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## **BOARD OF TRUSTEES**

### **MEETING NOTICE**

**In compliance with the provisions of Neb. Rev. Stat. Section 84-1411, printed notice is hereby given that a Regular Meeting of the Board of Trustees of the Nebraska State Colleges will convene at Hillcrest Country Club, Lincoln, Nebraska on May 3, 2016**

Business Meeting                      May 3 –                      8:00 a.m.

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

BOARD OF TRUSTEES SPECIAL MEETING

MAY 3, 2016  
HILLCREST COUNTRY CLUB - 9401 E 'O' STREET  
LINCOLN, NEBRASKA

MONDAY, MAY 2

1:00 – 5:00	Council of Business Officers Meeting	System Office Conference Room
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TUESDAY, MAY 3

7:00 – 8:00	BREAKFAST	Ballroom Section C-D
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8:00	BOARD OF TRUSTEES SPECIAL BUSINESS MEETING	Ballroom Section A
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Immediately following Board of Trustees Meeting

New Student Trustee Orientation	President's Room
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**Call to Order**

Approval of Meeting Agenda

Public Comments

**Minutes Approval**

**1. Items for Consent Agenda**

- 1.1 Appoint Architect Selection Committee for Theatre/Event Center Renovation and Addition for Peru State College
- 1.2 Appoint Architect Selection Committee for the Center for Applied Technology for Wayne State College
- 1.3 Approve Authorization for Chancellor to Sign Professional Services Contract for Theatre/Event Center Project at Peru State College
- 1.4 Approve Authorization for Chancellor to Sign Consultant Contract for Center for Applied Technology at Wayne State College
- 1.5 Approve a Technical Correction of an Item from the March 18, 2016 Board of Trustees Meeting Agenda
- 1.6 Approve Authorization for Chancellor to Submit Program Statement Revisions to Coordinating Commission for Postsecondary Education for LB957 Approved Projects

**Items for Discussion and Action**

**2. Academic and Personnel**

- 2.1 Approve an Exception to Board Policy 3601; Posthumous Degrees and Approve a Posthumous Degree for Kristin Miller

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

**4. Fiscal, Facilities and Audit**

- 4.1 First and Final Round Approval of Revisions to Board Policy 6022; Income; Systemwide Fees; Individual College Fees
- 4.2 Approve 2016-2017 Tuition Rates
- 4.3 Approve 2016-2017 Fee Recommendations
- 4.4 Approve 2016-2017 Room and Board Rates
- 4.5 Distribution of Funds for 2016-2017
- 4.6 First and Final Round Approval of Revisions to Board Policy 7002; Capitalization; Definitions and Classifications
- 4.7 First and Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions

- 4.8 First and Final Round Approval of Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors
- 4.9 First and Final Round Approval of Revisions to Board Policy 9020; Services; Bookstore, Student Center
- 4.10 Approve Naming of Entrance and Walkway at Peru State College
- 4.11 Approve Reallocation of Contingency Maintenance Funds for Chadron State College
- 4.12 Approve the Use of \$100,000 of Capital Improvement Fee Funds for Peru State College
- 4.13 Approve Contingency Maintenance Resolution for Bowen Hall at Wayne State College

**Items for Information and Discussion**

**5. Academic and Personnel**

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

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

- 7.1 Preliminary Review of Draft Biennium Budget Requests
- 7.2 Contracts and Change Orders for Information

**8. Miscellaneous Action and Information Items**

- i. **Chancellor's Report**
- ii. **Presidents' Report**
- iii. **Student Trustees' Report**

**Adjournment**

**ITEMS FOR CONSENT AGENDA**

May 3, 2016

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**ACTION:** **Appoint Architect Selection Committee for Theatre/Event Center Renovation and Addition for Peru State College**

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Board approval is requested for the following committee to select a professional services firm for design development, construction documents and construction administration for the renovation of and addition to the Theater/Event Center at Peru State College, according to Board Policy 8066.

**Committee Members**

John Chaney, Chair, Fiscal, Facilities and Audit Committee, Board of Trustees  
Bob Engles, Board of Trustees  
Steve Hotovy, Vice Chancellor for Facilities & Information Technology, NSCS  
Kathy Carroll, Vice President for Administration & Finance, PSC  
Tim Borchers, Vice President for Academic Affairs, PSC  
Jill McCormick, Director of Campus Services, PSC  
Pat Fortney, Dean of Arts and Sciences, PSC

After the Selection Committee interviews professional services firms for the project, a Professional Services Agreement will be negotiated with the top candidate.

The System Office and Peru State College recommend approval of the Appoint Architect Selection Committee for Theatre Renovation and Addition for Peru State College.

**ITEMS FOR CONSENT AGENDA**

May 3, 2016

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**ACTION:** **Appoint Architect Selection Committee for the Center for Applied Technology for Wayne State College**

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Board approval is requested for the following committee to select a professional services firm for design development, construction documents and construction administration for the Center for Applied Technology at Wayne State College, according to Board Policy 8066.

Recommended membership includes:

Carter "Cap" Peterson, Board of Trustees member  
John Chaney, Chair of the Fiscal, Facilities & Audit Committee, Board of Trustees  
Steve Hotovy, Vice Chancellor for Facilities & Information Technology (Architect), NSCS  
Angela Fredrickson, Vice President for Administration and Finance, WSC  
Chad Altwine, Director of Facility Services, WSC  
Vaughn Benson, Dean of the School of Business & Technology, WSC

At the conclusion of the selection process for design consulting services, a contract will be negotiated with the highest ranking firm.

The System Office and Wayne State College recommend approval of the Appoint Architect Selection Committee for Center for Applied Technology for Wayne State.

**ITEMS FOR CONSENT AGENDA**

May 3, 2016

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***ACTION:***                      **Approve Authorization for Chancellor to Sign Professional Services Contract for Theatre/Event Center Project at Peru State College**

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The System Office and Peru State College respectfully request authorization for the Chancellor to sign a professional services contract for the Theater project at a cost not to exceed available funding.

Authorization for the Chancellor to sign the professional services contract for the Theatre/Event Center project will assure the project will be able to move forward as funding becomes available. The project is expected to utilize a combination of state appropriation, capital improvement fee, College cash funds, and private/Foundation funds.

The System Office and Peru State College recommend approval of the Authorization for Chancellor to Sign Professional Services Contract for Theatre at Peru State.

**ITEMS FOR CONSENT AGENDA**

May 3, 2016

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**ACTION:** **Approve Authorization for Chancellor to Sign Consultant Contract for Center for Applied Technology at Wayne State College**

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The System Office and Wayne State College respectfully request authorization for the Chancellor to sign a consultant contract for the Center for Applied Technology project at a cost not to exceed available funding.

Authorization for the Chancellor to sign the consultant contract for the Center for Applied Technology will assure the project will be able to move forward as funding becomes available. The project is expected to utilize a combination of state appropriation, capital improvement fee, College cash funds, and private/Foundation funds.

The System Office and Wayne State College recommend approval of the Authorization for Chancellor to Sign Consultant Contract for Applied Technology at Wayne State.

## ITEMS FOR CONSENT AGENDA

May 3, 2016

**ACTION:** Approve a Technical Correction of an Item from the March 18, 2016 Board of Trustees Meeting Agenda

The System Office is requesting a technical correction to an item from the March 18, 2016 agenda.

At its March 18, 2016 meeting, the Board approved contracts for BKD for the FY 2015-16 year. On the contract for federal awards, the amount was listed as \$20,425, including \$7,000 for the audit of the TRiO program as a major program for FY 2015-16. However, the amount was supposed to be \$27,425, including the \$7,000 for the audit of the TRiO program. All other terms included in the Board item remain the same. The \$27,425 amount is in line with previous contracts and in accordance with the terms of the RFP.

The System Office recommends approval of the Technical Correction of Item from March 18, 2016 Agenda.

## ITEMS FOR CONSENT AGENDA

May 3, 2016

***ACTION:*** Approve Authorization for Chancellor to Submit Program Statement Revisions to Coordinating Commission for Postsecondary Education for LB957 Approved Projects

The System Office respectfully requests authorization for the Chancellor to submit, on behalf of the Board of Trustees, program statement revisions for LB957 approved projects to the Coordinating Commission for Postsecondary Education (CCPE).

LB957 passed and approved by the Legislature and Governor includes funding for three State College projects: The Chadron stadium replacement and improvement project; the Peru Theatre/Event Center renovation and addition project; and Wayne's Center for Applied Technology project. It will be necessary to submit revised program statement pages to the CCPE to include funding of the projects per LB957. Authorization for the Chancellor to submit program statement revisions for these projects to the CCPE will help facilitate CCPE approval and allow for design to start on the three projects as soon as possible.

The System Office recommends approval of the Authorization for Chancellor to Submit Program Statement Revisions to CCPE for LB957 Projects.

**ACTION:** Approve an Exception to Board Policy 3601; Posthumous Degrees and Approve a Posthumous Degree for Kristin Miller

The System Office and Chadron State College recommend approval of the Exception to Board Policy 3601; Posthumous Degrees and Posthumous Degree for Kristin Miller.

**ITEMS FOR DISCUSSION AND ACTION**  
**FISCAL, FACILITIES AND AUDIT**

May 3, 2016

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**ACTION:** **First and Final Round Approval of Revisions to Board Policy 6022; Income; Systemwide Fees; Individual College Fees**

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First and final round approval is requested on revisions to Board Policy 6022.

There is one proposed change to the policy on page two of the policy under **Parking Permits**. The revision changes a "shall" to a "may"; making it permissive, but not mandatory for the Colleges to charge a motor vehicle parking fee to students. The reason for the proposed change is the administrative overhead required to manage parking permits for student vehicles. The Colleges may instead generate comparable revenues through other mandatory fees.

The System Office recommends approval of the Revisions to Board Policy 6022; Income; Systemwide Fees; Individual College Fees.

**ATTACHMENTS:**

- Revisions to Board Policy 6022 (PDF)

## FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6022**

**Income; Systemwide Fees;  
Individual College Fees**

**Page 1 of 3**

### BOARD POLICY

The Board shall fix and authorize the Colleges to collect fees from resident and nonresident students who apply for admission or matriculate in the State College System, except in the case of the online rate, which is inclusive of tuition and fees.

The Colleges shall collect a Board-approved, per-credit hour Capital Improvement Fee. Revenues generated by this fee are deposited to the State College System Facility Fee Fund (Capital Improvement Fund) and may be used for paying the cost of capital improvement projects approved by the Board of Trustees for facilities at the Colleges or lands owned or controlled by the Board. No Capital Improvement Fee funds shall be expended for capital improvement projects relating to revenue bond facilities and all projects and related budgets must have prior approval of the Board.

College-based fees requiring Board approval are:

1. Matriculation
2. Late registration
3. Late payment
4. Records
5. Degree
6. Student health
7. Placement/Credentials
8. Student activity
9. Event
10. Parking permits
11. Facilities
12. Distance Learning/Extended Campus
13. Technology

Description of these fees is as follows:

1. Matriculation

Every student who matriculates to any College for the first time shall pay a matriculation fee. The fee is non-refundable.

2. Late Registration

Each College may establish a late registration fee. Each College may extend the registration period or waive the late registration fee under extenuating circumstances.

3. Late Payment

Each College shall establish a late payment fee to be assessed when payments are not deposited within the schedule established by each College. The late payment fee shall be a percentage of the outstanding tuition, specific fee, room and/or board charges, and shall be charged according to the schedule adopted by each College.

## FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6022**      **Income; Systemwide Fees;  
Individual College Fees**

**Page 2 of 3**

4.      Records

Each College may establish a records fee, which shall include the basic cost for official transcripts issued at the request of a student.

5.      Degree

At the time of graduation, the Colleges shall collect a degree (graduation) fee from each graduate according to the fee schedule approved by the Board.

6.      Student Health

A health fee shall be levied to assist in the cost of providing students with first aid, physical, and mental health care while enrolled at each of the Colleges.

7.      Placement/Credentials

Placement services shall be provided by each College at the request of a student and an annual fee may be charged.

8.      Student Activity

Student activity fees shall not be considered College earmarked funds in Board policy. These funds are designated for student activities, which are managed by student groups. The funds shall be distributed according to an annual budget developed by the appropriate student government organization at each College.

9.      College Events

Each College shall establish a College event fee to assist in supporting College-sponsored events.

10.     Parking Permits

Each College ~~shall~~may establish a motor vehicle parking fee, with the amount to be established at the discretion of the institution. The monies received from the fee will be distributed to cash funds and/or the revenue bond fund, as appropriate. The funds received from revenue bond parking may be used for the development and improvement of revenue bond parking lots.

11.     Facilities

Each student will pay a per-credit-hour facilities fee to assist in paying the cost of operating and maintaining College facilities. The fee will be credited to the cash fund of the institution or the revenue bond fund as approved by the Board.

## FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6022**      **Income; Systemwide Fees;  
Individual College Fees**

**Page 3 of 3**

12.      Distance Learning/Extended Campus

Each College shall establish a distance-learning or extended campus fee. Off-campus offerings are intended to be self-supporting.

13.      Technology

Each College shall establish a technology fee to assist in covering the costs of acquisition, support and maintenance of technology at the College.

The Colleges may fix and collect fees, fines and penalties other than those listed above. Such fees will ordinarily be for special privileges or services, materials furnished, or use of specialized equipment. Among such fees may be locker fee, laboratory fee, registration fee for special or readmitted students, materials fee, and others as may be assessed from time to time. Unless already established by Board policy or law, the desired fee shall be determined at the College level.

Such fees will be published in the general catalogs of each College or otherwise made public. Details of all the fees shall be printed and available in the business office of each College and in the System Office. The money received from fees for state-related activities shall be paid into the accounts of the State Treasurer and held for disbursement as an institutional cash fund for the specific College remitting the funds.

Legal Reference:    RRS 85-307  
                             RRS 85-311  
                             RRS 85-503  
                             RRS 85-328

State Colleges: President; Collection of fees  
State Colleges; Matriculation fees; Institutional cash fund  
State educational institutions; Fees  
State College Facility Fee Fund; created; use; investment

Policy Adopted:    1/28/77  
Policy Revised:    3/24/88  
Policy Revised:    3/11/94  
Policy Revised:    9/26/97  
Policy Revised:    4/13/00  
Policy Revised:    2/12/04  
Policy Revised:    1/8/08  
Policy Revised:    11/4/11  
Policy Revised:    6/15/12

Policy Revised:

# ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

May 3, 2016

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## **ACTION: Approve 2016-2017 Tuition Rates**

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The proposed tuition rates for 2016-17 are as follows:

### **TUITION**

Undergraduate, resident	\$160.00
Graduate, resident	\$200.00
Undergraduate, non-resident	\$320.00
Graduate, non-resident	\$400.00

CHADRON STATE COLLEGE "Eagle Rate"	
Undergraduate, non-resident (on-site)	\$161.00

PERU STATE COLLEGE "One Rate Any State"	
Undergraduate, non-resident (on-site)	\$161.00

COLLEGE CENTER AT SOUTH SIOUX CITY (WSC)	
"Bridge Rate"	
Undergraduate, non-resident (College Center)	\$161.00
Graduate, non-resident (College Center)	\$201.00

ONLINE RATE (all inclusive)	
Undergraduate Online	\$260.00
Graduate Online	\$325.00

DUAL ENROLLMENT PROGRAM RATE (all inclusive)	\$ 60.00
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### **TUITION RATES**

Board Policy 6021 states that undergraduate resident tuition rates will be established, and the graduate rate will be approximately one hundred twenty five percent (125%) of the undergraduate rate. Non-resident undergraduate rates will be established at no more than two hundred percent (200%) of resident undergraduate rates, and non-resident graduate rates will be established at approximately one hundred twenty five percent (125%) of the non-resident undergraduate rate.

### **ONLINE RATE**

Board Policy 6021 also provides that the online rate is inclusive of tuition and fees.

### **DUAL ENROLLMENT PROGRAM RATE**

Board Policy 6021 also provides that the dual enrollment rate is inclusive of tuition and fees.

The System Office recommends approval of the 2016-2017 Tuition Rates.

## ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

May 3, 2016

**ACTION:** **Approve 2016-2017 Fee Recommendations**

The Colleges have submitted proposed fee changes for FY 2016-17. The proposed fees are shown on the following pages, along with a comparison to the prior year's fees.

### **MANDATORY FEES**

The Capital Improvement Fee is proposed to increase to \$10.50 per credit hour system wide. This fee has not increased since the 2009-10 fiscal year. The increase will assist with repayment of the extension of the current LB605 (2006) bonds. This extension was approved by the Legislature and Governor during the 2016 Legislative session in LB957 (2016). Upcoming projects the bond extension will be used toward are the Chadron State Stadium project, the Peru State Theatre project, and the Wayne State Center for Applied Technology project.

Chadron State is proposing to keep its Admission/Matriculation Fee and Student Record Fee stable for 2016-17. Increases are proposed in the Event Fee, Facilities Fee, Health Fee, Student Activity Fee and Technology Fee.

Peru State is proposing to keep its Student Activity Fee stable for 2016-17. Increases are proposed in the Admissions/Matriculation Fee, Event Fee, Facilities Fee, Health Fee, and Technology Fee. Peru is also eliminating three smaller mandatory fees and including those in the other fee categories.

Wayne State is proposing to keep its Student Record Fee stable for 2016-17. The Technology Fee, per credit hour, will be reduced. Increases are proposed in the Event Fee, Facilities Fee, Health Fee, and Student Activity Fee.

With this proposal, none of the three Colleges will have separate parking permit fees for a student's first vehicle. Employees will continue to pay for parking permits.

The System Office recommends approval of the 2016-2017 Fee Recommendations.

### **ATTACHMENTS:**

- CSC Proposed Fee Schedule (PDF)
- PSC Proposed Fee Schedule (PDF)
- WSC Proposed Fee Schedule (PDF)

<b>CHADRON STATE COLLEGE</b>					
<b>Proposed Student Fee Schedule</b>					
<b>2016-2017 Fiscal Year</b>					
					Proposed
	Fund			2015-16	2016-17
	C*	R*	T*	Rate	Rate
<b>Mandatory Fees:</b>					
Admission/Matriculation Fee (one time)	x			\$15.00	\$15.00
Capital Improvement Fee (per credit hour)			x	\$10.00	\$10.50
Event Fee (per credit hour)	x			\$8.95	\$13.50
Max per semester, if applicable	x			\$107.40	\$162.00
Facilities Fee (per credit hour)**	x	x		\$19.50	\$21.00
Health Fee (per credit hour)	x			\$4.30	\$4.45
Max per semester, if applicable	x			\$51.60	\$53.40
Student Activity Fee (per credit hour)			x	\$5.66	\$7.00
Max per semester, if applicable			x	\$67.92	\$84.00
Student Record Fee (per credit hour)	x			\$0.41	\$0.41
Technology Fee (per credit hour)	x			\$8.75	\$10.00
<b>Fees which vary from above for off-campus students:</b>					
Extended Campus Fee (per credit hour)				\$0.00	\$0.00
Technology Fee (ext. campus per credit hour-no max.)				\$0.00	\$0.00
<b>Other Fees:</b>					
Alcohol/Marijuana Policy Violation Fees	x			as published	as published
Course Lab Fees (per course)	x			as published	as published
Degree/Graduation Fee	x			\$20.00	\$20.00
Housing Application Fee		x		\$50.00	\$50.00
International Student Fee (per cr hr)	x			\$10.00	\$10.00
Late Payment Fee (2% of outstanding balance up to)	x			\$100.00	\$100.00
Late Registration/Enrollment Fee	x			\$25.00	\$25.00
Late Drop Fee	x			\$75.00	\$75.00
Library Penalty (per item)	x			\$0.05	\$0.05
Music, Private Lessons (per semester)	x			as published	as published
New Student Orientation Fee (for first 3 participants)	x			\$100.00	\$100.00
New Student Orientation Fee (for 3+ participants ea)	x			\$0.00	\$50.00
Parking					
Annual 1st Vehicle	x			\$0.00	\$0.00
Annual 2nd Vehicle (each add'l. vehicle)	x			\$20.00	\$20.00
Annual Motorcycle (if add'l vehicle)	x			\$20.00	\$20.00
Penalty	x			\$20.00	\$20.00
Payment Plan	x			\$20.00	\$20.00
Placement/Credential Fee	x			\$30.00	\$30.00
Reinstatement after Administrative Withdrawal	x			\$0.00	\$100.00
Student ID Card					
Duplicate ID Card/Old Card Exchanged	x			\$20.00	\$20.00
Replacement ID Card	x			\$20.00	\$20.00
Student Teacher Fee (per credit hour)	x			\$6.25	\$6.25
Transcript Fee	x			\$5.00	\$5.00
C* = cash fund					
R* = revolving fund					
T* = trust fund					
<b>CHADRON STATE COLLEGE</b>					
<b>Proposed Employee Parking Fee Schedule</b>					
<b>2016-17 Fiscal Year</b>					
Parking					
Annual 1st Vehicle	x			\$20.00	\$20.00
Annual 2nd Vehicle (each add'l. vehicle)	x			\$20.00	\$20.00
Annual Motorcycle	x			\$20.00	\$20.00
Penalty	x			\$20.00	\$20.00
**\$16 to revenue bond and \$5 to cash					

<b>PERU STATE COLLEGE</b>					
<b>Proposed Student Fee Schedule</b>					
<b>2016-2017 Fiscal Year</b>					
					Proposed
	Fund			2015-16	2016-17
	C*	R*	T*	Rate	Rate
<b>Mandatory Fees:</b>					
Admission/Matriculation Fee (one time)	X			\$10.00	\$15.00
Capital Improvement Fee (per credit hour)		X		\$10.00	\$10.50
Event Fee (per credit hour)	X			\$4.75	\$7.75
Facilities Fee (per credit hour)**	X	X		\$24.00	\$26.00
Health Fee (per semester)					
per credit hour	X			\$4.00	\$5.00
Student Activity Fee (per credit hour)			X	\$6.00	\$6.00
Student Record Fee (per credit hour)	X			\$0.00	\$0.00
Technology Fee (per credit hour)	X			\$8.60	\$10.10
Assessment Fee (comb. CATS and LEAP Fee)	X			\$1.75	\$0.00
Publications Fee			X	\$1.00	\$1.00
Student ID Card (per semester)	X			\$2.00	\$0.00
<b>Fees which vary from above for off-campus students:</b>					
Extended Campus Fee (per credit hour)	X			\$0.00	\$34.00
Technology Fee (ext. campus per credit hour-no max.)	X			\$0.00	\$10.10
<b>Other Fees:</b>					
Alcohol/Marijuana Policy Violation Fees		X		as published	as published
CATS Services Fee				\$0.00	\$0.00
CLEP Test Administration Fee	X			as published	as published
Course Lab Fees (per course)	X			as published	as published
Degree/Graduation Fee					
Undergraduate/Baccalaureate	X			\$30.00	\$50.00
Graduate/Master's	X			\$40.00	\$75.00
Housing Application Fee		X		\$50.00	\$50.00
International Student Fee (one time)	X			\$0.00	\$150.00
Late Housing Contract Cancellation Fee					
Prior to July 1- No Fee		X		\$150.00	\$0.00
July 1-August 1- \$150		X		\$150.00	\$150.00
August 1-August 15- \$300		X		\$150.00	\$300.00
August 15-Start of Classes- \$500		X		\$150.00	\$500.00
After classes start- \$500 plus pro-rated charges		X		\$150.00	\$500+
Late Payment Fee	X			2% balance due	2% balance due
Late Registration/Enrollment Fee	X			\$10.00	\$10.00
LEAP Fee					
Learning Community Fee	X			as published	\$25.00
Library Penalty (per item)	X			\$0.10	\$0.10
Music, Private Lessons (per credit hour)	X			\$90.00	\$90.00
New Student Orientation Fee			X	\$100.00	\$100.00
Parking					
Annual 1st Vehicle		X		\$25.00	\$0.00
Penalty	X			as published	as published
Payment Plan					
Payment Plan Fee - 1-6 cr hrs	X			1% balance due	CashNet
Payment Plan Fee - 7+ cr hrs	X			1% balance due	CashNet
Returned Check Charge	X			\$30.00	\$30.00
Student ID Card					
Duplicate ID Card/Old Card Exchanged	X			\$25.00	\$25.00
Replacement ID Card	X			\$25.00	\$25.00
Transcript Fee	X			\$5.00	\$5.00
C* = cash fund					
R* = revolving fund					
T* = trust fund					
<b>PERU STATE COLLEGE</b>					
<b>Proposed Employee Parking Fee Schedule</b>					
<b>2016-2017 Fiscal Year</b>					
Parking					
Annual 1st Vehicle	X			\$25.00	\$25.00
Penalty	X			as published	as published
**\$24 revolving fund and \$2 cash fund					

WAYNE STATE COLLEGE					
Proposed Student Fee Schedule					
2016-17 Fiscal Year					
	Fund			2015-16	Proposed
	C*	R*	T*	Rate	2016-17
					Rate
<b>Mandatory Fees:</b>					
Admission/Matriculation Fee (one time)	X			\$15.00	\$15.00
Capital Improvement Fee (per credit hour)		X		\$10.00	\$10.50
Event Fee (per credit hour) (Fall, Spring) (on-campus only)					
0-12 credit hours	X			\$10.15	\$11.25
Max per semester	X			\$121.80	\$135.00
Facilities Fee (per credit hour) (on-campus only)**					
0-12 credit hours	X	X		\$18.75	\$20.35
Max per semester	X	X		\$225.00	\$244.20
Health Fee (per credit hour) (on-campus only)					
0-12 credit hours	X			\$4.60	\$5.25
Max per semester	X			\$55.20	\$63.00
Student Activity Fee (per credit hour) (Fall, Spring) (on-campus only)					
0-12 credit hours			X	\$4.25	\$6.25
Max per semester			X	\$51.00	\$75.00
Student Record Fee (per credit hour)	X			\$1.00	\$1.00
Technology Fee (per credit hour-no max.)	X			n/a	\$8.25
0-12 credit hours	X			\$9.00	n/a
Max per semester	X			\$108.00	n/a
<b>Fees which vary from above for off-campus students:</b>					
Off Campus Fee (per credit hour)	X			\$34.00	\$35.00
Technology Fee (off-campus per credit hour-no max.)	X			\$9.00	\$8.25
<b>Other Fees:</b>					
Course Lab Fees (per course)	X			as published	as published
Degree/Graduation Fee					
Undergraduate/Baccalaureate	X			\$50.00	\$50.00
Graduate/Master's	X			\$75.00	\$75.00
Housing Application Fee		X		\$50.00	\$50.00
Late Housing Contract Cancellation Fee		X		10% of contract	10% of contract
Late Payment Fee	X			2% up to \$100	2% up to \$100
Material Fee	X			at cost	at cost
Music, Locker Rental (per semester)	X			\$10.00	\$10.00
Music, Instrument Rental Fee (per semester)	X			\$10.00	\$10.00
Orientation Fee-New Student	X			\$95.00	\$95.00
Orientation Fee-Transfer Student	X			\$15.00	\$15.00
Parking Fines		X		as published	as published
Payment Plan Fee (per term)	X			\$25.00	\$25.00
Reinstatement after Administrative Withdrawal	X			\$100.00	\$100.00
Returned Check Charge	X			\$30.00	\$30.00
Student Replacement ID Card	X			\$20.00	\$20.00
Transcript Fee (per transcript after 25 free requested)	X			\$5.00	\$5.00
Electronic Transcript Fee	X			\$5.00	\$5.00
<b>WAYNE STATE COLLEGE</b>					
<b>Proposed Employee Parking Fee Schedule</b>					
2016-17 Fiscal Year					
	Fund			2015-16	Proposed
	C*	R*	T*	Rate	2016-17
					Rate
<b>Parking Permits***</b>					
Annual Vehicle (Fall/Spring/Summer)	X	X		n/a	\$50.00
Annual 1st Vehicle	X	X		\$50.00	n/a
Annual 2nd Vehicle (each add'l. vehicle)	X	X		\$25.00	n/a
Annual Reserved in Hahn	X	X		\$80.00	\$80.00
Annual Motorcycle	X	X		\$17.00	\$20.00
Spring/Summer	X	X		n/a	\$30.00
One Semester 1st Vehicle	X	X		\$28.00	n/a
One Semester 2nd Vehicle (each add'l. vehicle)	X	X		\$14.00	n/a
One Semester Motorcycle	X	X		\$8.50	n/a
Summer Only	X	X		\$15.00	\$20.00
Summer Only Motorcycle	X	X		\$7.50	n/a
C* = cash fund					
R* = revolving fund					
T* = trust fund					
** Cash = \$2.20 & Revolving = \$18.15					
*** Cash = 20% & Revolving = 80%					

**ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT**

May 3, 2016

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**ACTION:** **Approve 2016-2017 Room and Board Rates**

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The Colleges have submitted proposed Room and Board Rates for FY 2016-17. The proposed rates are shown on the following pages, along with a comparison to the prior year's rates.

The proposals take into consideration the capital needs of the Colleges' revenue bond programs, ongoing debt service needs, as well as operating cost increases on the programs.

The System Office recommends approval of the 2016-2017 Room and Board Rates.

**ATTACHMENTS:**

- CSC Room and Board Rates (PDF)
- PSC Room and Board Rates (PDF)
- WSC Room and Board Rates (PDF)

**Chadron State College  
Room and Board Rate Proposal  
2016-17**

<b>Board Rates</b>		
	Actual 2015-16	Proposed 2016-17
19 Meal +\$100/7 Day Plan	N/A	N/A
280 Meal Block Plan + \$200	\$ 1,654	\$ 1,736
14 Meal + \$100/7 Day Plan	\$ 1,500	\$ 1,575
150 Meal Block Plan + \$200	\$ 1,435	\$ 1,506
9 Meal + \$100/7 Day Plan	N/A	N/A
135 Meal Block Plan + \$200	N/A	N/A
5 Meal Commuter Plan	\$ 644	\$ 676

<b>Room Rates</b>		
	Actual 2015-16	Proposed 2016-17
<b>Residence Halls *</b>		
Private Room	\$ 2,270	\$ 2,383
Private Room - Edna Hall	\$ 2,387	\$ 2,448
Semi-Private Room	\$ 1,525	\$ 1,601
Semi-Private Room - Edna Hall	\$ 1,599	\$ 1,679
<b>Family Housing **</b>		
West Court 32-47	\$ 467	\$ 467
Brooks Apartments	\$ 421	\$ 421
Residence Hall Apartments	\$ 365	\$ 365

\*Per Semester

\*\*Per Month

**Peru State College  
Room and Board Rate Proposal  
2016-17**

<b>Board Rates</b>		
	Actual 2015-16	Proposed 2016-17
Meal Plan** - 5 Meals/5 Days	\$500	\$525
Meal Plan* - 10 Meals/7 days + \$50	\$1,000	\$1,050
Meal Plan - 15 Meals/7 Days + \$85	\$1,500	\$1,575
Meal Plan - No Restrictions	\$1,839	\$1,931
*Nicholas, Pate, Oak Hill and commuters only ** Commuters and Oak Hill only		
<b>Room Rates</b>		
	Proposed 2015-16	Proposed 2016-17
<b>Residence Halls</b>		
<b>DELZELL/OAK HILL</b>		
Private Room	\$2,927	\$3,073
Semi-Private Room	\$1,670	\$1,754
<b>MORGAN/CENTENNIAL COMPLEX</b>		
Private Room	\$3,422	\$3,593
Semi-Private Room	\$1,960	\$2,058
Triple Room (F2016 Only)	N/A	\$1,676
<b>APARTMENTS/MONTH</b>		
ONE BEDROOM - A/C	\$520	\$546
TWO BEDROOM - A/C	\$600	\$630
THREE BEDROOM - A/C	\$650	\$683

**Wayne State College**  
**Room and Board Rate Proposal (Per Semester)**  
**2016-17**

<b>Board Rates</b>		
	Actual 15-16	Proposed 2016-17
19 Meal +\$100 Flex Dollars/7-Day Plan	\$1,730	\$1,820
15 Meal +\$135 Flex Dollars/7-Day Plan	\$1,730	\$1,820
10 Meal +\$165 Flex Dollars/7-Day Plan	\$1,730	\$1,820
<b>Commuter Plans</b>		
5-Meal + \$50 Flex Dollars/5-Day Plan	\$610	\$645
3-Meal + \$225 Flex Dollars/5-Day Plan	\$610	\$645

<b>Room Rates</b>		
	Actual 2015-16	Proposed 2016-17
<b>Residence Halls</b>		
Anderson, Berry, Bowen, Morey, Terrace		
Standard Room	\$1,650	\$1,735
Standard Room-Discounted	n/a	\$1,385
Single Room (per design)	\$2,200	\$2,310
Premium Room	\$2,725	\$2,725
Neihardt, Pile		
Standard Room	\$1,800	\$1,890
Standard Room-Discounted	n/a	\$1,510
Single Room (per design)	\$2,350	\$2,470
Premium Room	\$2,855	\$2,855
Tiered buy-out rate for students choosing to pay add'l. cost to keep a room that is above 50% occupied but not 100% occupied below design capacity. Rate declines depending on weeks left in the semester; i.e., \$450 for weeks 1-4; \$340, weeks 5-8; \$230, weeks 9-12, \$120 for weeks 13-16.	\$430	\$450
Room charge includes residence hall activity fee, cable tv, wi-fi, and computer network access.		

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

May 3, 2016

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**ACTION: Distribution of Funds for 2016-2017**

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The General Fund appropriation for FY 2016-17 is \$52,404,248, which is contained in LB 657 (2015).

The Cash Fund appropriation displayed includes the level contained in LB 657 plus adjustments made for tuition and fee increases for FY 2015-16, and for the proposed tuition and fee increases for the Colleges for FY 2016-17. The Cash Fund increase for the System Office reflects the anticipated increase in the cost of the student information system software (NeSIS) operations. Additional cash fund appropriation adjustments may be considered by the Board during the fiscal year.

The proposed General and Cash Fund distributions cover all of the core needs increases for the Colleges and System Office for FY 2016-17.

The Revolving Fund (Revenue Bond) appropriation reflects the appropriation level contained in LB 657, plus adjustments made in the FY 2015-16 preliminary operating budgets approved by the Board. Additional adjustments may be made based on preliminary operating budgets for FY 2016-17 that will be submitted for consideration by the Board at its June 10, 2016 meeting.

The Federal Fund appropriation reflects the amount contained in LB 657. Additional adjustments may be made to the Federal Funds appropriation as needed by the Colleges during the fiscal year.

The System Office recommends approval of the Distribution of Funds for 2016-2017.

**ATTACHMENTS:**

- Proposed Distribution of Funds - FY 2016-17 (PDF)

**Proposed Distribution of Funds**  
**2016-17**  
May 3, 2016

	CSC	PSC	WSC	SO	TOTAL
<b>DISTRIBUTION 2015-16</b>					
General Fund	17,402,028	9,808,485	21,642,044	2,025,354	50,877,911
Cash Funds (est.)	11,593,365	7,687,844	16,129,167	596,445	36,006,821
<b>Subtotal General and Cash</b>	<b>28,995,393</b>	<b>17,496,329</b>	<b>37,771,211</b>	<b>2,621,799</b>	<b>86,884,732</b>
Federal Funds (est.)	13,689,798	12,820,000	20,229,900	0	46,739,698
Revolving Funds (est.)	2,960,000	1,437,520	5,008,126	0	9,405,646
<b>2014-15 All Funds Total</b>	<b>45,645,191</b>	<b>31,753,849</b>	<b>63,009,237</b>	<b>2,621,799</b>	<b>143,030,076</b>

**2016-17 Gen./Cash Fund Adjustments**

Gen. Fund - LB 657 (2015) Operations	523,815	318,380	617,934	66,208	1,526,337
Cash Fund Adjustments (NOTE 1)	872,968	424,678	699,343	21,635	2,018,624
<b>Total 2016-17 Gen./Cash Adjustments</b>	<b>1,396,783</b>	<b>743,058</b>	<b>1,317,277</b>	<b>87,843</b>	<b>3,544,961</b>

**DISTRIBUTION 2016-17**

General Fund	17,925,843	10,126,865	22,259,978	2,091,562	52,404,248
Cash Funds (est.)	12,466,333	8,112,522	16,828,510	618,080	38,025,445
<b>Subtotal General and Cash</b>	<b>30,392,176</b>	<b>18,239,387</b>	<b>39,088,488</b>	<b>2,709,642</b>	<b>90,429,693</b>
Federal Funds (est.) (NOTE 2)	13,689,798	12,820,000	20,229,900	0	46,739,698
Revolving Funds (est.) (NOTE 3)	2,960,000	1,437,520	5,008,126	0	9,405,646
<b>2016-17 All Funds Total</b>	<b>47,041,974</b>	<b>32,496,907</b>	<b>64,326,514</b>	<b>2,709,642</b>	<b>146,575,037</b>

**NOTE 1**

Increases reflect estimated additional revenues from the tuition, online rate, and fee increases, pending Board approval. The SO amount reflects the NeSIS Operating costs based on the NSCs share of operations for FY2016-17. Additional adjustments are made when approved by the Board.

**NOTE 2**

Federal Funds are estimates based on LB 657 (2015). Adjustments are made as needed by the Colleges.

**NOTE 3**

Revolving Funds (est.) are based on College preliminary revenue bond operating budgets. Adjustments are made when approved by the Board.

Attachment: Proposed Distribution of Funds - FY 2016-17 (1767 : Distribution of Funds for 2016-2017)

**ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT**

May 3, 2016

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***ACTION:* First and Final Round Approval of Revisions to Board Policy 7002; Capitalization; Definitions and Classifications**

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First and final round approval is requested on revisions to Board Policy 7002.

The policy changes are to update the policy in line with Generally Accepted Accounting Procedures (GAAP) and Governmental Accounting Standards Board (GASB) changes.

The System Office recommends approval of the Revisions to Board Policy 7002; Capitalization; Definitions and Classifications.

**ATTACHMENTS:**

- Revisions to Board Policy 7002 (PDF)

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 1 of 8**

### BOARD POLICY

#### Asset -- Type and Classification

	Expected Life *
1. Land	--
2. Buildings	
a. Major Buildings and Structures	50 years
b. Minor Buildings and Structures	25 years
c. Building Improvements/Renovations	35 years
3. Improvements Other Than Buildings	
a. Utility Generation and Distribution Systems	30 years
b. Fences	10 years
c. Landscaping Improvements	20 years
d. Digital or lighted signs	10 years
4. Equipment	
a. Heavy Equipment	10 years
b. Autos, Vans, and Other Passenger Vehicles Used in Motor Pool	3 years
c. Trucks, Busses, and Cargo Vehicles	8 years
d. Mowers, Skid Steer, Toolcat, and Other Grounds Equipment	5 years
e. Computer Equipment	3 years
f. Miscellaneous Educational Materials Stored on Computer-Related Equipment/Devices	3 years
g. Specimens, Collections, and Library Holdings	--
h. Leases	--
i. Office Furnishings	7 years
j. Used Equipment	3 years
k. All Equipment Not Specifically Defined in Other Classifications	10 years
5. Intangible Assets	10 years
6. Construction Work in Progress	--

(\*"Expected Life" is a reference to the depreciable life of an asset. A fixed asset, which has been capitalized, shall remain in the College's capital asset accounts net of accumulated depreciation until disposed of.)

#### Depreciation Method

The depreciation method used will be straight-line beginning with the month of purchase, donation, or ~~final construction payments~~ substantial completion.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 2 of 8**

### Interest Capitalization

Interest should be capitalized for the following types of assets (“qualifying assets”): assets that are constructed or otherwise produced for the College’s own use, assets intended for sale or lease that are constructed or otherwise produced as discrete projects, investments accounted for by the equity method while the investee has activities in progress necessary to commence its planned principal operations provided that the investee’s activities include the use of resources to acquire qualifying assets for its operations, and assets that are donated or granted to other entities.

The amount of interest cost to be capitalized for qualifying assets is intended to be that portion of the interest cost incurred during the assets’ acquisition periods that theoretically could have been avoided if outlays for the assets had not been made. Capitalized interest shall be calculated in accordance with applicable accounting guidance.

#### 1. Land

Land will be capitalized at acquisition cost including assessments, commissions, legal and recording fees; draining, filling, other site preparation costs; judgments levied from damage suits; and demolition cost of structures on land acquired as building sites. Land acquired by gift will be measured and capitalized at ~~fair market acquisition~~ value ~~at time of acquisition~~. Acquisition cost of property, which includes structures not to be razed, will be allocated between land and buildings based on appraised values.

#### 2. Buildings

##### a. Major Buildings and Structures

##### 1) Acquisition by Construction

Initial capitalization includes initial construction costs of the building structure, including all internal piping, wiring, and permanent fixtures associated with the distribution of utilities within the building. Cost should also include architect fees, inspection fees and permits, bid advertising, any bond issuance costs including capitalized interest, and insurance costs incurred during the construction period. Exclude costs of landscaping, sidewalks, utility tunnels, or furnishings which are to be capitalized in other fixed asset accounts.

##### 2) Acquisition by Purchase

Buildings acquired by outright purchase will be capitalized at acquisition cost with proportionate allocation of the purchase price and associated closing costs allocated to land on the basis of current fair market values.

##### 3) Building Additions

Additions are extensions, enlargements, or expansions made to an existing asset. Additions are capitalized and depreciated over 50 years because they are considered extraordinary or major alterations. If an addition project exceeds five hundred thousand dollars (\$500,000), then the project costs should be added to the capitalized value of a building. Any addition project of less than five hundred thousand dollars (\$500,000) should be charged to expense as long as the cost does not exceed twenty five percent

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 3 of 8**

(25%) of the building cost before the addition is built. Also, work done on the existing asset to accommodate the addition should be regarded as part of the cost of the addition and capitalized. Examples of additions are extra floor space added to a building, the addition of an air conditioning system to an office, the addition of pollution control devices, the addition of attached ramps, the addition of truck docks, the addition of fire escapes, and other appurtenances.

**b. Minor Buildings and Structures**

Capitalization and renovation policy would be the same as (a) above, except this classification would consist of any building whose value exceeds one hundred thousand dollars (\$100,000) and is less than five hundred thousand dollars (\$500,000) and may include the following: garages, sheds, greenhouses, and shops. Buildings whose value is less than one hundred thousand dollars (\$100,000) should be expensed.

**c. Building Improvement/Renovation**

Capital improvements should be distinguished from ordinary repairs that are expenses that maintain the existing asset in normal operating condition and should be expensed immediately.

Ordinary repairs are recurring in nature and are normally small relative to the value of the asset; they do not materially add to the use of the asset, and do not substantially extend its operational life. Examples of ordinary repairs include replacing minor parts, janitorial and utility services, and care of grounds.

Improvements and replacements are substitutions of a part of an asset for another. While replacement is the substitution of an asset of basically the same type and performance capabilities, improvement is the substitution of a better asset with superior performance capabilities. Replacements are considered as ordinary repairs and maintenance and are expensed as opposed to capitalized. The example of a replacement expense is replacing an old carpet with a new one. The replacement will not increase the service life of the building to which the original cost of the old carpet was added.

Major renovation and remodeling will be capitalized if the renovation when viewed as a single project exceeds five hundred thousand dollars (\$500,000) and the project objective and scope includes modernization of the structure as a whole, and not merely a rearrangement of selective office/classroom areas. In the event a renovation project involves significant razing of the existing structure, an estimate of the cost of initial construction, which was razed, should be removed from the existing building asset valuation. Office furnishings of renovations should be capitalized separately from any structural renovation costs. Costs of repairs and updates of roofs; sprinklers and fire alarms; data (telephone)/electrical wiring systems within the building; and heating, ventilation and air conditioning (HVAC) systems should be considered building improvement/renovation costs.

**3. Improvements Other Than Buildings**

The following classifications of improvements will be capitalized:

**a. Utility Generation and Distribution System**

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 4 of 8**

Includes cost of utility generation systems within power plant structures, as well as equipment for transmission of utilities from one location to another but does not include equipment and transmission lines for utilities contained within a building for its own use. (Utility Distribution Systems within a building structure, i.e., internal piping and wiring, are capitalized as part of the building cost.) This account includes the installed cost of equipment used in the generation of heat, power, steam, electricity, and cooling; the cost of constructing utility tunnels; as well as any equipment, switchgear, piping, and wiring housed in the tunnels. Includes costs on sanitary and storm sewers, electrical transmission lines and similar type equipment.

Cost includes actual equipment, related transportation costs and installation costs, as well as any legal or other fees, licenses, surveying, equipment rental, or other such costs incurred in connection with the installation of the facilities. Additions or extensions to existing utility generators and distribution capacity will be capitalized in the year such addition was completed. Utility

Generation and Distribution System projects will be capitalized if the project exceeds two hundred thousand dollars (\$200,000). Repairs and related maintenance of current systems should be charged to expenses.

**b. Fences**

Includes cost of material, installation, surveying and other related items incurred for the construction of permanent security and traffic control fences. Cost of replacing wire, sections of post and/or rails and wire should be charged to expense. Additions to fences or complete replacement of fences should be capitalized in the year completed. Costs under fifty thousand dollars (\$50,000) should be charged to expense.

**c. Landscaping Improvements**

Includes initial construction cost of sidewalks, drives, parking lots, athletic fields, trails, plazas, outdoor lighting, shrubs and trees, lawns, ground watering systems for lawns, and roads. Also includes surveying, filling, and draining costs if such costs are incurred solely for the installation of the improvement and are not part of an overall land acquisition and construction project.

Additions to existing landscaping improvements should be capitalized in the year completed. Maintenance, partial replacement, and resurfacing projects are to be charged to expense.

Landscaping improvement projects with a cost under fifty thousand dollars (\$50,000) should be charged to expense.

**d. Digital or Lighted Signs**

Digital or lighted signs are a stand-alone signs which displays information and other messages. Digital or lighted signs shall include the costs of installation and wiring. Costs under twenty thousand dollars (\$20,000) should be expensed.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 5 of 8**

### 4. Equipment

Equipment items acquired by the Colleges with a cost exceeding five thousand dollars (\$5,000), and having an economic useful life of two (2) years, will be capitalized at net invoice price plus freight, installation charges, and trade-in allowance, if any. Items purchased in bulk quantity will be classified according to the smallest useable unit, (e.g., ten (10) computers purchased for one thousand five hundred dollars (\$1,500). Although the invoice will be for fifteen thousand dollars (\$15,000), these items will not be capitalized.) Component parts, which individually cost less than the capitalization level but when combined exceed the capitalization level shall be capitalized when purchased as a functional unit. Items of lesser value may be capitalized when required by a regulatory agency.

#### a. Heavy Equipment

Includes tractors, frontend loaders, and telehandlers.

#### b. Autos, Vans, and Other Passenger Vehicles Used in Motor Pool

Includes all vehicles which are used primarily for the transportation of individuals.

#### c. Trucks, Busses, and Cargo Vehicles

Includes all busses used to transport individuals as well as vehicles used to transport cargo.

#### d. Mowers, Skid Steer, Toolcat, and Other Grounds Equipment

Includes all equipment which is used for the upkeep of groups.

#### e. Computer Equipment

This equipment should be classified separately due to the rapid obsolescence. Cost includes net invoice price plus inbound transportation and installation costs. Warranties and built-in software included as part of the original purchase shall be included in the capitalization amount. The cost of software purchased subsequently should not be capitalized for financial reporting purposes since such software is generally licensed and not owned, even if the license agreement allows perpetual use of the software without additional license payments. Subsequent purchases of warranties shall not be capitalized but entered as operating expenses.

#### f. Miscellaneous Education Materials Stored on Computer-Related Equipment/Devices

Miscellaneous educational materials that are stored on computerized hardware or software devices shall be capitalized at acquisition cost. ~~or, if donated, these items should be measured and capitalized at fair market acquisition~~ value at the date of donation.

The miscellaneous education materials will be capitalized as a single unit entry each year (not as the smallest useable unit) if in excess of five thousand dollars (\$5,000) per year.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 6 of 8**

g. Specimens, Collections, and Library Holdings

Art objects, specimens, and artifacts shall be capitalized only when they are installed as an integral part of a building structure and cannot be easily moved from the building. In that case, they are capitalized as part of the building project. All other art objects, specimens, artifacts, and collections, including library materials, shall be expensed, so long as the items meet the following three conditions:

- 1) Items are held for public exhibition, education, or research in furtherance of public service, rather than financial gain
- 2) Items are protected, kept unencumbered, cared for, and preserved; and
- 3) The proceeds from sales of any collection items must be used to acquire other items for collections

h. Leases

The Colleges enter into various leasing agreements for the use of equipment, facility space, etc. In governmental accounting there are two classifications of leases, capital or operating.

If the lease meets one or more of the following criteria, it is a capital lease and should be capitalized:

- 1) The lease transfers ownership of the property to the lessee by the end of the lease term.
- 2) The lease contains a bargain purchase option.
- 3) The lease term is equal to 75 percent (75%) or more of the estimated economic life of the leased property. However, if the beginning of the lease term falls within the last 25 percent (25%) of the total estimated economic life of the lease property, including earlier years of use, this criterion should not be used for the purposes of classifying the lease.
- 4) The present value at the beginning of the lease term of the minimum lease payments, excluding that portion of the payments representing executory costs such as insurance and maintenance to be paid by the lessor, including any profit thereon, equals or exceeds 90 percent (90%) of the excess of the fair value of the leased property to the lessor at the inception of the lease over any related investment tax credit retained by and expected to be realized by the lessor. However, if the beginning of the lease term falls within the last 25 percent (25%) of the total estimated economic life of the leased property, including earlier years of use, this criterion should not be used for purposes of classifying the leases. A lessor should compute the present value of the minimum lease payments using the interest rate implicit in the lease. A lessee should compute the present value of the minimum lease payments using the lessee's incremental borrowing rate unless it is practicable to obtain the implicit rate computed by the lessor and the implicit rate computed by the lessor is less than the lessee's incremental borrowing rate. If both of those conditions are met, the lessee shall use the implicit rate.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 7 of 8**

A capital lease is recorded at the full value of the contract, including the ultimate purchase if applicable, in an appropriate fixed asset account at the time the contract is made. At the same time, a total lease contract liability should be established. All subsequent payments under the contract should be recorded in the appropriate operating expense account and later transferred by accounting as a reduction of the lease payable account.

Occasionally, equipment will be purchased under a lease contract, even though it was not the intent to purchase the equipment at the time the lease was negotiated. Under these circumstances, the equipment should be capitalized at the time the decision is made to purchase and only for the amount of the negotiated purchase price. Prior year lease payments should not be capitalized.

If the lease agreement does not meet one or more of the four criteria listed above, it is classified as an operating lease. The payments made on an operating lease are charged to expense over the lease term as it becomes due. Normally operating leases are not capitalized.

i. Office Furnishings

Includes furniture such as desks, chairs, cabinets, and appliances in a building.

j. Used Equipment

Includes all heavy equipment, autos, vans, passenger vehicles, trucks, busses, cargo vehicles, mowers, skid steers, toolcats, computers, office furnishings, and all other equipment which is purchased in a used condition by the Colleges.

k. All Equipment Not Specifically Defined in Other Classifications

This classification includes apparatus, machinery, implements, and tools used on campus grounds or in classrooms, laboratories, offices, shops, production operations, storerooms, and auxiliary enterprises which do not fall into one of the categories noted above.

### 5. Intangible Assets

Intangible assets are those that lack physical substance, nonfinancial in nature, and has an initial useful life that extends beyond a single reporting period. To be recorded as an asset the intangible must be owned by the Colleges and be separately identifiable. Examples of intangible assets are computer software and website, easements, various rights (e.g. land use, water, timber, and mineral), licenses and permits, patents, copyrights and trademarks. Intangible assets must have an acquisition cost of five hundred thousand dollars (\$500,000) and a life greater than two (2) years to be capitalized. Purchased intangible assets shall be capitalized using the asset's purchase price. ~~while~~ Donated intangible assets shall be measured and capitalized at the asset's acquisition fair value at the time it is acquired. Intangible assets with indefinite useful lives should not be amortized. For intangible assets that are the result of contractual or legal rights, including patents, license, trademarks, etc. these assets should be amortized over the contractual or legal life.

Internally developed software for capitalization purposes includes software that is developed in-house by the Colleges' own personnel or by a contractor on the Colleges' behalf and commercially available software that is purchased or licensed by the Colleges that requires more than minimal incremental effort before being put into operation. Such software shall be amortized over 10 years.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 8 of 8**

Software development generally involves three (3) phases as follows:

a) Preliminary project stage

Activities in this stage will generally include the conceptual formulation and evaluation of alternatives for the software project, the determination of the existence of needed technology, and the final selection of alternatives for the development of the software.

b) Application development stage

Activities in this stage will generally include the design of the chosen path, including software configuration and software interfaces, coding, installation of hardware, and testing, including the parallel processing phase.

c) Post-implementation/operation stage

Activities in this stage include user application training and system maintenance.

Costs associated with activities of the preliminary project stage and post-implementation/operation stage should be expensed as incurred. Once preliminary project stage activities are completed and management has authorized and committed to funding the software project, costs associated with activities of the application development stage should be capitalized until the software is in place and operational.

### 6. Construction Work in Progress

Construction Work in Progress account is designed to accumulate all costs incurred in connection with projects undertaken for the construction or renovation of capital assets. Costs should remain in the Construction Work in Progress account until the project is complete and the building or other constructed asset is placed in service.

Upon completion of the project, all costs will be removed from the Construction Work in Progress account and charged to appropriate building, improvements other than buildings, equipment, and intangible asset accounts in accordance with the capitalization policy.

Policy Adopted: 3/11/94  
 Policy Revised: 11/11/95  
 Policy Revised: 5/21/01  
 Policy Revised: 4/13/07  
 Policy Revised: 4/17/09  
 Policy Effective: 7/1/10  
 Policy Revised: 3/25/11  
 Policy Revised: 1/14/14  
 Policy Revised: 6/10/14

Approved: 6/3/10

Policy Revised:

May 3, 2016

**ACTION:** First and Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions

First and Final Round approval of Revisions to Board Policy 7015 is requested.

The only revision proposed is to strike language related to Real Property. Disposal of Real Property is dealt with in Policy 8003.

The System Office recommends approval of the Revisions to Board Policy 7015; Contracts; Limitations, Exemptions.

**ATTACHMENTS:**

- [Revisions to Board Policy 7015](#) (PDF)

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7015**

**Contracts; Limitations, Exemptions**

**Page 1 of 3**

### BOARD POLICY

#### Contracts Guidance

A contract is necessary whenever a legal relationship is established consisting of rights and duties that go beyond the sale transaction details. Thus, a contract is NOT required when there are no terms beyond the documentation of purchase details, such as 1) definition of items/scope, 2) delivery of the items/services, and 3) the timing of billing and payment.

The following purchases do NOT require a contract when the purchase is below fifty-thousand dollars (\$50,000): lodging, airfare, advertising, and repairs for vehicles, equipment, furnishings, facilities/grounds, and Information Technology hardware & software systems.

College departments and units are responsible for negotiating contracts prior to submission to the Vice President for Administration and Finance. The NSCS standard contract forms are to be used for the initial review draft. (See “*Contract for Services Guidance and Instructions*” found at [www.nscs.edu](http://www.nscs.edu).) In cases where there are no alternatives to using vendor contract forms, the applicable provisions of the appropriate NSCS form need to be incorporated into the initial review draft. If an online user agreement (sometimes referred to as a “click-through agreement”) is required for a purchase, the terms and conditions are to be reviewed by the College department or unit prior to review and approval by the Vice President for Administration and Finance. Refer to the first two paragraphs above for when online user agreements are considered contracts.

The Board is responsible for all contracts. No contract may commit funds for a future fiscal year, unless specific funding has been identified in a Legislative appropriation bill or an appropriate escape clause has been inserted in the contract.

No contract, purchase agreement or lease/purchase agreement, that requires Board approval, shall be signed or finalized in any form until the Board has authorized the College to enter into such an understanding.

Contracts, Memorandums of Understandings, or Agreements establishing collaborative, educational partnerships between the Colleges and external entities must be approved in advance by the Board and signed by the Chancellor. Contracts that are solely for the purpose of exploring the potential for future substantive contracts do not require approval of the Board and shall be signed by the President.

All contracts for capital construction projects must follow the criteria stipulated in Policies 8063 through 8068.

All contracts related to revenue bond facilities will be in accordance with the indentures, statutes, and related Board policies.

#### Exempt Contracts

Certain contracts do not require review and approval by the Board. An exempt contract shall be defined as any of the following;

1. Any contract with individual students for room and board or deferred payment programs.
2. Any student internship, practicum or workforce training grant agreements.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7015**

**Contracts; Limitations, Exemptions**

**Page 2 of 3**

3. Any community service and service learning contracts.
4. Any Northeast Nebraska Teacher Academy agreements (NENTA.)
5. Any articulation agreements to determine course equivalencies in accordance with Board Policies.
6. Any bus chartering contracts.
7. Any contract for the purchase of food and consumable food service items used in the regular course of business operations.
8. Any contract for the purchase of supplies and commodities used in the regular course of business operations.
9. Any contract for the purchase of installation services including repairs or maintenance agreements or movable equipment including computer hardware, and computer software services, licenses and maintenance agreements where the total cost does not exceed one hundred thousand dollars (\$100,000). In cases of multiple-year contracts, contract amendments, contract extensions, contract renewals, and contracts with optional years, the one hundred thousand dollar (\$100,000) limit only applies to any given one (1) year period as defined in the contract documents.
10. Any contract for the purchase of utilities, gasoline, oil, or diesel fuel used in the regular course of business operations. Utilities shall include trash services, cable television and internet services.
11. Any contract dealing with the sale of College personal property, if Board Policy 7014 is followed. ~~Any sale of real property, where the sale price does not exceed twenty four thousand dollars (\$24,000).~~
12. Any granting of a lease or rental agreement to an external party, if the annual proceeds are less than twenty four thousand dollars (\$24,000) in accordance with Board Policy 8027.
13. Any contract relating to the staging or performance of any cultural, artistic, musical, scholarly, recreational, or intercollegiate athletic event (at home or away).
14. Any contract for the purchase of material to be added to the collection of any College library.
15. Any contract that does not exceed twenty four thousand dollars (\$24,000), whereby a College will provide services to an external party, including, but not limited to, instruction, consulting, planning, technical assistance or program development courses. (For contracts to receive services, refer to Board Policy 7016.)
16. Any contract with the state or federal government for the provision of Financial Aid.
17. Any contract associated with an emergency approved by the Chancellor.

All exempt contracts shall be signed by the President or the Vice President for Administration and Finance. In the event that the President and Vice President for Administration and Finance are not able to sign on behalf of their respective institution, the Chancellor is authorized to execute a contract on behalf of the institution. The Chancellor or Vice Chancellor for Finance and Administration or General Counsel are authorized to sign exempt contracts for the System Office.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7015**

**Contracts; Limitations, Exemptions**

**Page 3 of 3**

A list of the exempt contracts over fifty thousand dollars (\$50,000), authorized and signed by the College or System Office, shall be provided to the Board of Trustees for information in the proper format.

All other contracts, once approved by the Board, shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.

Legal Reference: RRS 85-304  
RRS 85-411

Board of Trustees; Powers; Enumerated  
Campus buildings and facilities; Board; Powers

Policy Adopted: 7/22/83  
Policy Revised: 3/11/94  
Policy Revised: 6/15/95  
Policy Revised: 4/13/07  
Policy Revised: 11/4/11  
Policy Revised: 3/15/13  
Policy Revised: 9/6/13  
Policy Revised: 11/7/14  
Policy Revised: 6/18/15

Policy Revised:

Attachment: Revisions to Board Policy 7015 (1771 : Revisions to Board Policy 7015; Contracts; Limitations, Exemptions)

May 3, 2016

**ACTION:** First and Final Round Approval of Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors

First and Final Round approval is requested on revisions to Board Policy 9015.

The only revision requested is a change to require proposals from vendors every five years.

The System Office recommends approval of the Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors.

**ATTACHMENTS:**

- [Revisions to Board Policy 9015](#) (PDF)

## REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 9015 Food Service; Operations;  
Contracts; Vendors**

**Page 1 of 1**

### BOARD POLICY

Objectives of the college food service are to 1) serve high quality foods at reasonable prices and at convenient times; 2) provide vending machine services at hours the food kitchens are closed; 3) provide catering to college groups and others in the college interest; 4) and provide a teaching resource for training students in foods and food service activities.

Food services of the colleges are to operate within said intent and shall be provided so as to avoid competing with local commercial eating establishments.

Should a college choose to provide food service through contract with a food service vendor, such contract is to be approved by the Board upon recommendation by the President.

Proposals are to be solicited from food service vendors every ~~seven-five (5)~~ years. A copy of the proposed contract is to be submitted to the System Office for review prior to submitting it to the Board for approval. When approval has been granted by the Board, at least three (3) copies of the primary contract will be signed by the vendor, the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. Annual renewals of the contract, as recommended by the President, are to be submitted to the Board for approval. Annual renewal agreements, once approved by the Board, will also be signed by the vendor, the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

Policy Adopted: 1/28/77  
Policy Revised: 1/27/78  
Policy Revised: 2/3/89  
Policy Revised: 3/11/94  
Policy Revised: 11/11/95  
Policy Revised: 12/2/04  
Policy Revised: 9/15/06  
Policy Revised: 3/15/13

Policy Effective: \_\_\_\_\_ Approved: \_\_\_\_\_

Attachment: Revisions to Board Policy 9015 (1764 : Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors)

May 3, 2016

**ACTION:** First and Final Round Approval of Revisions to Board Policy 9020; Services; Bookstore, Student Center

First and Final Round approval is requested on revisions to Board Policy 9020.

The only revision requested is to require proposals from vendors every five years.

The System Office recommends approval of the Revisions to Board Policy 9020; Services; Bookstore, Student Center.

**ATTACHMENTS:**

- [Revisions to Board Policy 9020](#) (PDF)

## REVENUE BOND - AUXILIARY OPERATIONS; NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 9020 Services; Bookstore, Student Center**

**Page 1 of 1**

### BOARD POLICY

#### Bookstore

The Colleges shall provide facilities for the sale of books, equipment and supplies necessary or convenient for the use of students and staff. Should a College choose to provide bookstore services to the students through a contract with a bookstore operator, proposals are to be solicited from qualified bookstore vendors. The contract offered to the selected bookstore vendor is to be approved by the Board upon recommendation by the President.

Each College contracting for bookstore operation is to solicit proposals from bookstore vendors every ~~seven-five~~ (7.5) years. A copy of the proposed contract is to be submitted to the System Office for review prior to submitting it to the Board for approval. When approval has been granted by the Board, at least three (3) copies of the primary contract will be signed by the vendor, the President or Vice President for Administration and Finance and then the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

#### Student Center

Student Center receipts and disbursements shall be handled through the Revenue Bond Revenue Account of each college. All monies received shall be deposited daily in the official local depositories approved by the Board and transmitted to the Revenue Bond Trustee on the schedule required by state law and the indentures.

Policy Adopted: 1/28/77  
 Policy Revised: 3/11/94  
 Policy Revised: 6/6/08  
 Policy Effective: 7/1/10                      Approved: 6/3/10  
 Policy Revised: 3/15/13  
Policy Effective:                      Approved:

Attachment: Revisions to Board Policy 9020 (1765 : Revisions to Board Policy 9020; Services; Bookstore, Student Center)

## ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

May 3, 2016

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**ACTION:** **Approve Naming of Entrance and Walkway at Peru State College**

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Board Policy 8020 provides for the naming of NSCS buildings and other facilities. According to paragraph 4 of the policy, "The proposed name shall come to the Board as a recommendation of the College President." Pursuant to this Policy, Peru State proposes to name the entrance plaza area at the circle drive at the corner of Park Avenue and Fifth Street in recognition of a substantial contribution designated for the Campus Entrance renovation by Farmer's Bank of Cook in honor of Joyce and Judson Douglas. Peru State proposes to name the area the Douglas Entrance Plaza.

The gift represents a significant portion of the \$2.9 million cost to renovate the entrance to the City of Peru and Peru State College. This naming request brings honor to the donors and their family members, to Peru State and to the Nebraska State College System.

Board Policy 8020 provides for the naming of NSCS buildings and other facilities. According to paragraph 4 of the policy, "The proposed name shall come to the Board as a recommendation of the College President." Pursuant to this Policy, Peru State proposes to name the walkway area from Casey's General Store to the Peru State College campus in recognition of a substantial contribution designated for the Campus Entrance renovation by the Rodney P. Vandenberg Charitable Trust in honor of Rodney P. Vandenberg. Peru State proposes to name the area the Rodney P. Vandenberg Memorial Walkway.

The gift represents a significant portion of the \$2.9 million cost to renovate the entrance to the City of Peru and Peru State College. This naming request brings honor to the donors and their family members, to Peru State and to the Nebraska State College System.

The System Office and Peru State College recommend approval of the Naming of Entrance and Walkway at Peru State College.

# ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

May 3, 2016

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**ACTION:** **Approve Reallocation of Contingency Maintenance Funds for Chadron State College**

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Chadron State requests the following reallocations of contingency maintenance funds:

From Resolution:

3/18/16	#1	Andrews Hall Elevator Upgrade	\$100,000
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To Resolution:

4/25/14	#1	Kent Hall Sprinklers	\$100,000
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From Resolution:

3/26/15	#10	West Court Demolition	\$ 90,000
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To Resolution:

4/25/14	#1	Kent Hall Sprinklers	\$ 90,000
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The Kent Hall Sprinklers bids came in significantly over the amount of contingency maintenance funds available for the project. In order for the project to go forward, it is necessary to reallocate \$100,000 from the Andrews Hall Elevator Upgrade project and \$90,000 from the West Court Demolition project. The Andrews Hall Elevator project will be deferred for one or two years, and the phased West Court Demolition project has experienced savings after two phases of bidding.

The College requests reallocation of contingency maintenance funds in order to complete the sprinkler project in Kent Hall.

The System Office and Chadron State College recommend approval of the Reallocation of Contingency Maintenance Funds for Chadron State College.

May 3, 2016

**ACTION:** Approve the Use of \$100,000 of Capital Improvement Fee Funds for Peru State College

Peru State seeks to commit \$100,000 of capital improvement fee funds toward the addition to and the renovation of the Theatre/Event Center. Additional funding from the College and Foundation is needed beyond the amount that will be available as part of the Legislative authorization for the project. This funding is important to allow design development to begin as soon as possible to ensure the project will be bid according to schedule.

The System Office and Peru State College recommend approval of the Use of \$100,000 of Capital Improvement Fee Funds for Peru State College.

**ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT**

May 3, 2016

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**ACTION:** **Approve Contingency Maintenance Resolution for Bowen Hall at Wayne State College**

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Wayne State requests approval of a contingency maintenance allocation of \$220,000 for its Bowen Hall renovation project. The Board previously approved \$120,000 contingency maintenance funds for Residence Hall Improvement Planning on April 25, 2014 and \$900,000 for Bowen Hall planning and design on September 11, 2015, as well as the sale of revenue bonds not to exceed \$11,500,000 on November 13, 2015. The College will need additional funds to allow the project to move forward. Wayne State has demonstrated that its revenue bond surplus fund can support the additional allocation.

The System Office and Wayne State College recommend approval of the Contingency Maintenance Resolution for Bowen Hall at Wayne State College.

**ATTACHMENTS:**

- WSC Resolution 2016 May 3 (PDF)

**WAYNE STATE COLLEGE  
WAYNE, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equippings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Wayne State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of March 31, 2016 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

BE IT RESOLVED that the Board of Trustees of the Nebraska State Colleges, in compliance of the Master Resolution, does approve and hereby directs BOKF National Association Lincoln, Nebraska to pay appropriate orders out of the Series 2002 Surplus Fund for the following:

1. Bowen Hall	Renovation Project	220,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$220,000</b>

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a specially called meeting of May 3, 2016

IN WITNESS WHEREOF, I have hereunto affixed my signature this 3rd day of May 2016.

\_\_\_\_\_  
Stan Carpenter, Chancellor

Attachment: WSC Resolution 2016 May 3 (1773 : Contingency Maintenance Resolution for Bowen Hall at Wayne State College)

**ITEMS FOR INFORMATION AND DISCUSSION\FISCAL, FACILITIES, AND AUDIT**

May 3, 2016

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***INFORMATION ONLY:* Preliminary Review of Draft Biennium Budget Requests**

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The Colleges and System Office have been working on proposed biennium budget requests in line with the guidelines approved by the Board in January, 2016. The draft preliminary requests are being mailed to Board members. Following this review by the Board, a final preliminary request will be brought to the Board at its June, 2016 meeting for approval.

## ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT

May 3, 2016

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**INFORMATION ONLY: Contracts and Change Orders for Information**

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The following contracts and change orders are provided to the Board for information.

**Chadron State Contracts**

- Chicoine Event Center (golf instruction) -- \$110/student/year, not to exceed \$1,100 annually
- Nelson Physical Activity Center (Battle Ball and Zorb Racing) -- \$2,700 plus local lodging
- Miller Hall IT Department (cloud based solution-license, implementation, support) -- \$4,875/year for 3 years
- Student Center (leadership training for CSC faculty, staff and students) -- \$3,600
- Campus (re-accreditation related interviews, meetings, review of materials) -- \$5,000
- Athletic Department (compliance review/consulting services) -- \$22,000
- Memorial Hall (piano tuning/maintenance) -- \$2,500 plus local lodging for 3 nights
- Athletic Department (assist in building candidate pool for head women's volleyball coach position) -- \$3,500
- Student Center (live music for NOCS) -- \$600
- Campus Buildings (semi-annual fire alarm inspections) -- \$9,538 annually
- Campus Buildings (semi-annual hood inspections) -- \$720 annually
- Marketing (creation of interactive map and virtual tour of CSC) -- \$10,548
- High Rise Residence Hall (passenger elevator service/maintenance) -- \$955/month
- Campus Buildings (examination and lubrication service on hydraulic elevators) -- \$700/month
- Student Center (circus entertainment and meetings with student groups on entertainment industry) -- \$3,775 plus local motel accommodations
- Chicoine Event Center (timing dealer and event manager and RMAC indoor track championships) -- \$2,500
- Athletic Department (design athletic websites for each sport) -- \$4,320/year for 4 years
- Sandoz Center (professional development of Sandoz Center) -- \$100/work hour; \$50/drive hour, not to exceed \$3,000 Phase I and \$3,000 Phase II

**Peru State Contracts**

- Oak Bowl Stairs (install hand railings) -- \$7,500
- Theatre (speaker-Rewiring Your Organizations Networks) -- \$3,500
- Delzell Hall Addition (geotechnical exploration) -- \$2,300
- Delzell Hall (addition and renovation) -- \$732,766
- Human Resources/Marketing (candidate search for IT specialists) -- \$45 to \$60 per hour
- Dr. Coe's Class and Public in Jindra Recital Hall (guest speaker-Being Muslim in America) -- \$76.50
- Centennial Complex (portable restrooms) -- \$260/month
- Criminal Justice Classes (assessment exams for criminal justice students) -- \$40 per student not to exceed \$240
- Campus (Spoken Word performance) -- \$250

- Campus (electrical service and maintenance - renewal) -- \$58
- Oak Bowl (generator maintenance Oct. 2015 through Jan. 2016) -- \$725.92
- Administration Building (generator maintenance June 2015 through June 2016) -- \$1,721.40
- AWAC East Bridge (provide architectural and engineering for replacement of east bridge) -- \$18,900
- Peru Elementary School Building/Field House (provide architectural and engineering for remodeling) -- \$72,600
- Professional Studies (comprehensive business exams) -- \$280
- Campus (distinguished speaker) -- \$25,000
- PSC Theatre/Campus (distinguished speaker) -- \$2,000
- Neal Hall (asbestos abatement) -- \$57,770
- Library (Britannica online renewal) -- \$427
- Science Laboratory (packaging, transportation and disposal of hazardous waste) -- \$110
- College Employees (survey report agreement) -- \$841
- Student Center (dining services) -- \$67,500
- Library (renewal agreement for BioOne subscription) -- \$2,868.53
- Campus (speaker) -- \$2,750
- Campus (hypnotist) -- \$2,250
- Bobcat Bus parking, Hoyt Street stairs, Admissions stairs (concrete repair) -- \$26,250
- Davidson/Palmer Dorms - Centennial Hall (2 - 250 gallon water heaters) -- \$73,000

#### Wayne State Contracts

- Campus (recruit Directors of Residence Life and Student Activities) -- \$16,000
- Campus Services (new tower for campus radio station) -- \$163,039.70
- Campus (managed print contract) -- \$8,269.79 plus per-imprint use fees
- Brandenburg Education (install stair lift in Ley Theatre) -- \$3,895
- Humanities (professional services for re-roof project) -- \$24,150
- Bowen Hall (asbestos removal and monitoring) -- \$33,750
- Bowen Hall (fire pump re-build) -- \$6,000
- Peterson Fine Arts (install handicap door operators) -- \$5,326.36
- Berry Hall (professional services for re-roof project) -- \$32,500
- Bowen Hall (elevator upgrade) -- \$292,839
- Peterson Fine Arts (install railing along retaining wall) -- \$8,950
- Campus (automatic door inspections) -- \$1,807
- Connell Hall (replace exterior stairs) -- \$9,958
- Student Center (elevator repair) -- \$4,112

#### Wayne State Change Order

- U.S. Conn Library (#2 asbestos removal) -- \$1,100

#### **ATTACHMENTS:**

- CSC Contracts and Change Orders for Information (PDF)
- PSC Contracts and Change Orders for Information (PDF)
- WSC Contracts and Change Orders for Information (PDF)

## CONTRACTS AND CHANGE ORDERS FOR INFORMATION

May 3, 2016

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor's approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor's approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Chadron State College</b>	
Location on Campus:	Chicoine Event Center
Contracted Work:	Golf Instruction
Contract Amount:	\$110/student/year, not to exceed \$1,100 annually
Fund Source:	Cash
Contractor:	Mike Klein, Field of Dreams Golf
Location on Campus:	NPAC
Contracted Work:	Battle Ball & Zorb Racing
Contract Amount:	\$2,700 plus local lodging
Fund Source:	Cash
Contractor:	CEP Incorporated
Location on Campus:	Miller Hall IT Department
Contracted Work:	Cloud based solution--license, implementation, support
Contract Amount:	\$4,875/year for 3 years
Fund Source:	Cash
Contractor:	RGP-Policy IQ
Location on Campus:	Student Center
Contracted Work:	Leadership Training for CSC Faculty, Staff & Students
Contract Amount:	\$3,600
Fund Source:	Cash
Contractor:	Swift Kick
Location on Campus:	Campus
Contracted Work:	Reaccreditation related interviews, meetings, review of materials
Contract Amount:	\$5,000
Fund Source:	Cash
Contractor:	Douglas J. Eder
Location on Campus:	Athletic Department
Contracted Work:	Compliance Review/Consulting Services
Contract Amount:	\$22,000
Fund Source:	Cash
Contractor:	Strategic Edge Athletic Consulting
Location on Campus:	Memorial Hall
Contracted Work:	Piano Tuning/Maintenance
Contract Amount:	\$2,500 plus local lodging for 3 nights
Fund Source:	Cash
Contractor:	Bev Hempel
Location on Campus:	Athletic Department
Contracted Work:	Assist in building candidate pool for Head Women's Volleyball Coach position
Contract Amount:	\$3,500
Fund Source:	Cash
Contractor:	Double L Consulting
Location on Campus:	Student Center
Contracted Work:	Live music for NOCS
Contract Amount:	\$600
Fund Source:	Cash
Contractor:	Brian Pankonin
Location on Campus:	Campus Buildings
Contracted Work:	Semi-annual fire alarm inspections
Contract Amount:	\$9,538 annually
Fund Source:	Cash
Contractor:	Protex Systems, Inc.

## CONTRACTS AND CHANGE ORDERS FOR INFORMATION—CSC

Page 2

Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Buildings Semi-annual hood inspections \$720 annually Cash Protex Systems, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Marketing Creation of interactive map and virtual tour of CSC \$10,548 Cash Concept 3D, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	High Rise Residence Hall Passenger Elevator Service/Maintenance \$955/month Cash O'Keefe Elevator Company, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Buildings Examination & Lubrication Service on Hydraulic Elevators \$700/month Cash O'Keefe Elevator Company, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Circus entertainment and meetings with student groups on entertainment industry \$3,775 plus local motel accommodations Cash Mesmerie Entertainment, LLC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Chicoine Event Center Timing Dealer & Event Manager @ RMAC Indoor Track Championships \$2,500 Cash Kenneth Howell
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Athletic Department Design Athletic Website for each sport \$4,320 per year for four years Cash Sidearm Sports
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Sandoz Center Professional Development of Sandoz Center \$100/work hour; \$50/drive hour, not to exceed \$3,000 Phase I & \$3,000 Phase II Cash Ginny Wood Nelson

Attachment: CSC Contracts and Change Orders for Information (1761 : Contracts and Change Orders for Information)

## CONTRACTS AND CHANGE ORDERS FOR INFORMATION

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor's approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor's approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Peru State College</b>	
Location on Campus:	Oak Bowl Stairs
Contracted Work:	Install Hand railings at the Oak Bowl Stairs
Contract Amount:	\$7,500.00
Fund Source:	Cash Funds
Contractor:	Nemaha Sports Construction
Location on Campus:	College Theatre
Contracted Work:	Speaker – Rewiring Your Organizations Networks
Contract Amount:	\$3,500.00
Fund Source:	Cash Funds
Contractor:	CampuSpeak
Location on Campus:	Delzell Hall Addition
Contracted Work:	Geotechnical Exploration
Contract Amount:	\$2,300.00
Fund Source:	Contingency Maintenance
Contractor:	Thiele Geotech Inc.
Location on Campus:	Delzell Hall
Contracted Work:	Addition and Renovation
Contract Amount:	\$732,766.00
Fund Source:	Contingency Maintenance
Contractor:	Jackson Jackson & Associates
Location on Campus:	Human Resources/Marketing
Contracted Work:	Candidate search for IT specialists
Contract Amount:	\$45.00 to \$60.00 an hour
Fund Source:	Cash Funds
Contractor:	TEK Systems, Inc.
Location on Campus:	Dr. Coe's Class & public in Jindra Recital Hall – Being Muslim in America
Contracted Work:	Guest Speaker
Contract Amount:	\$76.50
Fund Source:	Cash Funds
Contractor:	Naser Asharif
Location on Campus:	Centennial Complex
Contracted Work:	Portable Restrooms
Contract Amount:	\$260.00 a month
Fund Source:	Cash Funds
Contractor:	Eagles Services
Location on Campus:	Criminal Justice Classes
Contracted Work:	Assessment exams for Criminal Justice Students
Contract Amount:	\$40.00 per student not to exceed \$240.00
Fund Source:	Cash Funds
Contractor:	Peregrine Academic Services
Location on Campus:	Campus
Contracted Work:	Spoken Word Performance
Contract Amount:	\$250.00
Fund Source:	Cash Funds
Contractor:	Brandon Thornton
Location on Campus:	Campus
Contracted Work:	Electrical Service and Maintenance - Renewal
Contract Amount:	\$58.00
Fund Source:	Cash Funds
Contractor:	Haco Electric

Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Oak Bowl Generator Maintenance Oct 2015 thru January 2016 \$725.92 Cash Funds Cummins Central Power LLC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Administration Generator Maintenance June 2015 thru June 2016 \$1,721.40 Cash Funds Cummins Central Power LLC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	AWAC East Bridge Provide architectural and engineering for replacement of East Bridge \$18,900.00 LB309 Jackson Jackson & Associates
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Peru Elementary School Building to be Field House Provide architectural and engineering for remodeling to be Field House \$72,600.00 Capital Improvement Fees Jackson Jackson & Associates
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Professional Studies Comprehensive Business Exams \$280.00 Cash Funds Technological Fluency Institute
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Distinguished Speaker \$25,000.00 Cash Funds American Program Bureau's - Wes Moore
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	PSC Theater/Campus Distinguished Speak \$2,000.00 Cash Funds The College Agency – Lamarr Womble
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Neal Hall Asbestos abatement \$57,770.00 Revenue Bond AMI Environmental Group, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Library Britannica Online Renewal \$427.00 Cash Funds Nebraska Library Commission
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Science Laboratory Packaging, transportation and disposal of hazardous waste \$110.00 Cash Funds Hazardous Waste Experts
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	College employees Survey Report Agreement \$841.00 Cash Funds Modern Think LLC – The Chronicle, 2016 Great Colleges to Work For
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Dining Services \$67,500.00 Revenue Bond Creative Dining
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Library Renewal Agreement for BioOne Subscription \$2,868.53 Cash Funds Nebraska Library Commission

Location on Campus:	PSC Campus
Contracted Work:	Speaker
Contract Amount:	\$2,750.00
Fund Source:	Trust Fund
Contractor:	Metropolis Management – David Coleman
Location on Campus:	PSC Campus
Contracted Work:	Hypnotist
Contract Amount:	\$2,250.00
Fund Source:	Trust Fund
Contractor:	Metropolis Management – Sailesh Jiawan
Location on Campus:	Bobcat Bus parking, Hoyt Street Stairs and Admission's Stairs
Contracted Work:	Concrete Repair
Contract Amount:	\$26,250.00
Fund Source:	Cash Fund
Contractor:	Pieters Construction, Inc.
Location on Campus:	Davidson/Palmer Dorms – Centennial Hall
Contracted Work:	Two 250 gallon water heaters
Contract Amount:	\$73,000.00
Fund Source:	Revenue Bond
Contractor:	Thermal Services

## CONTRACTS AND CHANGE ORDERS FOR INFORMATION

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor's approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor's approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Wayne State College</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus-wide Recruit Directors of Residence Life & Student Activities \$16,000.00 Cash Summit Search Solutions, Asheville, NC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Services New tower for campus radio station \$163,039.70 Capital Improvement Fee Calhoun Communications, Inc., Sioux City, IA
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus-wide Managed print contract \$8,269.79 plus per-imprint use fees Cash/Revenue Bond/Trust Eakes Office Supply, Grand Island, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Brandenburg Education Install stair lift in Ley Theater \$3,895.00 Cash Eletech, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Humanities Re-roof Professional Services \$24,150.00 LB 309 Jackson Jackson & Associates, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Bowen Hall Asbestos removal & monitoring \$33,750.00 Revenue Bond AMI Group, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Bowen Hall Fire pump re-build \$6,000.00 Revenue Bond Midwest Automatic Fire Sprinkler, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Peterson Fine Arts Install handicap door operators \$5,326.36 Cash M&O Door Products, Columbus, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Berry Hall Re-roof Professional Services \$32,500.00 Contingency Maintenance Jackson Jackson & Associates, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Bowen Hall Elevator upgrade \$292,839.00 Revenue Bond Eletech, Inc., Omaha, NE

Location on Campus:	Peterson Fine Arts
Contracted Work:	Install railing along retaining wall
Contract Amount:	\$8,950.00
Fund Source:	Capital Improvement Fee
Contractor:	OCC Builders, Wayne, NE
Location on Campus:	Campus-wide
Contracted Work:	Automatic door inspections
Contract Amount:	\$1,807.00
Fund Source:	Cash/Revenue Bond
Contractor:	M&O Door Products, Columbus, NE
Location on Campus:	Connell Hall
Contracted Work:	Replace exterior stairs
Contract Amount:	\$9,958.00
Fund Source:	Cash
Contractor:	Christiansen Construction, Pender, NE
Location on Campus:	Student Center
Contracted Work:	Elevator Repair
Contract Amount:	\$4,112.00
Fund Source:	Revenue Bond
Contractor:	O'Keefe Elevator, Omaha, NE

**CHANGE ORDERS** – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are equal to \$50,000. If approval of change order is critical to project schedule, \$50,000 to \$100,000 range change orders may be approved by the Chancellor and reported for ratification at the next Board meeting.

Wayne State College	
Location on Campus:	US Conn Library
No. & Description:	CO #2, Asbestos removal
Change Order Amount:	\$1,100.00
Fund Source:	Trust
Contractor:	Environmental Direct, Inc., Grand Island, NE