbursement	2,589.30
Jennifer Lynn Schlieve	I0065175	I0236360	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Jessica Anne Bode	I0065130	I0236290	General Norfolk	Teaching and Learning	1,420.19
Jessica Kay Sherry	I0065104	I0236067	General Norfolk	Development Office	382.41
Jill Elizabeth Junck	00508077	I0236021	General Norfolk	Nursing	125.00
Jody M Gibson	I0065136	I0236395	General Norfolk	Inst Research and Analytics Acad	706.65
		I0236395	General Norfolk	Institutional Research and Analytic	706.65
John Matthew Liewer	I0065223	I0236617	General Norfolk	Institutional Accreditation	162.75
John Paul Nelson	I0065097	I0236058	Perkins Prof Develop CTE	Dean of Applied Technology	901.18
		I0065166	General Norfolk	Teaching and Learning	1,445.65
Joni C Cassidy	I0065133	I0236383	General Norfolk	Recruiting	876.32
Joshua Thomas Becker	I0065088	I0236047	General Norfolk	Student Success and Retention	28.49
		I0236047	TRIO SSS	Student Success and Retention	217.79
Julie Catherine Kosch	I0065153	I0236418	General Norfolk	Web and Enterprise Systems	1,190.62
		I0236418	General Norfolk	Web and Enterprise Systems Acad	297.65
Julie Younkin LLC	I0065073	I0235804	General Norfolk	Personnel Development	2,782.50
		I0235841	USDA NRCS C2A3 Workforce Training	Development Office	4,400.00

K & C Grain Inc	00508180	I0236511	Agriculture Production	Agriculture	272.00	
K Porter Construction Inc	00508276	I0236616	General Norfolk	Grounds	227.50	
Kaeser & Blair Inc	00508277	I0236704	General Norfolk	Student Success	617.66	
Kage Thomas Collins	00508159	I0236299	General Norfolk	SkillsUSA	26.74	
Kaitlin Sue Westerhaus	00508128	I0235999	Student Services	Student Serv Leadership Training	100.00	
Karen Shoemaker	00508009	I0234421	General Norfolk	English General Academic	200.00	
Karen Sue Blank	I0065089	I0236002	General Norfolk	Library Services	200.00	
Kassandra Lynn Wessendorf	I0065186	I0236449	General Norfolk	Veterinary Technician	1,551.60	
		I0236451	Veterinary Technology Club	Student Clubs and Organizations	68.39	
Kathy Sue Timmerman	I0065107	I0236072	General O'Neill	O'Neill Extended Campus	14.47	
Kaup Forage & Turf	00508181	I0236513	General Norfolk	Grounds	5,640.00	
		I0236514	Agriculture Production	Agriculture	350.00	
Kayla Marjorie Burdick	I0065131	I0236378	ECAP-Early College Access Project	Early College	309.54	
Kely Jeanne Perley	I0065168	I0236354	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66	
Kelly Supply Company	00508078	I0235983	Diesel Repair Parts	Diesel Technology	59.09	
		I0235985	General Norfolk	Maintenance	60.93	
		I0235989	General Norfolk	Maintenance	251.00	
		I0235992	General Norfolk	Agriculture	55.37	
		I0236178	Diesel Repair Parts	Diesel Technology	35.52	
		00508278	I0236707	General Norfolk	Maintenance	9.79
		I0236709	General Norfolk	Maintenance	2.24	
		I0236710	Agriculture Production	Agriculture	14.74	
Kenneth A Wurdinger	I0065108	I0236073	General Norfolk	Information Technology	745.09	
		I0065237	General Norfolk	Tuition Reimbursement	3,177.00	
Kenneth Frank Hamsa	00508068	I0236031	General Norfolk	Music	40.00	
		I0236032	General Norfolk	Music	20.00	
		I0236034	General Norfolk	Music	82.00	
		I0236035	General Norfolk	Music	12.00	
Kevin Clouther	00507965	I0234416	General Norfolk	English General Academic	200.00	
Kimberly Ann Andersen	I0065210	I0236595	DOL Apprenticeship Building America	Workforce Development Admin	147.40	
Kimberly M Vanosdall	I0065184	I0236447	General Norfolk	Financial Aid	1,511.17	
Kiwanis Club of Norfolk Nebraska	00508183	I0236515	General Norfolk	Development Office	142.00	
Kiwanis Club of Sioux City	00508279	I0236588	General South Sioux	South Sioux City Extended Campus	200.00	
Knights of Ak-Sar-Ben Foundation	00508184	I0236315	General Norfolk	Presidents Contingency	10,000.00	
Koch's Hi-Way Service LLC	00508079	I0235994	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	124.76	
Kristy J Sandman	I0065102	I0236064	General South Sioux	South Sioux City Extended Campus	99.16	
Kyle Jacob Hasenkamp	00508172	I0236305	General Norfolk	SkillsUSA	33.63	
LK Ventures Corp	00508282	I0236618	General Norfolk	Purchasing	500.00	
Lacie Dea Gillaspay	I0065137	I0236344	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66	
Laerdal Medical Corp	00508080	I0234839	General Norfolk	Nursing	290.28	
		00508185	I0236223	General Norfolk	Allied Health Ed Noncredit	3,169.10
Lai-Monte Hunter	I0065093	I0236055	General Norfolk	Student Life	57.92	

Lang Diesel Inc.	00508081	I0236027	General Norfolk	Grounds	265.17
Lary Alan Oetken	I0065063	I0235787	Nebraska Rural Electric Association	Utility Line Off Campus	386.83
Laura Garcia	00508268	I0236585	General Norfolk	Recruiting	1,500.00
Lawrence Andrew Dolezal	I0065214	I0236602	General Norfolk	Media Arts	204.25
Lee Enterprises Inc	00508186	I0236231	General Norfolk	Purchasing	22.00
		I0236232	General Norfolk	Purchasing	22.91
		I0236233	General Norfolk	Purchasing	21.76
		I0236234	General Norfolk	Purchasing	30.56
		I0236235	General Norfolk	Purchasing	203.17
		I0236340	General Norfolk	Human Resources	335.00
		I0236341	General Norfolk	Human Resources	335.00
		I0236345	General Norfolk	Purchasing	21.18
		I0236348	General Norfolk	Purchasing	40.77
		I0236352	General Norfolk	Purchasing	64.47
Levi Gus Marten	I0065156	I0236422	General Norfolk	Service Center	61.51
		I0236422	General Norfolk	Service Center Academic	41.00
Lily Quinonez Simental	00508010	I0235744	General South Sioux	South Sioux City Extended Campus	100.00
Linkedin Corporation	00508281	I0236723	General Norfolk	Human Resources	11,868.00
Lisa Lynn Belz	I0065129	I0236289	General Norfolk	Career Services	100.87
Lisa Rae Guenther	I0065139	I0236400	General Norfolk	SkillsUSA	175.03
Little Priest Tribal College	00508082	I0235096	General Norfolk	Little Priest Tribal College	12,669.38
Long Lines Siouxiand	00508083	I0235928	College Center Operations	College Center Operations	93.95
Lorena Rivas	I0065171	I0236355	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Lorie Ann Summers	I0065180	I0236442	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	9.00
Love Signs Inc	00508283	I0236518	General Norfolk	Truck Driving Noncredit Reimb	350.00
Lucas John Reichlinger	I0065100	I0236061	General Norfolk	Information Technology	137.32
		I0065170	General Norfolk	Information Technology	201.52
		I0065230	General Norfolk	Information Technology	1,594.13
MACS Worldwide	00508284	I0236571	Applied Tech Division Aux	Dean of Applied Technology	576.00
MV Corporation Inc	00507992	I0235763	Retail Services	Retail Services	936.25
		I0235764	Retail Services	Retail Services	948.00
		I0235765	Retail Services	Retail Services	252.00
	00508089	I0235919	Retail Services	Retail Services	300.00
MWI Veterinary Supply Company	00508090	I0235916	General Norfolk	Veterinary Technician	598.15
		I0235917	General Norfolk	Veterinary Technician	533.43
		I0236151	General Norfolk	Veterinary Technician	340.11
		I0236152	General Norfolk	Veterinary Technician	69.44
		I0236153	General Norfolk	Veterinary Technician	45.41
	00508191	I0236245	General Norfolk	Veterinary Technician	156.88
	00508292	I0236711	General Norfolk	Veterinary Technician	380.46
		I0236712	General Norfolk	Veterinary Technician	235.00
Makala S Maple	I0065224	I0236619	General Norfolk	Institutional Accreditation	162.75

		I0236622	General Norfolk	Registrar	1,259.73
Marcus James Clapp	00507953	I0235767	General Norfolk	Baseball	1,240.00
	00508046	I0235997	General Norfolk	Baseball	2,170.00
	00508136	I0236194	General Norfolk	Baseball	930.00
Margaret J Lukas	00507988	I0234418	General Norfolk	English General Academic	200.00
Maria Angeles Gonzalez	I0065216	I0236606	General Norfolk	Recruiting	97.82
Mariana Rubi Montes	I0065165	I0236319	General Norfolk	SkillsUSA	26.41
Marissa Ann Sudbeck	I0065234	I0236639	General Norfolk	VP of Educational Services	72.80
		I0236678	General Norfolk	Institutional Accreditation	207.48
Marubeni America Corporation	00508285	I0236724	Agriculture Production	Agriculture	4,436.18
Matheson Tri-Gas Inc	00508084	I0235918	General Norfolk	Welding	384.00
	00508286	I0236593	General Norfolk	Welding	385.95
		I0236649	General Norfolk	Welding	447.89
Matthew Charles Hampf	I0065140	I0236401	General Norfolk	Tutor and Writers Clinic	806.38
Matthew J McCarthy	I0065225	I0236623	General Norfolk	Criminal Justice	383.31
Matthew S Nelson	I0065081	I0235785	General Norfolk	Utility Line Off Campus	1,154.25
		I0235786	General Norfolk	Utility Line Off Campus	424.90
	I0065167	I0236434	General Norfolk	Utility Line Off Campus	1,183.08
	I0065226	I0236624	General Norfolk	Utility Line Off Campus	50.00
		I0236625	General Norfolk	Utility Line Off Campus	722.23
McCrometer Inc	00508287	I0236536	General Norfolk	Maintenance	2,397.44
Mead Lumber Company Inc.	00508187	I0236211	House Construction	Building Construction	98.60
		I0236229	House Construction	Building Construction	3,409.66
		I0236230	House Construction	Building Construction	8,011.62
	00508288	I0236700	House Construction	Building Construction	11.84
		I0236719	House Construction	Building Construction	4,001.01
		I0236720	House Construction	Building Construction	384.58
		I0236721	House Construction	Building Construction	55.16
		I0236722	House Construction	Building Construction	3,149.42
Megan Joyce Wesemann	I0065067	I0235817	NE DHHS School Nurse Scholars	Nursing	2,000.00
Melanie R Thompson	I0065106	I0236071	General Norfolk	Personnel Development	750.00
Menards CC	00507990	I0235759	General Norfolk	Custodial Services	298.47
		I0235759	General Norfolk	Grounds	51.55
		I0235759	General Norfolk	Maintenance	78.59
		I0235759	Residence Life	Residence Life	89.00
Menards Inc	00507991	I0235762	House Construction	Building Construction	85.54
	00508085	I0235960	Theater Production	Theater	542.80
		I0235964	General Norfolk	Nondepartmental	(209.56)
		I0235985	General Norfolk	Nondepartmental	(68.34)
		I0235986	General Norfolk	Nondepartmental	(264.90)
		I0235968	House Construction	Building Construction	30.99
		I0235989	House Construction	Building Construction	147.16

	00508188	I0236212	House Construction	Building Construction	51.72
		I0236213	General Norfolk	Utility Line On Campus	283.99
	00508289	I0236538	House Construction	Building Construction	28.71
		I0236539	House Construction	Building Construction	252.82
		I0236540	House Construction	Building Construction	49.98
		I0236542	House Construction	Building Construction	62.51
Merri Beth Schneider	I0065177	I0236439	General O'Neill	O'Neill Extended Campus	349.07
Mia Angel-Lea Secrist	00508213	I0236333	General Norfolk	SkillsUSA	22.81
Michael A Lechner	I0065095	I0236057	General Norfolk	Agriculture	160.80
Michael James McCarthy	I0065160	I0236428	General Norfolk	SkillsUSA	272.92
Michael S Roeber	I0065101	I0236063	General Norfolk	Agriculture	157.20
Michela M Keeler-Strom	I0065151	I0236413	General Norfolk	Dean of Academic Outreach	98.49
Michelle Monson	I0065096	I0236023	Workforce Development Nonreimburse	Workforce Development Nonreimburse	240.00
		I0236024	Workforce Development Nonreimburse	Workforce Development Nonreimburse	80.00
	I0065119	I0236192	Workforce Development Nonreimburse	Workforce Development Nonreimburse	240.00
MidAmerican Energy Company	00508086	I0235970	College Center Operations	College Center Operations	1,704.61
	00508290	I0236544	General South Sioux	Utilities	92.93
Mike Graybeal	00508271	I0236586	General Norfolk	Presidents Office	1,094.14
Minnesota State Colleges and Universities	00508189	I0236460	USDA NRCS Cooperative Ag Agreement	Agriculture	2,194.95
Missouri River Ground Maintenance LLC	00508087	I0236169	College Center Operations	College Center Operations	930.00
		I0236171	General South Sioux	Grounds	2,467.50
Misty Jo Wortman	I0065188	I0236452	General Norfolk	Behavioral Sciences Gen Academic	124.99
Mitchell Equipment	00508190	I0236237	Agriculture Production	Agriculture	1,030.05
Molly R Sanchez	I0065173	I0236438	General Norfolk	Service Center	175.33
		I0236438	General Norfolk	Service Center Academic	116.88
Monica Marie Schenck	I0065174	I0236356	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Moran Technology Consulting Inc	00508088	I0235926	General Norfolk	Security and Technology Serv Acad	225.00
		I0235926	General Norfolk	Security and Technology Services	2,025.00
Myers Tire Supply Distribution Inc	00508091	I0235783	General Norfolk	Diesel Technology	2,154.51
NASFAA	00508293	I0236677	General Norfolk	Financial Aid	2,668.00
NC3 National Coalition of Certification Centers	00508092	I0236025	General Norfolk	Academy for Professional Develop	1,000.00
		I0236025	General Norfolk	Automotive Technology	190.00
NECC	00507993	I0235746	Retail Services	Retail Services	208.00
		I0235747	Retail Services	Retail Services	100.00
	00508236	I0236543	Theater Production	Theater	100.00
	00508297	I0236572	General Norfolk	Building Construction	256.00
NECC Foundation	I0065074	I0235774	General Norfolk		4,642.02
	I0065240	I0236573	Foundation Credit Card Donations	Nondepartmental	545.00
NREA	00508197	I0236215	General Norfolk	Utility Line On Campus	572.05
Nacesha Viola Zahnd	I0065190	I0236343	General Norfolk	SkillsUSA	29.99
Nancy G Amezcuca	00508029	I0236000	General Norfolk	Library Services	450.00
Natalie Rose James	I0065149	I0236347	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66

Nathan Edward Simpson	!0065233	!0236636	General Norfolk	SkillsUSA	292.21		
National Association of Biology Teachers	00508294	!0236590	General Norfolk	Biology and Science	79.00		
		!0236591	General Norfolk	Biology and Science	79.00		
		!0236592	General Norfolk	Biology and Science	316.00		
		!0236320	General Norfolk	Student Life	209.00		
National Behavioral Intervention Team Association	00508192	!0236026	General Norfolk	Presidents Contingency	2,500.00		
Nebraska Community Foundation	00508093	!0234863	General Norfolk	NECC and NICC Agreement	39,715.22		
Nebraska Indian Community College	00508094	!0236455	Northeast NE Innovation Studio	Nondepartmental	7,200.00		
Nebraska Public Power District	00508194	!0236216	General O'Neill	Utilities	760.43		
		!0236217	General Norfolk	Utilities	38.68		
		!0236218	General Norfolk	Utilities	44.30		
		!0236219	General Norfolk	Utilities	59.13		
		00508295	!0236659	General Norfolk	Utilities	284.92	
			!0236660	General Norfolk	Utilities	45.00	
			!0236661	General Norfolk	Utilities	1,874.40	
			!0236662	General Norfolk	Utilities	1,777.68	
			!0236663	General Norfolk	Utilities	3,477.93	
			!0236664	General Norfolk	Utilities	221.56	
			!0236665	General Norfolk	Utilities	49,795.21	
			!0236666	Residence Life	Residence Life	42.96	
			!0236667	General Norfolk	Utilities	92.67	
			!0236668	General Norfolk	Utilities	59.06	
		!0236669	General Norfolk	Utilities	37.33		
		!0236671	General Norfolk	Utilities	104.40		
Nebraska Society of CPAS	00508296	!0236594	General Norfolk	Accounting	165.00		
Nebraska Wesleyan University	00508195	!0236322	General Norfolk	Golf	600.00		
Neil Enterprises	00507994	!0235796	Retail Services	Retail Services	273.25		
		!0235797	Retail Services	Retail Services	787.95		
		!0235798	Retail Services	Retail Services	374.08		
		!0235799	Retail Services	Retail Services	297.53		
		!0235800	Retail Services	Retail Services	328.54		
		00508196	!0236204	Retail Services	Retail Services	709.10	
		Nelnet Business Solutions	00508298	!0236545	General Norfolk	Student Accounts and Cashiering	1,639.27
		Neuhalfen Repair LLC	00508095	!0236165	General Norfolk	Grounds	2,357.94
!0236182	General Norfolk			Custodial Services	332.99		
00508299	!0236546			General Norfolk	Grounds	85.40	
Norfolk Airport Authority	00508096	!0236119	Driver Training Noncredit Non Reimb	Driver Training Noncredit Non Reimb	0.00		
		!0236119	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	94.86		
Norfolk Area Chamber of Commerce	00507995	!0235801	General Norfolk	Presidents Office	10.00		
		00508097	!0236028	General Norfolk	Academy for Professional Develop	40.00	
		!0236028	General Norfolk	Inst Research and Analytics Acad	20.00		
		!0236028	General Norfolk	Institutional Research and Analytic	20.00		

	00508098	I0236128	General Norfolk	Workforce Development Admin	10.00
Norfolk Area United Way Inc	I0065075	I0235776	General Norfolk		195.17
Norfolk Country Club	00508099	I0236159	General Norfolk	Presidents Office	14.26
		I0236160	General Norfolk	Presidents Office	14.26
Norfolk Implement Inc	00508300	I0236548	General Norfolk	Grounds	3,998.00
Norfolk Lodge & Suites LLC	00508100	I0236136	Jazz Festival	Music	113.00
		I0236140	Jazz Festival	Music	226.00
		I0236142	Jazz Festival	Music	226.00
		I0236146	Jazz Festival	Music	226.00
		I0236147	Jazz Festival	Music	226.00
		I0236150	Jazz Festival	Music	226.00
		I0236155	General Norfolk	Human Resources	113.00
		I0236156	General Norfolk	Human Resources	226.00
Northeast Iowa Community College	00508101	I0235911	USDA NRCS C2A3 Workforce Training	Development Office	6,800.00
Northeast Shoppers LLC	00508102	I0235972	House Construction	Building Construction	307.00
O'Connor Company Inc	00508198	I0236195	General Norfolk	Heating Ventilation and Air Cond	5,556.00
		I0236196	General Norfolk	Heating Ventilation and Air Cond	2,735.00
		I0236197	General Norfolk	Heating Ventilation and Air Cond	6,285.00
		I0236198	General Norfolk	Heating Ventilation and Air Cond	285.00
		I0236199	General Norfolk	Heating Ventilation and Air Cond	2,000.00
		I0236200	General Norfolk	Heating Ventilation and Air Cond	6,440.00
O'Neill Shopper	00507998	I0235794	General Norfolk	Marketing	656.86
O'Reilly Auto Enterprises LLC	00508199	I0236220	General Norfolk	Automotive Technology	12.99
		I0236221	General Norfolk	Automotive Technology	40.10
ODP Business Solutions LLC	00507997	I0235803	Retail Services	Retail Services	89.29
Olsson Associates	00508103	I0235908	Northeast NE Innovation Studio	Nondepartmental	2,700.00
Omaha Truck Center Company Inc	00507998	I0235795	General Norfolk	Utility Line On Campus	56.75
	00508104	I0235973	Diesel Repair Parts	Diesel Technology	12.55
		I0235974	Diesel Repair Parts	Diesel Technology	287.48
	00508200	I0236201	Diesel Repair Parts	Diesel Technology	105.05
Onyx MDH LLC	00507999	I0235775	SSC CDL Driving Range	Nondepartmental	937.00
Ortmeier Enterprises Inc	00508000	I0235871	General Norfolk	Building Construction	25.54
Outlaw Truck and Tractor Pulling Association	00508001	I0235757	General Norfolk	Automotive Body	416.66
		I0235757	General Norfolk	Automotive Technology	416.66
		I0235757	General Norfolk	Diesel Technology	416.68
P&K Solutions LLC	00508201	I0236236	Agriculture Production	Agriculture	120.00
Paul A Bailey	I0065087	I0236044	Perkins Prof Develop CTE	Dean of Applied Technology	748.65
Pens Etc. Inc	00508002	I0235811	Retail Services	Retail Services	135.66
Peregrine Radiology LLC	00508203	I0236240	Veterinarian Technician Services	Veterinary Technician	1,084.00
Performance Health Supply, Inc	I0065115	I0235909	General Norfolk	Health PE Rec	102.39
		I0235910	General Norfolk	Emergency Medical Training	568.35
Pinkelman Truck & Trailer Inc	00508003	I0235875	General Norfolk	Grounds	401.63

Playaway Products LLC	00508004	I0235806	General Norfolk	Library Services	413.88	
Pocket Nurse Enterprises Inc	00508105	I0235975	General Norfolk	Allied Health Education Credit	188.86	
Pomp's Tire Service Inc	00508005	I0235807	General Norfolk	Grounds	21.20	
		I0235808	General Norfolk	Grounds	121.00	
		I0235809	General Norfolk	Grounds	193.60	
		00508204	I0236226	General Norfolk	Grounds	93.80
		00508301	I0236674	General Norfolk		638.59
Post Lake Lending Inc	00508301	I0236674	General Norfolk		638.59	
Precision Technology Inc	00508006	I0235813	Residence Life	Residence Life	4,000.00	
Prime Sanitation	00508007	I0235812	Cafeteria	Cafeteria	507.29	
		I0235812	College of Nursing Operations	College of Nursing Operations	168.90	
		I0235812	Residence Life	Residence Life	1,373.63	
		I0235812	General Norfolk	Utilities	3,855.72	
		I0235812	General Norfolk	Utilities	3,855.72	
PrismRBS LLC	I0065197	I0236421	Retail Services	Retail Services	3,040.00	
Proliteracy Worldwide	00508302	I0236547	Adult Education HS Equivalency	Adult Education	4,300.00	
Quad State Instructors Inc	00508106	I0236029	General Norfolk	Utility Line Off Campus	2,000.00	
		I0236029	Nebraska Rural Electric Association	Utility Line Off Campus	500.00	
		I0236029	General Norfolk	Utility Line On Campus	500.00	
		00508206	I0236222	College Center Operations	College Center Operations	315.85
		I0236458	Print Services	Print Services	6,469.00	
Quadient Inc	00508207	I0236459	Print Services	Print Services	145.58	
		I0236459	Print Services	Print Services	145.58	
R & L Carriers Inc	00508303	I0236634	General Norfolk	Diesel Technology	179.96	
RDO Truck Center Co	00508305	I0236550	Diesel Repair Parts	Diesel Technology	14.40	
Ragenia M Wright	I0065189	I0236375	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66	
Ranchland Broadcasting Company Inc	00508208	I0236250	General Norfolk	Marketing	285.00	
		I0236251	DOL Apprenticeship Building America	Workforce Development Admin	142.50	
		I0236725	College Center Operations	College Center Operations	30,000.00	
Rasmussen Mechanical Services Inc	00508304	I0236725	College Center Operations	College Center Operations	30,000.00	
Rebecca L Miller	I0065163	I0236431	General Norfolk	Recruiting	11.41	
RefQuest LLC	I0065116	I0236037	General Norfolk	Baseball	1,200.00	
		I0236037	General Norfolk	Softball	1,200.00	
		I0236037	General Norfolk	Softball	1,200.00	
Reigle Implement Co Inc	00508107	I0236124	General Norfolk	Grounds	327.44	
		00508209	I0236252	General Norfolk	Grounds	480.00
		I0236253	General Norfolk	Grounds	171.95	
Renee Ann Peters	I0065169	I0236435	General Norfolk	Security and Technology Serv Acad	13.28	
		I0236435	General Norfolk	Security and Technology Services	119.47	
Rentokil North America Inc	00508108	I0235976	General South Sioux	Operations	41.00	
		I0235980	General Norfolk	Maintenance	135.00	
		I0235981	Cafeteria	Cafeteria	66.44	
		I0235981	Residence Life	Residence Life	134.93	
		I0235982	General Norfolk	Maintenance	54.00	
		I0235984	College of Nursing Operations	College of Nursing Operations	82.00	
		I0235986	General Norfolk	Maintenance	81.00	
		I0235987	General Norfolk	Maintenance	350.00	
		I0235987	General Norfolk	Maintenance	350.00	



		10235988	General Norfolk	Maintenance	64.00
	00508306	10236551	General O'Neill	Utilities	65.00
		10236552	General Norfolk	Maintenance	121.92
		10236553	General Norfolk	Maintenance	258.25
Repatix Inc	00508109	10235814	General Norfolk	Softball	1,879.00
Retail Acquisition & Development Inc	00508110	10235991	General Norfolk	Custodial Services	806.70
		10235993	General Norfolk	Custodial Services	(341.85)
Richland Community College	00508008	10235815	USDA NRCS C2A3 Workforce Training	Development Office	3,400.00
Roaring Spring Blank Book Company	00508210	10236208	Retail Services	Retail Services	5,151.93
Robert J Noonan	10065227	10236626	General Norfolk	Agriculture	80.40
Roger Evan Carnell	10065053	10235777	General Norfolk	Automotive Technology	99.16
	10065132	10236292	General Norfolk	Automotive Technology	147.40
Roger P Walker	10065235	10236640	General Norfolk	Building Construction	404.01
Russell Lee Flamig	10065054	10235778	Hartington	Hartington	95.14
		10235778	General Norfolk	Workforce Development Noncredit	9.89
SAGA Communications of SD LLC	00508111	10236009	DOL Apprenticeship Building America	Workforce Development Admin	175.00
Sandhills Broadcasting	00508211	10236243	General Norfolk	Marketing	195.00
Sara Ellen Paxton	00508202	10236326	General Norfolk	Allied Health Ed Noncredit	80.00
Sara M Barritt	10065211	10236598	General Norfolk	Academy for Professional Develop	605.99
Sarah Jo Sellin	10065065	10235789	General Norfolk	Agriculture	44.02
	10065231	10236630	General Norfolk	Agriculture	309.75
Scot Alan Ouderkirk	10065064	10235788	General Norfolk	Utility Line Off Campus	267.53
	10065098	10236059	General Norfolk	Utility Line Off Campus	617.78
Scott A Gray	10065138	10236398	General Norfolk	VP of Admin Services	147.40
Screenvision Direct	00508112	10236012	General Norfolk	Marketing	353.00
Scribe Opco Inc	00508212	10236254	Retail Services	Retail Services	410.43
		10236255	Retail Services	Retail Services	165.23
		10236256	Retail Services	Retail Services	148.36
		10236257	Retail Services	Retail Services	167.79
		10236258	Retail Services	Retail Services	410.43
		10236259	Retail Services	Retail Services	84.63
		10236260	Retail Services	Retail Services	417.09
Sharps Compliance Inc	00508113	10236049	General Norfolk	Safety and Security Services	676.02
Shawn R Tillotson	10065183	10236446	General Norfolk	Enterprise Architect	132.75
Shubha Krishnamurthy	10065154	10236420	General Norfolk	Information Technology Admin	321.60
Sioux City Night Patrol	10065117	10236015	College Center Operations	College Center Operations	837.00
		10236016	General South Sioux	Safety and Security Services	449.50
		10236017	General Norfolk	Safety and Security Services	17,974.73
	10065198	10236239	College Center Operations	College Center Operations	630.00
Sioux City Truck Sales Inc	00508114	10235902	General Norfolk	Truck Driving Noncredit Reimb	551.25
Skulls Unlimited International Inc	00508308	10236525	General Norfolk	Veterinary Technician	269.22
Sonia Marie Haberer	10065057	10235781	General Norfolk	Testing Services	50.25

Sonya Marie King	00508182	I0236349	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Southeastern Career Apparel	00508214	I0236207	General Norfolk	Music	64.00
Spirit Products Ltd	00508011	I0235827	Retail Services	Retail Services	210.00
		I0235828	Retail Services	Retail Services	258.00
		I0235829	Retail Services	Retail Services	300.00
		I0235830	Retail Services	Retail Services	378.00
		I0235831	Retail Services	Retail Services	495.00
	00508115	I0235921	Retail Services	Retail Services	188.75
		I0235922	Retail Services	Retail Services	179.01
	00508215	I0236361	Retail Services	Retail Services	357.60
		I0236362	Retail Services	Retail Services	333.60
		I0236363	Retail Services	Retail Services	238.50
		I0236364	Retail Services	Retail Services	382.50
		I0236365	Retail Services	Retail Services	185.00
		I0236465	Retail Services	Retail Services	367.20
Stanley Petroleum Maintenance	00508116	I0235903	General Norfolk	Operations	90.00
Staples Contract & Commercial Inc	00508012	I0235832	Retail Services	Retail Services	98.39
		I0235837	Retail Services	Retail Services	43.79
	00508216	I0236209	Retail Services	Retail Services	161.17
State of Nebraska	00508013	I0233807	General Norfolk	Library Services	(15.00)
		I0233808	General Norfolk	Library Services	(5.25)
		I0235758	General Norfolk	Library Services	750.00
	00508014	I0235820	General Norfolk	Network and Infrastructure	118.12
		I0235820	General Norfolk	Network and Infrastructure Acad	39.38
		I0235821	College Center Operations	College Center Operations	39.00
		I0235822	General Norfolk	Network and Infrastructure	71.62
		I0235822	General Norfolk	Network and Infrastructure Acad	23.88
		I0235823	General Norfolk	Network and Infrastructure	165.11
		I0235823	General Norfolk	Network and Infrastructure Acad	55.04
	00508217	I0236382	General Norfolk	Network and Infrastructure	269.95
		I0236382	General Norfolk	Network and Infrastructure Acad	89.98
State of Wyoming	00508218	I0236339	General Norfolk	Agriculture	48.38
Sterling Computers Corporation	I0065076	I0235824	General Norfolk	Facility Reservation and Events	381.50
Steven M Anderson	00508240	I0236596	General Norfolk	Board of Governors	62.98
Sun Associates Educational Technology Inc	00508015	I0235826	NSF Urban Ag ATE	Agriculture	5,437.50
Sunny Meadow Medical Clinic P.C.	00508219	I0236246	Applied Tech Division Aux	Dean of Applied Technology	15.00
		I0236247	Applied Tech Division Aux	Dean of Applied Technology	40.00
		I0236248	Applied Tech Division Aux	Dean of Applied Technology	15.00
Susan Lynn Schmielt	I0065176	I0236372	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
Syntellis Performance Solutions LLC	00508117	I0236019	Equipment and Technology	Nondepartmental	2,256.25
TAK Inc	00508118	I0235915	General Norfolk	Facility Reservation and Events	90.00
		I0235915	General Norfolk	Lifelong Learning Center Oper	0.00

TK Elevator Corporation	00508122	I0236022	College Center Operations	College Center Operations	198.34	
		I0236033	General Norfolk	Maintenance	190.00	
		I0236036	General Norfolk	Maintenance	263.20	
		I0236038	College of Nursing Operations	College of Nursing Operations	321.94	
		I0236039	Residence Life	Residence Life	261.08	
Tabitha Joy Lindahl Teeco Inc	00508119	I0236040	General Norfolk	Maintenance	261.08	
		I0065155	I0236351	BHECN PLADC Student Support 362	Behavioral Sciences Vocational	266.66
		00508016	I0235833	General Norfolk	Grounds	5.00
		00508119	I0235890	General Norfolk	Agriculture	5.00
		I0235891	General West Point	West Point Extended Campus	5.00	
		I0235892	General West Point	West Point Extended Campus	9.00	
		I0235893	General West Point	West Point Extended Campus	9.00	
		I0235894	General West Point	West Point Extended Campus	9.00	
		I0235895	General West Point	West Point Extended Campus	5.00	
		I0235896	General Norfolk	Presidents Contingency	38.00	
Terri Ann Heggemeyer The Chicago Lumber Company of Omaha	00508220	I0235897	General Norfolk	Presidents Contingency	38.00	
		I0235898	General Norfolk	Presidents Contingency	5.00	
		I0235899	General Norfolk	Presidents Contingency	16.25	
		I0235900	General Norfolk	Presidents Contingency	9.00	
		I0235901	General Norfolk	Presidents Contingency	5.00	
		I0236453	General Norfolk	Dean of Academic Outreach	30.75	
		I0236454	General Norfolk	Dean of Academic Outreach	23.50	
		I0065142	I0236404	General Norfolk	Career Services	160.80
		00508017	I0235834	House Construction	Building Construction	111.41
		The Enterprise Publishing Company Inc	00508120	I0235835	House Construction	Building Construction
I0235836	House Construction			Building Construction	17.37	
I0236045	House Construction			Building Construction	33.20	
00508221	I0236389			House Construction	Building Construction	696.26
I0236390	House Construction			Building Construction	766.42	
I0236392	House Construction			Building Construction	24.10	
I0236393	House Construction			Building Construction	42.09	
I0236450	General Norfolk			Maintenance	176.02	
00508309	I0236554			House Construction	Building Construction	20.99
I0236555	House Construction			Building Construction	59.59	
The Goal Kick LLC	00508018	00508121	I0236051	General Norfolk	Marketing	822.15
		00508310	I0236558	General Norfolk	Board of Governors	18.18
The Lincoln Electric Company	00508019	I0235838	General Norfolk	Softball	341.69	
		I0236559	General Norfolk	Soccer Mens	2,797.98	
Thermo King Christensen Thomas Byron Hoile	00508020	I0235559	General Norfolk	Welding	1,500.00	
		I0235839	General Norfolk	Welding	600.00	
Thomas Byron Hoile	I0065145	I0235793	Diesel Repair Parts	Diesel Technology	429.23	
		I0236408	General Norfolk	SkillsUSA	132.75	

Timothy John Schnebel	00508307	I0236561	General Norfolk	Major Repair and Renovation	2,800.00
Tina Marie Mazuch	I0065159	I0236425	General Norfolk	Health Information Mgmt Systems	50.00
		I0236426	General Norfolk	Health Information Mgmt Systems	125.98
		I0236427	General Norfolk	Health Information Mgmt Systems	827.86
Tina Marie Monteith	I0065164	I0236432	General Norfolk	EMT Paramedic Noncredit Reimb	131.32
Tony Milenkovich	I0065162	I0236430	General Norfolk	Diesel Technology	211.05
Tonya Sue Hood-Hytrek	I0065059	I0235784	Adult Education HS Equivalency	Adult Education	107.20
Tosca Lee	00507987	I0234417	General Norfolk	English General Academic	200.00
Traco Medical	00508312	I0236560	General Norfolk	Maintenance	136.71
Trane	00508123	I0235904	General Norfolk	Maintenance	617.60
		I0235905	College of Nursing Operations	College of Nursing Operations	669.35
	00508222	I0236397	General Norfolk	Maintenance	435.75
Transact Campus Inc.	00508124	I0236050	General Norfolk	Union 73	2,209.20
Trentee L Bush	I0065212	I0236599	General Norfolk	Horticulture	364.71
Trevor Alan Bailey	I0065127	I0236286	General Norfolk	Information Technology	140.17
		I0236287	General Norfolk	Information Technology	677.63
TrueDialog Inc.	00508223	I0236399	General Norfolk	Recruiting	749.60
		I0236399	General Norfolk	Student Success	749.59
Ultimate Consulting IT	00508224	I0236242	General Norfolk	Web and Enterprise Systems	104.00
		I0236242	General Norfolk	Web and Enterprise Systems Acad	26.00
United Parcel Service Inc	I0065077	I0235754	Print Services	Print Services	32.90
		I0235755	Retail Services	Retail Services	87.29
	I0065118	I0235924	Print Services	Print Services	32.90
		I0235925	Retail Services	Retail Services	75.73
	I0065199	I0236225	Retail Services	Retail Services	365.51
		I0236227	Print Services	Print Services	32.90
	I0065241	I0236562	Print Services	Print Services	32.90
		I0236563	Retail Services	Retail Services	117.22
United States Postal Service	00508225	I0236285	Retail Services	Retail Services	2,040.00
Veritas Inc	00508021	I0235825	Agriculture Production	Agriculture	25,044.66
Veyra Escudero Rivera	00507979	I0235772	NE DHHS School Nurse Scholars	Nursing	2,000.00
Victory Too LLC	00508226	I0236414	Retail Services	Retail Services	737.08
Vista Energy Marketing LP	00508125	I0236053	General Norfolk	Utilities	16,965.46
Vital Topco LP	00508227	I0236210	Retail Services	Retail Services	382.50
		I0236214	Retail Services	Retail Services	21,291.74
Voyager Fleet Systems Inc	00508313	I0236703	Agriculture Production	Agriculture	36.99
		I0236703	General Norfolk	Agriculture	121.20
		I0236703	College Center Operations	College Center Operations	89.65
		I0236703	Driver Training Noncredit Non Reimb	Driver Training Noncredit Nonreimb	18.88
		I0236703	General Norfolk	Presidents Office	127.15
		I0236703	Transportation Center	Transportation Center	485.73
		I0236703	General Norfolk	Truck Driving Noncredit Reimb	4,839.65

		I0236703	General Norfolk	Utility Line Off Campus	1,439.86
		I0236703	General Norfolk	Utility Line On Campus	917.39
WJAG Inc	00508233	I0236202	General Norfolk	Marketing	130.00
		I0236203	General Norfolk	Marketing	150.00
Wal-Mart	00508228	I0236302	Student Services	Student Services Student Activity	388.74
		I0236306	Residence Life	Residence Life	51.87
		I0236321	Student Services	Student Services Student Activity	9.00
		I0236324	Student Services	Student Services Student Activity	35.92
		I0236325	Student Services	Student Services Student Activity	494.04
		I0236329	Job Fair	Career Services	56.01
		I0236334	General Norfolk	Tutor and Writers Clinic	92.01
		I0236337	General Norfolk	Recruiting	11.94
		I0236342	Student Services	Student Services Student Activity	506.04
		I0236346	Student Services	Student Serv Leadership Training	88.70
		I0236350	Student Services	Stu Serv Student Leadership Assn	100.70
		I0236353	General South Sioux	Recruiting	21.44
		I0236357	General South Sioux	South Sioux City Extended Campus	35.12
		I0236359	Student Services	Student Services Fee	852.86
		I0236366	Student Services	Student Services Fee	636.68
		I0236367	Student Services	Student Services Fee	248.00
Walmsley Hay Company Inc	00508126	I0236162	Agriculture Production	Agriculture	150.00
		I0236163	Agriculture Production	Agriculture	130.00
	00508314	I0236706	Agriculture Production	Agriculture	135.00
Warren Garage Door	00508315	I0236637	General Norfolk	Maintenance	1,055.75
		I0236708	Capital Improvement Norfolk	Nondepartmental	16,330.50
West Point Broadcasting	00508127	I0236082	General Norfolk	Marketing	340.00
Western Pathology Consultants	00508129	I0235912	Applied Tech Division Aux	Dean of Applied Technology	32.00
		I0235912	General Norfolk	Truck Driving Noncredit Reimb	32.00
		I0235913	Applied Tech Division Aux	Dean of Applied Technology	128.00
		I0235914	Applied Tech Division Aux	Dean of Applied Technology	32.00
	00508229	I0236238	General Norfolk	Compliance	62.00
Wichita Water Conditioning Inc	00508022	I0235840	General Norfolk	Maintenance	9.50
		I0235845	General Norfolk	Maintenance	19.00
		I0235846	General Norfolk	Maintenance	14.50
		I0235847	Residence Life	Residence Life	19.00
		I0235848	General Norfolk	Maintenance	9.50
		I0235849	General Norfolk	Maintenance	19.00
		I0235850	General Norfolk	Maintenance	9.50
		I0235851	Cafeteria	Cafeteria	66.50
		I0235852	College of Nursing Operations	College of Nursing Operations	38.00
		I0235853	General Norfolk	Maintenance	9.50
	00508130	I0236066	Cafeteria	Cafeteria	85.50

		I0236068	Residence Life	Residence Life	19.00
		I0236069	General Norfolk	Maintenance	67.00
		I0236076	General O'Neill	O'Neill Extended Campus	9.50
		I0236077	General O'Neill	O'Neill Extended Campus	5.00
	00508230	I0236461	General O'Neill	O'Neill Extended Campus	40.00
	00508316	I0236583	Residence Life	Residence Life	47.50
		I0236584	Cafeteria	Cafeteria	142.50
Wilkins Architecture Design Planning LLC	00508131	I0236074	Maclay Building	Nondepartmental	10,685.73
		I0236075	SSC CDL Driving Range	Nondepartmental	5,625.10
Wilmes Hardware Inc	00508023	I0235857	College Center Operations	College Center Operations	47.91
	00508317	I0236575	College Center Operations	College Center Operations	23.98
Wilson Tool Service LLC	00508231	I0236241	General Norfolk	Diesel Technology	308.90
WinCraft Inc	00508132	I0235927	Retail Services	Retail Services	338.28
Winsupply Norfolk Ne Co	00508024	I0235858	General Norfolk	Heating Ventilation and Air Cond	72.86
		I0235860	General Norfolk	Heating Ventilation and Air Cond	37.99
		I0235861	General Norfolk	Maintenance	18.98
		I0235862	General Norfolk	Maintenance	127.23
		I0235863	General Norfolk	Maintenance	72.55
		I0235864	General Norfolk	Maintenance	(194.24)
		I0235865	General Norfolk	Maintenance	124.66
		I0235866	General Norfolk	Maintenance	22.97
		I0235868	General Norfolk	Maintenance	139.50
	00508133	I0235920	General Norfolk	Maintenance	19.36
		I0235923	General Norfolk	Maintenance	29.70
	00508232	I0236407	House Construction	Building Construction	2,647.27
		I0236416	House Construction	Building Construction	2,647.27
	00508318	I0236533	General Norfolk	Maintenance	77.71
		I0236534	General Norfolk	Maintenance	5.76
		I0236535	General Norfolk	Maintenance	65.11
		I0236557	General Norfolk	Maintenance	1,386.00
		I0236705	General Norfolk	Maintenance	297.00
		I0236717	General Norfolk	Heating Ventilation and Air Cond	103.40
		I0236718	General Norfolk	Heating Ventilation and Air Cond	209.09
Wintex Agro USA	00508025	I0235753	CHS Precision Ag	Agriculture	10,132.00
Wyatt Kirk Barnes	00508244	I0236672	General Norfolk	SkillsUSA	134.65
ZOHO Corporation	00508319	I0236556	General Norfolk	Network and Infrastructure	4,468.50
		I0236556	General Norfolk	Network and Infrastructure Acad	1,489.50
Zoetis US LLC	00508134	I0235889	General Norfolk	Veterinary Technician	85.69
	00508235	I0236448	General Norfolk	Veterinary Technician	11.90
Zoubek Oil Company	00508135	I0235907	Agriculture Production	Agriculture	1,439.60
Adam Robert Geiger	00205627	S0085450	Student Refunds		250.00
Adelia Maryann Koehler	00205630	S0085452	Student Refunds		295.00

Adrian Jeremiah Robinson	00205635	S0085440	Student Refunds	500.00
Alejandra Gonzalez	00205646	S0085479	Student Refunds	384.00
Allison Nicole O'Connor	!0065050	S0085421	Student Refunds	128.00
Alondra Figueroa	!0065083	S0085430	Student Refunds	540.00
Ashlee Kay Dailey	00205642	S0085474	Student Refunds	57.00
Bethany Leeann Owens	00205632	S0085453	Student Refunds	40.00
Brianna Jo Aguilera	00205617	S0085425	Student Refunds	500.00
		S0085431	Student Refunds	500.00
Caleb N Nicola	00205622	S0085423	Student Refunds	1,000.00
Clay Alan Patrick	!0065085	S0085426	Student Refunds	500.00
		S0085436	Student Refunds	500.00
ContiTech USA Inc	00205619	S0085434	Student Refunds	320.00
		S0085435	Student Refunds	320.00
Courtney Ann Tower	00205637	S0085443	Student Refunds	1,647.50
	00205650	S0085477	Student Refunds	2,722.00
Damien Michael Erickson	00205644	S0085475	Student Refunds	192.00
Dani Elizabeth Andersen	00205639	S0085460	Student Refunds	726.40
Dillon Dale Santee	00205636	S0085446	Student Refunds	121.00
Elijah Ryan Williams	!0065086	S0085429	Student Refunds	486.00
Gage J Racek	00205615	S0085417	Student Refunds	3,523.00
		S0085419	Student Refunds	1,602.00
Gage N Osweiler	00205631	S0085447	Student Refunds	486.00
Halanyis Milian Auld	!0065084	S0085428	Student Refunds	128.00
Hamilton Telecommunications	00205621	S0085438	Student Refunds	835.00
Hudson Brady Barger	00205618	S0085427	Student Refunds	128.00
Iris Lexus Stange	00205649	S0085463	Student Refunds	936.10
Jake Vernen Ussery	00205651	S0085478	Student Refunds	1,995.00
James Lindsay Boyd	00205641	S0085472	Student Refunds	295.00
James William Phelps	00205633	S0085454	Student Refunds	250.00
Jayden Roxane Fellows	00205610	S0085415	Student Refunds	500.00
Jazman Marie Ellington	00205643	S0085461	Student Refunds	45.00
Jessa Rae Backer	00205640	S0085469	Student Refunds	391.08
		S0085470	Student Refunds	541.72
Jesus Alberto Diaz	00205620	S0085424	Student Refunds	594.00
Jill Kathleen Schenzel	!0065051	S0085410	Student Refunds	387.00
Jimmy Joseph Phelps	00205634	S0085455	Student Refunds	250.00
Leslie Magdalena Gabino	00205611	S0085412	Student Refunds	384.00
Mat Hoth Tut	00205616	S0085416	Student Refunds	1,452.35
Megan Joyce Wesemann	!0065052	S0085422	Student Refunds	128.00
Megan Kate Heffernan	!0065208	S0085464	Student Refunds	63.32
Miranda Marie Langer	00205612	S0085418	Student Refunds	175.00
Nancy Enriquez	!0065126	S0085444	Student Refunds	18.50

Rachel Marie Hines	00205647	S0085466	Student Refunds		247.50
Reilly Elizabeth Donscheski	00205626	S0085445	Student Refunds		22.40
Robert Henry Layton	00205648	S0085476	Student Refunds		1,105.00
Ryan Lucas Gonzales	00205629	S0085456	Student Refunds		2,508.00
Samuel Gillaspie	00205645	S0085465	Student Refunds		175.00
Sandra Jean Dempsey	00205625	S0085448	Student Refunds		40.00
Sawyer Reed McGill	10065049	S0085409	Student Refunds		2,395.00
Seth Lee Williams	00205638	S0085442	Student Refunds		1,185.00
Shon Thomas Buermann	10065125	S0085441	Student Refunds		1,550.00
		S0085449	Student Refunds		750.00
	10065207	S0085459	Student Refunds		150.00
		S0085473	Student Refunds		150.00
Siouxland Human Investment Partnership Inc	00205623	S0085439	Student Refunds		387.00
Skylar Michelle McKennis	00205613	S0085411	Student Refunds		384.00
Talthia Lynn Smith	00205624	S0085437	Student Refunds		45.00
Teun Johan Victor Van Der Donk	10065209	S0085462	Student Refunds		175.00
Trenton Lee Naber	00205614	S0085413	Student Refunds		500.00
Ty Augustus Geiger	00205628	S0085451	Student Refunds		250.00
Veyra Escudero Rivera	00205609	S0085420	Student Refunds		128.00
Flexible Benefit Administrators Inc.	02000051	10236041	125 Plan	Nondepartmental	7,325.62
	02000052	10236279	125 Plan	Nondepartmental	452.30
<b>Total Bills Paid:</b>					<b>\$2,179,601.14</b>



March 2024 Sales Tax	J0023313	General Fund	1,752.26
Merchant Fees-Web March 2024	J0023288	General Fund	1,806.67
Rec Clover Merchant Fees- Mar 2024	J0023291	General Fund	162.74
Rec Clover Merchant Fees- Mar 2024	J0023291	General Fund	46.38
Rec Clover Merchant Fees- Mar 2024	J0023291	General Fund	1,059.27
Record CardConnect Fee - March 2024	J0023289	General Fund	15.00
Shift4 Bkstr Merch Fee- Mar (store)	J0023286	General Fund	415.23
Shift4 Bkstr Merch Fee-Mar (online)	J0023287	General Fund	133.91
<b>Total General Fund EFT's:</b>			<b>5,391.46</b>

---

**Total Debt Service Fund EFT's:** -

---

1st Qtr Alabama Unemployment tax	J0023280	Payroll Fund	3.00
Alabama State Tax - March 2024	J0023279	Payroll Fund	19.17
BCBS - April 2024 premiums	J0023315	Payroll Fund	394,209.73
Child Support BW8	J0023301	Payroll Fund	395.67
Child Support BW9	J0023334	Payroll Fund	395.67
Disability Insurance - March 2024	J0023289	Payroll Fund	11,372.50
Kansas State Unemploy Tax 1st Qtr	J0023297	Payroll Fund	378.00
Life Insurance - March 2024	J0023270	Payroll Fund	10,514.84
Minnesota State Tax - 1st Qtr 2024	J0023296	Payroll Fund	40.00
Nebraska State Tax - March 2024	J0023281	Payroll Fund	116,193.32
Omnify Cobra Eligible Fee- Mar 2024	J0023346	Payroll Fund	38.70
Oregon State Tax - 4th Qtr	J0023298	Payroll Fund	1,693.16
Oregon Trimet - 4th Qtr	J0023298	Payroll Fund	183.27
Payroll Taxes BW8	J0023302	Payroll Fund	66,598.52
Payroll Taxes BW9	J0023339	Payroll Fund	90,951.02
Payroll Taxes MN4	J0023333	Payroll Fund	527,254.83
Payroll Transfer BW8	J0023295	Payroll Fund	242,281.61
Payroll Transfer BW9	J0023330	Payroll Fund	305,596.07
Payroll Transfer MN4	J0023320	Payroll Fund	1,482,158.25
Payroll Transfer MN4	J0023332	Payroll Fund	908.41
TIAA Cref BW8	J0023303	Payroll Fund	45,894.44
TIAA Cref BW9	J0023335	Payroll Fund	46,788.58
TIAA Cref MN4	J0023331	Payroll Fund	341,105.34
Transfer Cafeteria BW8	J0023300	Payroll Fund	1,249.71
Transfer Cafeteria BW9	J0023336	Payroll Fund	1,249.71
Transfer Cafeteria MN4	J0023321	Payroll Fund	16,949.38
VSP Vision Care 3/18/24 stmt	J0023290	Payroll Fund	3,951.46
VSP Vision Care 4/18/24 stmt	J0023347	Payroll Fund	3,964.71

---

---

<b>Total Payroll Fund EFT's:</b>	<b>3,712,339.07</b>
----------------------------------	---------------------

---

---

<b>Total Bills Paid and EFT's:</b>	<b>5,897,331.67</b>
------------------------------------	---------------------



08.1

Board of Governors  
Governance Committee  
Monday, April 29, 2024  
8:30 a.m.

Attendees: Dirk Petersen, Chairperson; Donovan Ellis; Julie Robinson, Scott Gray, Liaison; Carol Sibbel @ 8:40 a.m.

Absent: Diane Davies

### NOTES

1. Content Review (CR) – Review policy content and provide suggestions for revisions.
  - a. GP-09 Board and Committee Expenses – Policy content was reviewed and there were no suggestions for revision.
2. Board Self-Evaluation – Review and determine whether the Board has been practicing consistently with the policy.
  - a. GP-09 Board and Committee Expenses – The Board Self-Evaluation of the policy was completed, and there are no concerns.
3. Policy Items on Board Meeting Agenda
  - a. The following policy is recommended for First Reading for deletion:
    - i. BP-5113 Residency Policy – The policy content is taken from statute and was incorporated into AP-5193.0 Student Residency Guidelines. It is also covered in EL-01 Treatment of Students, #6.
  - b. The following policies are recommended for Second 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.
4. Governance Coach Assessing Monitoring Reports online course – Scott provided an update regarding his completion of the online self-guided course that also included open sessions for questions and sharing of documents. The information received would be beneficial for training of new Board members or as a refresher for all Board members during a retreat. The Committee will continue to review and evaluate the information and will determine how it would best be shared with the Board. A question arose regarding whether the Board’s discussion of the monitoring reports and how they relate to the president’s performance evaluation should take place in a closed session with feedback given by the Chair. Closed sessions tend to cause concern with the media and can be awkward. A

suggestion was made to state that the Board reserves the right to go into closed session on the meeting agenda each month when there is a monitoring report. Then, it is on the agenda, and it would not be a surprise if the Board chooses to do it. Scott will talk with Dr. Barrett, and the Committee will have further discussion at their next meeting.

5. Next Meeting Date/Time – May 30, 2024, at 1:30 p.m.



Origination 12/2021  
 Last Approved 12/2021  
 Effective 12/2021  
 Last Revised 12/2021  
 Next Review 05/2024

Owner Scott Gray: Vice President of Administrative Services and Gene  
 Area Board Policies - Governance Process  
 Policy/ Procedure Number GP-09

## Board and Committee Expenses

As provided by NE Code §85-1509 and the Local Government Miscellaneous Expenditures Act §13-2202 Board members shall not receive a per diem but may be reimbursed for their actual and necessary expenses incurred in the conduct of their Board duties. This includes all Board and Board committee meetings, conference, professional development activity, as well as any meeting attended at the direction of the Board.

### Approval Signatures

Step Description	Approver	Date
------------------	----------	------

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

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

**Policy Number:** GP-09 Board and Committee Expenses    **Time period being monitored:** 01/2021 – 05/9/2024    (usually a one-year period)

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

What specific actions could we take to continually improve our application of this policy?

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

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

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

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

WHEN will we reassess our progress?

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



Policy Governance® is a registered service mark of Dr. John Carver. Used with permission.

The Governance Coach™ [www.governancecoach.com](http://www.governancecoach.com) Head Office (403) 720-6282

© The Governance Coach, 2002 – 2021



Active

 Info

# Residency Policy

**08.1-03.a.i**

## 1. POLICY REASON/PURPOSE/INTENT

To establish guidelines for determining student residency.

## 2. DEFINITIONS

N/A

## 3. POLICY

1. Northeast Community College shall establish Residency Guidelines and Procedures for determining a student's residency status. These guidelines and procedures will be established as an administrative procedure and made available in the College Catalog.

## 4. APPLICABILITY

N/A

Active

# Student Residency Guidelines

## 1. PROCEDURE SUMMARY STATEMENT

To establish guidelines for determining student residency.

## 2. DEFINITIONS

For the purpose of this procedure, the following definitions shall apply:

1. Nebraska Resident Tuition – the Nebraska resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
2. Bordering State Resident Tuition – the bordering state (Colorado, Iowa, Kansas, Missouri, South Dakota and Wyoming) resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
3. Nonresident Tuition – the nonresident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
4. Legal Age – the age of majority (age 19) set by Nebraska state statute.
5. Minor – individuals who have not reached the age of majority.
6. Emancipated Minor – an individual who by virtue of marriage, financial status, or for other reasons has become independent of his or her parents or guardians.
7. Established a Home (phrase) – an individual who is habitually present for a minimum period of one hundred eight days in Nebraska or a bordering state immediately prior to applying for resident status with the bona fide intention of making Nebraska or such bordering state his or her permanent residence. On-campus housing cannot be considered as a domicile or permanent residence for establishing residency.
8. Lawful Permanent Resident – an individual who is not a U.S. citizen who has been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with immigration laws.

## 3. PROCEDURE

### 1. Requirements for Residency

1. An individual will qualify as a resident of the State of Nebraska or bordering states for tuition purposes at Northeast Community College if they meet the standards set in any one of the following categories. Documented proof is required (See section 2.2).

1. A person of legal age or an emancipated minor who has established a home in Nebraska or a bordering state.

2. A minor whose parent(s) or guardian has established a home in Nebraska or a bordering state. If a student has matriculated in any state postsecondary educational institution while their parent(s) or guardian(s) had an established home in this state and the parent(s) or guardian(s) ceases to reside in the state, the student will maintain their residency status.
3. A person of legal age and a dependent, for federal income tax purposes, of parent(s) or guardian who has established a home in Nebraska or a bordering state.
4. An individual who is married to a person who has established a home in Nebraska or bordering state and who has proof of residence in Nebraska or a bordering state. (A copy of the marriage certificate must be provided in addition to documentation requirements in section 3.2)
5. Lawful permanent residents or individuals who have been granted asylum or refugee status and who have established a home in Nebraska or a bordering state.
6. An individual who is a staff member or dependent of a staff member at the College.
7. An individual on active duty with the armed services of the United States and has been assigned a permanent duty station in Nebraska, or a dependent or spouse of such individual.
8. An individual who has served a period of not fewer than ninety (90) days in the active United States military and has been discharged within three (3) years of the initial enrollment date at the College, or the spouse or dependent of such individual, or an individual using military educational benefits under the Post 9/11 or Montgomery GI Bill<sup>®</sup>.
9. A student currently serving in the Nebraska National Guard.
10. A person who is qualified for a national service educational award or summer of service award from the National Service Trust of the United States.
11. For Nebraska resident tuition rate only: An individual who is a graduate of an accredited Nebraska high school and who meets the requirements of Nebraska law found in Neb. Rev. Stat. §85-502(9) or an individual who has previously been enrolled at the College as a Nebraska resident student.

## 2. Documentation

1. Individuals identified in sections 1.1.1 through 1.1.5 must provide at least three (3) of the following items. All documents must be dated at least one hundred eighty days prior to the first day of classes and must reflect the individual's name.
  1. Record of Nebraska or bordering state voter registration;
  2. Nebraska or bordering state income tax return for the most recent year;
  3. Nebraska or bordering state driver's license;
  4. Nebraska or bordering state vehicle registration;
  5. Evidence of ownership of Nebraska or bordering state property;
  6. Nebraska or bordering state housing rental agreement;

7. Nebraska or bordering state insurance policy;
8. Evidence that parent(s) as Nebraska or bordering state resident(s) claim(s) the student as a dependent; or
9. Other documentation as approved by the Registrar.

### 3. Application

1. Any student who has been classified as a nonresident for tuition purposes and believes that he or she may qualify as a Nebraska or bordering state resident must file a Request for Nebraska or Bordering State Residency Status form with the Registrar by the first day of the term for which the tuition fee was charged.
2. The Request for Nebraska or Bordering State Residency Status form, as well as further information regarding residency classification, is available from the Admissions & Registration Office.
3. It is the student's responsibility to initiate a change in residency status.

### 4. Appeals

1. An individual who believes that he or she has been incorrectly denied a Nebraska or bordering state residency determination may appeal the decision through the Vice President of Student Services.

## 4. APPLICABILITY

N/A

Active

## 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

08.1-03.b.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](mailto: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 Approved N/A  
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

08.1-03.b.i  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.
-

Active

## 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

### 1. PROCEDURE SUMMARY STATEMENT

To establish a general hiring process at the College.

### 2. DEFINITIONS

N/A

### 3. PROCEDURE

- 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.
- 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

COPY

Active

 Info**08.1-03.b.ii**

## 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

08.1-03.b.ii  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.
-

08.1

# NECC POLICY GOVERNANCE

May 1, 2024 by Governance Committee Chair Dirk Petersen

# DEVELOPMENT OF OUR NEW POLICY

- 2020
  - Steve Anderson recommended we look at a new Board Governance Policy
  - The Board decided in early 2020 to pursue developing a new Policy based on John Carver's Policy Governance Model.
  - Every Board Member went through 9 online training modules the second half of the year led by our Governance Coach Rose Mercier of the Policy Governance company.
- 2021
  - Every month the Governance Committee reviewed new policies and met with Rose to revise and finalize. This took 100's of man-hours to complete
  - By December we were ready to launch the new Governance Policy! We went live on 1/1/22!

# NECC Board's Role

- The Board is the link between the Owners and NECC. The Owners are the residents of the 20 county area including constituents.
- The Board has accountability to the Stakeholders. The Stakeholders are those that rely on NECC for specific needs. NECC's Stakeholders (other than Owners) include students, employees, customers, vendors, donors, high schools, companies and other entities. The President is responsible for making sure the Stakeholders are taken care of.
- Since Customers can be Owners too, the Owner part of the Customer relationship belongs to the Board.
- A Board is not “super management”, it is ownership one step down. The Board is the link between Owners and the President directing and controlling NECC for the Owner's benefit. The Board does not manage or advise the President, rather it governs.

# POLICY GOVERNANCE SYSTEM

- Policy Governance is a purpose-designed system.
  - A system and not a collection of best practices.
- The System has elements of Accountability, Direction and Control and are the 3 main jobs of the Board. All elements need to be present for the System to work properly.
  - Accountability- maintain a connection to Owners to understand their perspectives and needs.
  - Direction- Setting written policies that specify benefits, beneficiaries and worth (Ends).
  - Control- Setting policies that constrain imprudent and unethical management; setting policies for the Board's own work; monitoring performance to assure the President is in compliance with the policies.

# VALUE OF THE SYSTEM

- Systems is designed so all the parts work together to allow the Board to:
  - Provide visionary leadership.
  - Ensure organizational protection.
  - Empower delegation.
  - Require rigorous delegation from those to whom it delegates, and
  - Be truly accountable to those on whose behalf it governs.



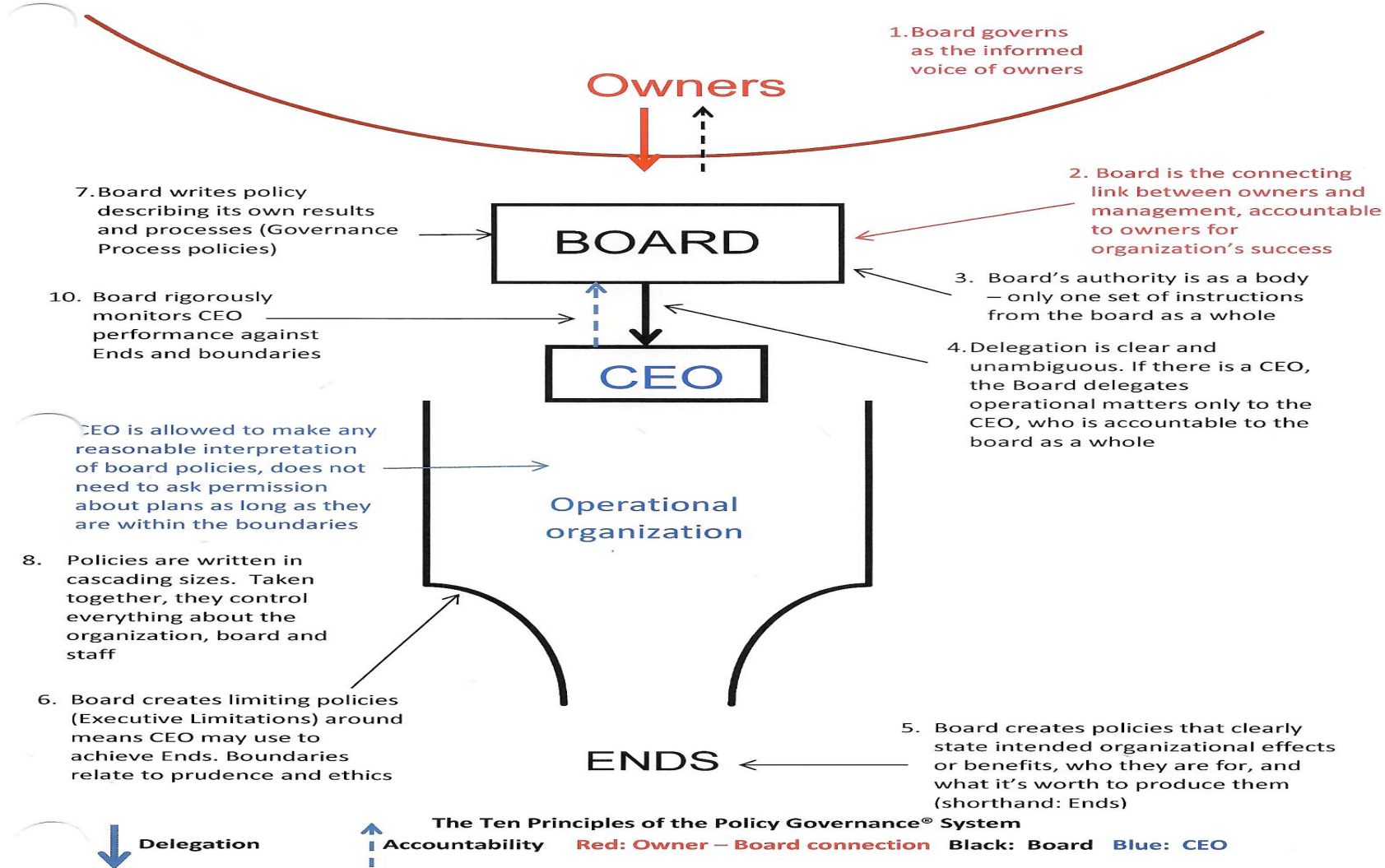
# 10 PRINCIPLES OF THE POLICY GOVERNANCE SYSTEM

- 1. The Board governs as the informed voice of Owners.
- 2. The Board is the connecting link between Owners and management, accountable to Owners for NECC's success.
- 3. The Board's authority is as a body- only one set of instructions from the Board as a whole.
- 4. The Board's delegation is clear and unambiguous. The Board delegates operational matters only to the President who is accountable to the Board as a whole.
- 5. The Board creates policies that clearly state intended organizational effects or benefits, who they are for, and what it's worth to produce them (Ends).

## 10 PRINCIPLES OF THE POLICY GOVERNANCE SYSTEM-cont'd

- 6. The Board creates limiting (Executive Limitations) around means the President may use to achieve ENDS. The boundaries relate to prudence and ethics.
- 7. The Board writes policy describing its own results and processes (Governance Process policies).
- 8. The policies are written in cascading sizes. Taken together, they control everything about NECC, Board and Staff.
- 9. The Board's delegation is clear and unambiguous.
- 10. The Board rigorously monitors the President's performance against Ends and Executive Limitations.

Module 2



## POLICY GOVERNANCE IS A COMPLETE SYSTEM THAT HELPS THE BOARD:

- Be accountable in the position of trust in which it is has placed by its ownership.
- Provide strategic leadership to the organization- its key responsibility- by clearly defining, on behalf of this ownership, what needs are to be met, for whom and at what cost or worth.
- Distinguish clearly between Ends and Means. The Board defines in writing its expectations about the intended effects to be produced, the intended recipients of those effects and the intended worth (cost-benefit or priority). All decisions about effects, recipients and worth are Ends decisions. All decisions about issues that do not fit the definition of Ends are means decision. The Board defines the job results, practices, delegation style and discipline that makes up its own job. These are means decisions, categorized as Governance Process Policies and Board-President Delegations Policies.
- Be involved in appropriate decisions without meddling or rubber stamping.
- Set parameters for acceptable organizational performance and for itself by establishing broad policies in four logical categories that make intuitive sense.

**POLICY CATEGORY : ENDS- What good or benefit the organization is to produce, for which recipients, at what worth. (*Why does the College exist?*)- *Ends Policy E-00***

- **Northeast Community College exists so that:**
  
- Students have learning opportunities that enable them to contribute to the economic and social vitality of the service area at a cost that demonstrates prudent use of taxpayers' money.
  
- Further
  - 1. Students have pathways to achieve academic and/or career goals.
    - Students can easily transfer credits to other education institutions.
    - High school students can obtain dual credits.
    - Students develop workforce skills necessary to meet demand of businesses in service area.
    - Students are aware of the academic standards required to achieve college success.
  - 2. Diverse populations of students experience learning and academic success responsive to their unique needs.
  - 3. Students have access to affordable education and training.
  - 4. Students have access to a college experience that includes campus living and student activities.

# OTHER POLICY CATEGORIES

- **Executive Limitations Policies** - Constraints on executive authority that establish the boundaries of prudence and ethics within which all executive activity and decisions must take place. (*What is the broadest level of rules the President must comply with while operating the College?*)- **12 Policies EL-00 thru EL-11**
- **Governance Process Policies** - Specification of how the Board conceptualizes, carries out, and monitors its own task. (*How does the Board govern itself?*)- **21 Policies GP-00 thru GP-17 plus GP-8.1, GP-8.2, GP-8.3**
- **Board-President Delegation Policies** - How authority is delegated, and how is its proper use monitored, including the President's role, authority, and accountability. (*What authority is delegated to the President and how does the Board monitor his/her work?*)- **7 Policies BPD-00 thru BPD-06**

# NECC GOVERNANCE PROCESS POLICY IN ACTION

- The Ownership Linkage Committee provides an important conduit for interacting with our Owners, Customers and Stakeholders to make sure our Policies are taking care of them.
- Our President and her staff provide input and feedback to the Board regarding their interaction with Owners, Customers and Stakeholders to make sure our Board knows what is going on and that we don't govern in a vacuum.
- The Governance Committee meets approximately 2 weeks prior to every regular Board of Governors Meeting.
- The Governance Committee follows the Board Planning CYCLE and Agenda Control.

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

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



# NECC GOVERNANCE PROCESS POLICY IN ACTION- cont'd

- Board Planning CYCLE and Agenda Control
  - The last 3 columns of CYCLE involves the Governance Policy review items. Those columns are "Governance Process Decisions", "Executive Limitations (EL)" and "Monitoring President & Board Self Evaluation".
  - Every Year the Governance Committee does Content Review of every Executive Limitations (EL-xx) Policy and the Global Ends Policy E-00. The Committee recommends any changes to a given policy to the full Board. To implement changes there is a First Reading with a vote and a Second Reading with a vote.
  - Within a 4 year period the Governance Committee does Content Review of the Governance Process Policies (GP-xx) and the Board President Delegation Policies (BPD-xx) and recommended changes require the First Reading and Second Reading process. In addition a Board Self Evaluation is completed by the full Board of the Governance Process Policies.

# NECC GOVERNANCE PROCESS POLICY IN ACTION- cont'd

- Monitoring is comparing actual performance to reasonable interpretation of the policy.
  - Monitoring can be an internal Monitoring Report, an external report and/or direct inspection.
  - Monitoring Reports (internal) are completed by the President. A report is done for every Executive Limitation Policy each year.
  - Monitoring Report Components
    - President's explicit interpretation of the Board's Policy statement.
    - Rational for why the Board should accept this interpretation as reasonable.
    - Evidence of compliance with the reasonable interpretation of the policy (achievement of the End or non-violation of the Executive Limitation).
  - The President's performance should be based on a cumulative summary of the Board assessments of Monitoring Reports throughout the year.

# NECC GOVERNANCE PROCESS POLICY IN ACTION- cont'd

- It is the responsibility of all Board Members to make sure the Board and President are abiding by the Board Governance Policies. If a Board Member or the President brings up a situation, the Member or President should explain the reason why there is an issue. The Board will decide whether the situation requires action and/or changes to the Policy.
- Policies can be changed at any time by the Board if deemed necessary or conditions change. This is done by a presentation of the change and the reason the Policy should be changed. Changes can be implemented by the First Reading and Second Reading Process.

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 6<sup>th</sup>. 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

### Northeast Community College - SSI - Midwestern Region 2018-2021

Scale \_\_\_\_\_  
 Concern for the Individual

S/C	No	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

### Northeast Community College - SSI - Midwestern Region 2018-2021

Scale \_\_\_\_\_  
 Responsiveness to Diverse Populations

S/C	No	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	5.96	5.83	1.33	1.43	0.34	**
82		Institution's commitment to evening students?	6.24	6.24	1.09	0.00	5.94	5.91	1.38	1.35	0.30	**
83		Institution's commitment to older, returning learners?	6.19	6.13	0.98	0.06	5.85	5.85	1.40	1.40	0.28	*
84		Institution's commitment to under-represented populations?	6.13	6.13	1.16	0.00	6.01	6.01	1.32	1.32	0.37	***
85		Institution's commitment to commuters?	6.38	6.38	0.98	0.00	6.01	6.01	1.32	1.32	0.37	***
86		Institution's commitment to students with disabilities?	6.38	6.38	0.98	0.00	6.01	6.01	1.32	1.32	0.37	***

# Northeast Community College - SSI 05/2022



## Northeast Community College - SSI National Community Colleges - Midwestern Region 2018-2021

S/C	No	Item	Importance	Satisfaction	SD	Gap	Importance	Satisfaction	SD	Gap	Difference	SS
	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-lit 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 National Community Colleges - Midwestern Region 2018-2021

S/C	No	Item	Importance	Satisfaction	SD	Gap	Importance	Satisfaction	SD	Gap	Difference	SS
	5	The personnel involved in registration are helpful.	6.43	6.27	0.98	0.16	6.34	5.83	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	***



**ATTENDANCE**

**BOARD OF GOVERNORS**

Jeffrey Scherer, Chairperson.....	Present
Donovan Ellis, Vice-Chairperson .....	Present
Nicole Sedlacek, Secretary .....	Present
Del Ames .....	Present
Steve Anderson .....	Present
Diane Davies.....	Present
Dr. Terry Nelson .....	Present
Dirk Petersen.....	Absent-Excused
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
- Diane Reikofski, Executive Assistant to the President
- Carly Krause, Director of Compensation and HR Compliance
- Renee Peters, Executive Director of Security and Technology Services
- Mason Zimmerer, Development Officer
- Matt McCarthy, Instructor-Director, Criminal Justice Program
- Michela Keeler-Strom, Director of Academic Outreach
- Dr. Ted DeTurk, ESU2/P2T
- Cheryl Kreikemeier, ESU2/P2T

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, April 18, 2024 at the West Point Extended Campus, 202 Anna Stalp Ave., West Point, NE.

**1. ADOPT AGENDA**

Chairperson Scherer convened the meeting at 12:38 p.m.

**MOTION** by Del Ames **SECONDED** by Carol Sibbel to adopt the Agenda of the April 18, 2024 Regular Meeting. Official Notice of the meeting was posted on the Northeast Community College website, published in the *West Point News*, and published in the *Norfolk Daily News* on Friday, April 12, 2024.

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

**2. 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 April 18, 2024 Board of Governors Meeting agenda and all printable supporting documents.

**3. CLOSED SESSION**

At 12:41 p.m., **MOTION** by Del Ames, **SECONDED** by Nicole Sedlacek, to enter into Closed Session for the purpose of the evaluation of the job performance which is necessary to prevent needless injury to the reputation of a person, and to reconvene to the public meeting upon the conclusion of discussion.

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

**Voting No:** None

**Absent:** Petersen **MOTION CARRIED**

Nicole Sedlacek excused herself from the meeting at 1:26 p.m.

Reconvened to the public meeting at 2:04 p.m.

**4. COMMITTEE REPORTS**

**4.1 Governance Committee**

- The Governance Committee met on April 3, 2024 via Zoom.
- Content review was conducted of EL-07, Compensation and Benefits, with no suggestions for revision.
- The Governance Committee reviewed multiple policies for first and second reading deletions and ensures that deleted policies are covered by another policy or in administrative procedure. The first and second reading considerations are included in today’s decision portion of the agenda.
- The next meeting of the Governance Committee is scheduled for April 29, 2024.
- Scott Gray, Governance Committee liaison, reported that he recently participated in some online classes through the Governance Coach who aided the Board of Governors in instituting the governance structure that they now use. The online classes provided guidance on assessing monitoring reports. Scott will discuss what he learned with Governance Committee members and share information with the full board at a later date.

**4.2 Ownership Linkage Committee**

- The Ownership Linkage Committee met via Zoom on March 26, 2024 via Zoom.



- Brainstormed on how to be more engaged with the Northeast service area. The decision was made to conduct a regular board meeting annually at each of the three extended campuses. Roundtable discussions will be held with constituents following the regular board meetings at the extended campuses.
- Extended campus meetings will be held on Tuesday, June 11, 2024 at the South Sioux City Extended Campus and on Tuesday, November 12, 2024 at the O’Neill Extended Campus.
- During the June 11<sup>th</sup> board meeting, Charlene Widener will share with the Board of Governors the Lightcast gap analysis report. The gap analysis provides a review of Northeast’s current programs of study and how they meet the needs in our service area; jobs in the area that Northeast does not currently offer, what programs need to grow; projected jobs in the service area in the next ten years, etc. This will provide board members with useful information as they plan for the future.
- In other business, Del Ames expressed his reservations regarding the Nebraska Community College Association as well as his representation as Northeast representative on the NCCA Board of Directors. Currently, only five of Nebraska’s six community colleges belong to NCCA; Metro Community College is currently not a member and has their own lobbyist. Southeast Community College is also considering hiring their own lobbyist; however, the remaining four community colleges still need representation. Community college representatives meet regularly, and representatives from Metro are still invited and attend the various meetings. NCCA focuses more on the legislative work and Del would like to see what more NCCA could offer. He likes to ask questions and explore; however, he feels that his representation on the NCCA Board of Directors is currently not productive.

When the Northeast Board of Governors selects their two representatives for the NCCA Board of Directors, the remaining nine board members are identified as alternates. Del inquired if other Northeast board members would be interested in attending the NCCA Board of Directors quarterly meetings. Pat Wojcik expressed interest, however, a conflict currently exists that would prevent her from attending the May 6<sup>th</sup> meeting. Nicole Sedlacek is currently the other member of the NCCA Board of Directors. She will continue in her role and remaining board members can participate as the alternate for the remainder of the year. Continued participation in NCCA will occur in the upcoming months.

## **5. BOARD EDUCATION AND INFORMATION**

### **5.1 Administrative Services Report**

- 5.1.1 Review was given to the Monthly Financial Report for the period ending March 31, 2024. Changes in the Capital Improvement Fund are related to the construction of the Maclay Building while changes in the Restricted Plant Fund are tied to the South Sioux City construction projects.

Items of significance within the paid bills report include payments for the purchase of nursing bundles, programmable controllers, access control updates, and two lawnmowers.

The Balance Sheet currently shows that expenses exceed revenue. This is a reflection of the cyclical nature of our funding, receiving ten installments of state aid, September to June. A significant increase in revenue will be realized in June when Northeast receives its portion of property tax collections.

## 5.2 Development/External Relations Report

### 5.2.1 Monthly Presidential Update

- Networking and professional engagements during the past month included serving as the keynote speaker for the Iowa Community College Leadership Institute, attending the Rural Guided Pathways convention and Higher Learning Commission Meeting.
- The Nursing and Vet Tech programs received preliminary accreditation.
- iHub groundbreaking was held on April 4<sup>th</sup>.
- Public institutions in the state of Nebraska, including Northeast, received an inquiry from the Office of Civil Rights related to scholarships that are gender specific. Northeast is responding appropriately.
- Active shooter training, coordinated by the FBI, was offered to Northeast faculty and staff on April 5<sup>th</sup>.
- A discussion was held with the Board of Governors in March related to program enrollment. Northeast is not eliminating positions or programs; rather, as data is reviewed, will be looking at reducing the number of concentrations.
- Leadership positions that have recently been filled include:
  - Mike Walkowiak, Vice President, Human Resources and Organizational Development; start date is April 22, 2024.
  - David Cone, Chief Information Officer, start date was April 8, 2024.
  - Brad Ranslem, Dean, Applied Technology.
  - Applications for the Dean, Science, Technology, Ag, & Math are currently under review.
- North American Colleges and Teachers of Agriculture (NACTA) fundraiser recently being held with nearly \$800 being raised for students.
- A state-wide competition, SkillsUSA, was held last week in Grand Island. Northeast's students brought home sixteen gold, fourteen silver, and eight bronze medals. Congratulations!
- Northeast will be a busy campus next week with the brand reveal being held on April 23<sup>rd</sup> at 11:00 a.m., PTK All-Nebraska Ceremony on April 24<sup>th</sup> in Lincoln, and the time capsule event on April 25<sup>th</sup>.
- Commencement will be held on May 10, 2024 at 9:00 a.m., 12:00 noon, and 3:00 p.m. Board members signed up to attend the multiple commencement ceremonies.

## 5.3 Educational Services Report

### 5.3.1 P2T (Pathways 2 Tomorrow) update

The current P2T partner schools include, Bancroft-Rosalie, Emerson-Hubbard, Guardian Angels Central Catholic, Howells-Dodge, Lyons-Decatur Northeast, Oakland-Craig, and West Point-Beemer. Logan View will join the consortium in 2024-2025.

P2T offers career and technical education (CTE) classes in Health Science, Welding, Education, Building Construction, and Information Technology. 112 students were enrolled in Fall 2023 classes and 108 students are enrolled in Spring 2024 classes. Currently, 170 students have expressed interest in P2T classes for Fall 2024.

Dr. Ted DeTurk explained that public schools are limited to a \$1.05 levy, however, school districts participating in P2T can only levy \$1.04, with the remaining \$0.01 being used to fund this Joint Public Agency (JPA). Board members expressed their appreciation to Dr. DeTurk for his vision and work in creating more opportunities for students through P2T.

**6. PUBLIC COMMENT on Committee Reports, Board Education, or Information**

Chairperson Scherer advised that individuals commenting on Committee Reports, Board Education or Information are allowed three minutes each.

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

**7. MONITORING REPORT**

7.1 EL-01, Treatment of Students

Due to time constraints and with respect for individuals attending the roundtable discussion that is scheduled to begin at 3:30 p.m., the Monitoring Report on EL-01, Treatment of Students was postponed and will be discussed at the May meeting of the Board of Governors.

**8. CONSENT AGENDA**

**MOTION** by Del Ames, **SECONDED** by Diane Davies to **APPROVE** the Consent Agenda as follows:

- 8.1 Minutes of the March 14, 2024 Regular Meeting as presented.
- 8.2 Monthly Financial Report for March 31, 2024.
- 8.2 Claims paid in March 2024, with the exception of payments to themselves.
- 8.3 **SECOND READING** and **DELETION** of:
  - 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 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 forth the provisions for annual leave, and BPD-06, President Compensation talks broadly about the president’s compensation.

**Voting Yes:** Davies, Ellis, Robinson, Scherer, Sedlacek, Sibbel, Ames, and Anderson

<b>Voting No:</b> None	
<b>Absent:</b> Nelson, Petersen, and Wojcik	<b>MOTION CARRIED</b>

**9. PUBLIC COMMENT**

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

**10. COLLEGE REPORTS**

**10.1 President’s Report**

The President’s Report may be found within today’s Team’s site and is also available on the Northeast website.

**11. ITEMS FOR DECISION**

<p><b>11.1 FIRST READING</b> for the <b>DELETION</b> of:</p> <ul style="list-style-type: none"> <li>• BP-1010, <u>Nondiscrimination Policy</u>. Policy content was incorporated into administrative procedure AP-1010.0, <u>Nondiscrimination</u> and is broadly covered in EL-01, <u>Treatment of Students</u>, and EL-03, <u>Treatment of Employees</u>.</li> <li>• BP-1020, <u>Equal Opportunity Policy</u>. Policy content was incorporated into administrative procedures AP-7110.0, <u>General Hiring Process</u> and is broadly covered in EL-01, <u>Treatment of Students</u> and EL-03, <u>Treatment of Employees</u>.</li> </ul>
--

12. In other business, Chairperson Scherer acknowledged and board and staff members observing birthdays during the month of April.

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

**14. ADJOURNMENT**

At 3:28 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

Active

# Nondiscrimination Policy

## 1. POLICY REASON/PURPOSE/INTENT Copy Link

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](mailto: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

1. 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.

1. 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

Active

## 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

## 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.

Active

# Equal Opportunity Policy

## 1. POLICY REASON/PURPOSE/INTENT

To affirm the College's position on equal opportunity.

## 2. DEFINITIONS [Copy Link](#)

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

COPY



Active

## 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.
-

## 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

# Residency Policy

## 1. POLICY REASON/PURPOSE/INTENT

To establish guidelines for determining student residency.

## 2. DEFINITIONS

N/A

## 3. POLICY

1. Northeast Community College shall establish Residency Guidelines and Procedures for determining a student's residency status. These guidelines and procedures will be established as an administrative procedure and made available in the College Catalog.

## 4. APPLICABILITY

N/A

Active

# Student Residency Guidelines

## 1. PROCEDURE SUMMARY STATEMENT

To establish guidelines for determining student residency.

## 2. DEFINITIONS

For the purpose of this procedure, the following definitions shall apply:

1. Nebraska Resident Tuition – the Nebraska resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
2. Bordering State Resident Tuition – the bordering state (Colorado, Iowa, Kansas, Missouri, South Dakota and Wyoming) resident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
3. Nonresident Tuition – the nonresident tuition rate set by the Board of Governors applicable to the academic program in which an individual intends to enroll.
4. Legal Age – the age of majority (age 19) set by Nebraska state statute.
5. Minor – individuals who have not reached the age of majority.
6. Emancipated Minor – an individual who by virtue of marriage, financial status, or for other reasons has become independent of his or her parents or guardians.
7. Established a Home (phrase) – an individual who is habitually present for a minimum period of one hundred eight days in Nebraska or a bordering state immediately prior to applying for resident status with the bona fide intention of making Nebraska or such bordering state his or her permanent residence. On-campus housing cannot be considered as a domicile or permanent residence for establishing residency.
8. Lawful Permanent Resident – an individual who is not a U.S. citizen who has been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with immigration laws.

## 3. PROCEDURE

### 1. Requirements for Residency

1. An individual will qualify as a resident of the State of Nebraska or bordering states for tuition purposes at Northeast Community College if they meet the standards set in any one of the following categories. Documented proof is required (See section 2.2).

1. A person of legal age or an emancipated minor who has established a home in Nebraska or a bordering state.

2. A minor whose parent(s) or guardian has established a home in Nebraska or a bordering state. If a student has matriculated in any state postsecondary educational institution while their parent(s) or guardian(s) had an established home in this state and the parent(s) or gaurdian(s) ceases to reside in the state, the student will maintain their residency status.
3. A person of legal age and a dependent, for federal income tax purposes, of parent(s) or guardian who has established a home in Nebraska or a bordering state.
4. An individual who is married to a person who has established a home in Nebraska or bordering state and who has proof of residence in Nebraska or a bordering state. (A copy of the marriage certificate must be provided in addition to documentation requirements in section 3.2)
5. Lawful permanent residents or individuals who have been granted asylum or refugee status and who have established a home in Nebraska or a bordering state.
6. An individual who is a staff member or dependent of a staff member at the College.
7. An individual on active duty with the armed services of the United States and has been assigned a permanent duty station in Nebraska, or a dependent or spouse of such individual.
8. An individual who has served a period of not fewer than ninety (90) days in the active United States military and has been discharged within three (3) years of the initial enrollment date at the College, or the spouse or dependent of such individual, or an individual using military educational benefits under the Post 9/11 or Montgomery GI Bill<sup>®</sup>.
9. A student currently serving in the Nebraska National Guard.
10. A person who is qualified for a national service educational award or summer of service award from the National Service Trust of the United States.
11. For Nebraska resident tuition rate only: An individual who is a graduate of an accredited Nebraska high school and who meets the requirements of Nebraska law found in Neb. Rev. Stat. §85-502(9) or an individual who has previously been enrolled at the College as a Nebraska resident student.

## 2. Documentation

1. Individuals identified in sections 1.1.1 through 1.1.5 must provide at least three (3) of the following items. All documents must be dated at least one hundred eighty days prior to the first day of classes and must reflect the individual's name.
  1. Record of Nebraska or bordering state voter registration;
  2. Nebraska or bordering state income tax return for the most recent year;
  3. Nebraska or bordering state driver's license;
  4. Nebraska or bordering state vehicle registration;
  5. Evidence of ownership of Nebraska or bordering state property;
  6. Nebraska or bordering state housing rental agreement;

7. Nebraska or bordering state insurance policy;
8. Evidence that parent(s) as Nebraska or bordering state resident(s) claim(s) the student as a dependent; or
9. Other documentation as approved by the Registrar.

### 3. Application

1. Any student who has been classified as a nonresident for tuition purposes and believes that he or she may qualify as a Nebraska or bordering state resident must file a Request for Nebraska or Bordering State Residency Status form with the Registrar by the first day of the term for which the tuition fee was charged.
2. The Request for Nebraska or Bordering State Residency Status form, as well as further information regarding residency classification, is available from the Admissions & Registration Office.
3. It is the student's responsibility to initiate a change in residency status.

### 4. Appeals

1. An individual who believes that he or she has been incorrectly denied a Nebraska or bordering state residency determination may appeal the decision through the Vice President of Student Services.

## 4. APPLICABILITY

N/A

Active

## 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.