

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS
MAY 19, 2021
AGENDA**

LUNCH – 12:00 P.M.

Western Nebraska Community College
Scottsbluff Campus
John C. Bishop Dining Hall, Pioneer Activity Center
1409 East 27th Street, Scottsbluff, Nebraska

REGULAR MEETING – 1:00 P.M.

Western Nebraska Community College
Scottsbluff Campus
Coral E. Richards Boardroom
1601 East 27th Street, Scottsbluff, Nebraska

Zoom Link: <https://wncc.zoom.us/j/95794827777>
Meeting Information: <http://go.wncc.edu/BoardofGovernors>

MISSION STATEMENT

***“WNCC assures learning opportunities for all – enriching lives,
invigorating communities, creating futures”***

PROPOSED AGENDA

A. Call to Order – Chair Klemke

B. Community Comments

C. Board Chairperson Comments

D. Roll Call

E. Consent Calendar

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s)
 - c. Minutes
 - i. Regular Meeting, April 21, 2021
2. Claims:
 - a. WCCA Unrestricted Fund - \$2,525,390.90
 - b. WCCA Restricted Fund - \$4,479.09
 - c. WCCA Federal Fund - \$674.74
 - d. WCCA Agency Fund - \$8,086.78
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$118,258.52
 - g. WCCA Auxiliary Fund - \$348,203.88
3. City Planning Commission Reports
 - a. City of Alliance (TIF Redevelopment Project Progress Report)
 - b. City of Gering (TIF Redevelopment Project Progress Report)
 - c. Village of Hemingford (TIF Redevelopment Project Progress Report)
 - d. Village of Potter (TIF Redevelopment Progress Project Report)
 - e. City of Scottsbluff (TIF Redevelopment Project Progress Report)
4. **Approval** of Consent Calendar
5. Consideration of Items Extracted from Consent Calendar

F. Board Member Mileage and/or Expense Reimbursement

Approval of Board Member Mileage and/or Expense Reimbursement (April 2021)

1. Mr. Allan Kreman - \$21.84
2. Mr. Richard Stickney - \$59.92

G. Bid Consent Calendar

1. Review of Bid Consent Calendar
 - a. Bid Number 21-EQ-11 Security Camera Upgrade
 - b. Bid Number 21-FAC-13 Roof Abatement
 - c. Main Building Pod Renovation Furniture
2. **Approval** of Bid Consent Calendar
3. Consideration of Items Extracted from Bid Consent Calendar

H. Personnel Consent Calendar

1. Review Contents of Personnel Consent Calendar
 - a. Resignation(s):
 - i. Mr. David Nash, Biology Instructor, Mathematics and Science Division
Effective August 31, 2021
 - ii. Ms. Tonya Hergenrader, Career Pathways and Advising Director
Effective May 21, 2021
 - b. Appointment(s)
 - i. Mr. Wayne Lund, Instructional Trainee, Scottsbluff Campus
Effective July 1, 2021 - August 15, 2021
 - ii. Mr. Wayne Lund, Diesel, Truck and Heavy Equipment Program
Instructor, Scottsbluff Campus
Effective August 16, 2021- May 18, 2022
 - iii. Ms. Katherine Schneider, Biology Instructor, Scottsbluff Campus
Effective August 16, 2021
 - iv. Dr. Carl Baird, Anatomy and Physiology Instructor, Scottsbluff Campus
Effective August 16, 2021
2. **Approval** of Personnel Consent Calendar
3. Consideration of Items Extracted from Personnel Consent Calendar

I. Public Notice – RE: Settlement of Seth Bernhardt Political Subdivision Tort Claim – Mr. Kelly

J. Western Community College Area Board of Governors

1. **Approval** to Amend the Original Bond Resolution Adopted April 21, 2021 – Ms. Koski
(Student Facilities Revenue Refunding Bonds)
2. **Review of the Open Meetings Act and Legal Issues Involving Board Governance** – Mr. Kelly

3. **Approval** of Program Reviews 2020-2021 for Submission to Nebraska's Coordinating Commission for Postsecondary Education (CCPE) – Dr. Gregory
 - a. Applied Technology
 - b. Early Childhood Education
 - c. Health Information Technology
 - d. Information Technology

K. Reports and Recommendations from the Executive Committee – Ms. Klemke

1. Review of Board and President Goals

L. Reports and Recommendations from the Finance and Facilities Committee – Ms. Anderson

1. Pod Phase I Renovation Update

M. Reports and Recommendations from the Human Resources Committee – Ms. Guzman-Gonzales

1. **Approval** of Second and Final Read: BP-414 Confidentiality of Employee Records Board Policy

N. Reports and Recommendations from the Board Policy Committee – Mr. Savely

1. First Read: BP-115 Board Policies and Administrative Procedures Board Policy
2. First Read: BP-118 Succession of Presidential Authority Board Policy
3. First Read: BP-808 Information Security Board Policy
4. First Read: BP-809 Acceptable Use Board Policy
5. Information Only: PP-809 Acceptable Use President's Procedure

O. Reports and Recommendations from the Student Success Committee – Dr. Crouse

1. First Read: BP-501 Standards of Satisfactory Academic Progress Board Policy
2. Information Only: PP-501 Standards of Satisfactory Academic Progress President's Procedure
3. First Read: BP-502 Federal Title IV Funds Board Policy
4. Information Only: PP-502 Federal Title IV Funds President's Procedure
5. First Read: BP-520 Admission, Continued Enrollment and Re-Enrollment of Students Board Policy
6. Information Only: PP-520 General Admission Requirements for Students President's Procedure
7. **Approval** of Second and Final Read: BP-321 Board Scholarships Performance Grants and Waivers Board Policy

8. Information Only: PP-321 Academic Award Score Requirements
President's Procedure
9. **Approval** of Second and Final Read: BP-620 Library Services Board Policy
10. Information Only: PP-620 Library Services President's Procedure
11. **Approval** of Policies to Repeal: Library Services
 - 620.0100.90 Selection of Materials
 - 620.0200.90 Periodicals
 - 620.0300.90 Paperback Collection
 - 620.0400.90 Gifts
 - 620.0500.90 Withdrawal of Materials
 - 620.0600.90 Loss or Damage
 - 620.0700.90 Interlibrary Loan
 - 620.0800.90 Challenged Materials
 - 620.0900.90 Confidentiality of Library Records

P. Institutional Reports

1. Cyber Security Report – Mr. Loren Moench
2. Graduation Trend Data – Dr. Patrick Fortney
3. Student Report
4. Faculty Report – Mr. Brian Croft, Ms. Amy Winters
5. Nebraska Community College Association – Dr. Margaret Crouse
6. Association of Community College Trustees – Dr. Tom Perkins
7. Western Nebraska Community College Foundation – Ms. Karen Anderson

Q. President Comments

R. Board Member Comments

S. Executive Session

1. Personnel Matters - Evaluation of the College President

T. Open Meeting

U. Upcoming Meetings and Events

1. NCCA Third Quarter Meeting
August 2, 2021
Lincoln, NE
2. 10th Annual Monument Marathon
September 25, 2021
3. NCCA Fourth Quarter Meeting
October 3 and 4, 2021
Scottsbluff, NE
4. ACCT Leadership Congress
October 13-16, 2021
5. WNCC Homecoming
"A Dream is a Wish Your Heart Makes"
October 18-23, 2021

V. Next Regular Meeting: Wednesday, June 16, 2021, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

W. Adjournment

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, April 21, 2021
1:02 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, April 21, 2021, in the Coral E. Richards Boardroom, at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald, on Wednesday, April 14, 2021.

A current agenda was available in the College President's office and the Board Secretary's office on the Scottsbluff Campus at the time of the publicized notice.

Chair Klemke expressed deepest condolences to the families of Yemin An and Zhaoxin Chen who earlier this month died of injuries sustained at the Aviation Maintenance Facility in Sidney. As a Board, and as a college and as a community, we are all so saddened by this, and impacted. The Board also wishes to express huge gratitude to our staff, the student life staff, and particularly the Sidney campus staff, administration, faculty, and students who went above and beyond to take care of our Aviation students. The College has received an outpouring of support from the community as well, and we are extremely grateful. There truly are no words to express our thoughts and feelings during such a difficult time.

Chair Klemke requested a period of silence to remember these young men and all the lives they touched.

AREA BOARD

| | |
|-------------------------------------|------------------|
| Karen S. Anderson, Vice Chair | Present |
| Margaret R. Crouse | Present via Zoom |
| Linda A. Guzman-Gonzales | Absent |
| F. Lynne Klemke, Chair | Present via Zoom |
| Allan D. Kreman | Present |
| Kimberly A. Marcy | Present via Zoom |
| William M. Packard..... | Present |
| M. Thomas Perkins | Present |
| Coral E. Richards..... | Present |
| R. J. Savely, Jr | Present via Zoom |
| Richard G. Stickney | Present |

QUORUM

Chair Klemke declared a quorum was present for the transaction of business.

CONSENT CALENDAR

Consider Item Extracted

Ms. Anderson reported that this expense, payable to the Scottsbluff/Gering United Chamber of Commerce is for the membership investment for the College Foundation in the amount of \$205.00. Ms. Anderson explained that she is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Dr. Perkins MOVED to approve the extracted item payable to the Scottsbluff/Gering United Chamber of Commerce for the membership investment for the College Foundation in the amount of \$205.00. SECONDED by Dr. Packard.

Voting Yes: Crouse, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke

Voting No: None

Abstain: Anderson

Absent: Guzman-Gonzales

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Anderson MOVED to approve the following travel expenses: Ms. F. Lynne Klemke for \$87.36, Mr. Allan D. Kreman for \$43.68, and Mr. R. J. Savely for \$100.69. SECONDED by Ms. Richards.

Voting Yes: Marcy, Packard, Perkins, Richards, Stickney, Anderson, Crouse

Voting No: None

Abstain: Kreman, Savely, Klemke

Absent: Guzman-Gonzales

MOTION CARRIED

BID CONSENT CALENDAR

Review of Bid Consent Calendar

Bid Number 21-EQ-12 Diesel Engine Trainer

The Finance and Facilities Committee recommended to the Board of Governors, the lowest responsible bid received from Consullab for \$80,325.00.

Main Building Pod Renovation, Phase I

The bid received is below the estimated cost of the approximately 1.5-million-dollar budget. Baker and Associates, Inc. has recommended awarding the bid to Anderson-Shaw Construction. Based on their experience, Anderson-Shaw Construction is a qualified contractor for the size and type of project. Construction Cost Funding: Capital Fund \$1,386,021.52

The Board Finance and Facilities Committee recommended the Pod Renovation Phase I, 2021 bid in the amount of \$1,386,021.52.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Request for Sale and Use of Alcohol Beverages at a College Sponsored Event *Jump, Jive, and Swing Instrumental Performance, May 2, 2021, Hampton Inn*

Jennifer Reisig explained that the College contracts with outside venues for the sale of alcohol beverages. People have the option to have a drink, but this is a cash bar so none of the cost is included in the price of the tickets, the revenue goes to the venue.

Mr. Stickney MOVED to approve the request for Sale and Use of Alcohol Beverages at the May 2, 2021 Jump, Jive and Swing Instrumental Performance located at the Scottsbluff Hampton Inn. SECONDED by Ms. Anderson.

Voting Yes: Perkins, Richards, Stickney, Anderson, Crouse, Kreman, Marcy, Klemke

Voting No: Savely

Abstain: Packard

Absent: Guzman-Gonzales

MOTION CARRIED

Authorized Signatures for Surety Bonds

Ms. Koski reported that Nebraska State Statute §85-1508 requires officers and employees of a community college area authorized to handle funds to have and maintain a corporate surety bond in an amount, in a form, and with sureties approved by the Board. Once approved by the Board, bonds must be filed with the Secretary of State.

WNCC has acquired a surety bond on behalf of Dr. Carmen Simone, President and Ms. Lynne Koski, Vice President of Administrative Services and CFO. WNCC also has insurance coverage through the Nebraska Community College Insurance Trust's comprehensive crime package with Travelers Casualty and Surety Company of America for employees responsible for handling funds.

The Board Finance and Facilities committee recommended the approval of the corporate surety bond as follows: Dr. Carmen Simone in the amount of \$150,000 and Ms. Lynne Koski in the amount of \$50,000. The cost of such funds is \$600.

Mr. Savely moved for approval of the corporate surety bond on behalf of Dr. Carmen Simone in the amount of \$150,000 and Ms. Lynne Koski in the amount of \$50,000. SECONDED by Ms. Anderson.

Voting Yes: Richards, Savely, Stickney, Anderson, Crouse, Kreman, Marcy, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: Guzman-Gonzales

MOTION CARRIED

2021-2022 Non-Faculty Employee Compensation

Ms. Kathy Ault, Human Resources Executive Director explained that on behalf of WNCC administration, she is proposing that the Board extend the same total compensation increase to non-faculty as they are to faculty for the 2021-2022 fiscal year. This includes 126 employees with classification of administrative, professional, and support staff both full-time and part-time. The total compensation increase according to the negotiated agreement for faculty is 3.75%. Included in the total increase of 3.75% is a 2.99% increase in benefits.

Ms. Anderson MOVED for approval of a total compensation increase for non-faculty employees that is equal to the faculty total compensation increase of 3.75% for the 2021-2022 Fiscal Year. Non-faculty staff include all administrative, professional, and support staff, full-time and part-time. SECONDED by Dr. Packard.

Voting Yes: Stickney, Anderson, Crouse, Kreman, Marcy, Packard, Perkins,
Richards, Savely, Klemke
Voting No: None
Abstain: None
Absent: Guzman-Gonzales
MOTION CARRIED

Date and Time for September Meetings

Public Hearings on Proposed WCCA Budgets 2021-2022 (September 8, 2021, 1:00 p.m.)

Regular Meeting (September 8, 2021, approximately 1:15 p.m.)

Ms. Lynne Koski explained that the meeting date is set earlier in the month of September so that we can meet the September 20 deadline for budget hearings and submission of information to the state. August 20, we receive the information on property taxes, which allows time for preparation of information and submission to the state by that deadline.

Ms. Richards MOVED to approve scheduling the Public Hearings on Proposed WCCA Budgets 2021-2022 on September 8, 2021 at 1:00 p.m. and scheduling the Regular Board meeting at approximately 1:15 p.m. on September 8, 2021. SECONDED by Mr. Savely.

Voting Yes: Anderson, Crouse, Kreman, Marcy, Packard, Perkins, Richards,
Savely, Stickney, Klemke
Voting No: None
Abstain: None
Absent: Guzman-Gonzales
MOTION CARRIED

WCCA Board Member Conference Registration

2021 Higher Learning Commission Annual Conference, April 5-9, 2021 (virtual event)

Ms. Karen Anderson and Dr. William Packard

Mr. Stickney MOVED to approve registration for the 2021 Higher Learning Commission Annual Conference for Ms. Karen Anderson and Dr. William Packard. SECONDED by Dr. Perkins.

RECESS

Chair Klemke declared a recess at 2:11 p.m.

OPEN MEETING

Chair Klemke declared the Open Meeting in session at 2:17 p.m.

Reports and Recommendations from the Higher Learning Commission Committee – Dr. Perkins 2021 HLC Annual Conference Overview (Anderson, Klemke, Packard, Perkins)

Dr. Perkins reported that the sessions were very interesting and gave him a better understanding of the scope of its responsibilities. One takeaway of the conference is that the Higher Learning Commission is still trying to interpret the Federal Education guidelines. WNCC is fortunate to have completed accreditation before July 1, when the Federal guidelines went in effect.

A second point of reference is the way HLC is organizing its strategic plan around the term EVOLVE: Equity, Vision, Outcomes, Leadership, Value, and Engagement.

Dr. Perkins shared that over time, he has grown to respect institutional memories. A memory of a history that includes both success and weaknesses that inform the present. We can build on strengths of the past and learn from mistakes.

A term he is newly acquainted with is that of an evidence manager. The responsibilities of the evidence manager is to continually update and manage data related to the HLC criteria for accreditation. The value of such a person lies in the fact that when accreditation rolls around, the data is ready to be organized for review. This suggests that a college would not have to frantically collect data that has been scattered over the years, but rather simply organize the data according to the HLC criteria.

Ms. Anderson reported that she thought the conference was very enlightening, especially since we have been through the HLC accreditation process. Seeing all the work involved with the preparation for accreditation as well as the continued oversight, she has a new appreciation for the staff and the Board. The session that impacted her most was the session done by Green Mountain College, which has since closed. Many colleges are struggling financially and it made her appreciate where we are, but knowing that a pandemic or legislation change could affect the College. She concurs that an evidence manager is vital to staying on top of what we need to do.

Dr. Packard reiterated that the Green Mountain College closing was very concerning. It confirmed that if we do not do things right, there are ramifications. The presentations from the smaller colleges were best and a couple of the guest speakers were very good. He shared an example of the innovation by a small college in need of lab supplies. Overall, it was a very good conference.

Board for the level of care given to student concerns and issues brought forward. They are excited about the efforts to make the College look more inviting for students and those prospective students coming to WNCC. These actions demonstrate that the student voice is meaningful at all levels of the College.

Ms. Turner recognized the student services team who worked with Cougar Council: Erin Huddleston, Megan Wescoat, Norman Coley, David Nash, Allie Tyree. They kept students engaged in WNCC activities and provided a platform for students to discuss concerns and issues and helped us work through them.

Ms. Turner thanked Board members, President Simone, Senior Leadership, WNCC staff, and Cougar Council members who came to honor the aviation students who earlier this month died of injuries sustained at the Aviation Maintenance Facility. She is thankful for the beautiful memorial service and for the opportunity to honor the two young men, their religious beliefs, their culture and who they were.

Ms. Turner shared that she will be graduating in a few weeks and she is glad that she decided to attend WNCC. She found a career she is passionate about and made lifelong friends. She continued by thanking Paula Abbott, Erin Huddleston, Norman Coley, Regina Kuhns, and Megan Wescoat, who helped her to be so involved at WNCC, they played a big part in who she is at WNCC. It has been an honor and privilege and she is grateful for the opportunity.

Faculty Report – Mr. Brian Croff, Ms. Amy Winters

Mr. Brian Croff reported that perspective is something that we all need to be reminded about. Getting through this last year has been challenging, but most faculty feel fortunate to be in jobs they love. Even though we are not done with COVID completely, we are getting over the hump and the safety team will meet to discuss protocol for summer and fall. For faculty, this has been a year of uncertainties on many different levels; student numbers, dual credit, administrative changes, faculty placement changes, many things are in the air. Dr. Wilson starts June 1 and there will be frank discussions, but faculty believe there are possibilities to work through the issues.

The renovation involves classrooms and offices and there is concern regarding what happens in the offices, specifically, the use of old furniture or lack of the ability to use old furniture. Faculty have been under the assumption that we will have a static uniformity and from a financial perspective, that is disconcerting. Faculty appreciate the amount of influence they have and hope that continues in our shared governance structure.

Ms. Amy Winters reiterated that this has been a challenging year. She reported that the recent PTK induction ceremony was in person and livestreamed. The speaker was amazing and joined the event virtually. Amy shared that a non-traditional online student who lives in Norton, Kansas was able to join the induction ceremony via Zoom. He expressed his gratitude via email, which she shared with the Board.

The tenth annual Monument Marathon is scheduled Saturday, September 25. Platte Valley Companies has committed as our title sponsor again this year and they generously pledged an additional \$10,000 in honor of the 10th year. A press conference is scheduled 10:00 a.m. Wednesday, May 5 at the Platte Valley Companies community room and Board members are invited to join her at the press conference to thank the community for ten years of support of WNCC and our students through this event.

Wyobrasca Gives community wide giving day is scheduled Tuesday, May 4. This event is hosted by Oregon Trail Community Foundation and is a one-stop place for community members to give to non-profits throughout our entire community. The point behind this giving day is to connect with the whole community and help them support non-profits throughout our area.

President Comments

Dr. Simone thanked the Board for their support of the recommendation for a compensation increase for staff. Just like our faculty, we believe our staff members deserve recognition for their continued commitment to us. We could not do what we do without them.

Dr. Simone shared that she and Paula Abbott participated in a special ribbon-cutting ceremony at the Sidney campus. ESU 13 partners celebrated a grand opening of their new facilities collocated on our campus. Bill Knapper was thanked for his vision on this project, his impact on the ESU 13 Board has been tremendous and their appreciation of him was quite evident. To make a good day perfect, campus signage arrived just in time.

Last week, State Colleges Chancellor Paul Turman and Chadron State President Randy Rhine paid us a rare visit. Chancellor Turman discussed our past connections and our growing work together. We are all grateful for the Panhandle Advantage and both institutions are committed to growing our partnership for the benefit of the residents of the Panhandle.

Over the last several weeks, we have reached out to the hospitals in both Sidney and Chadron and our efforts have been well received. There are some potential collaborations being discussed and we are committed to assisting with the workforce needs in the healthcare industry.

Doug Mader was thanked for his willingness to explore our support of local businesses throughout the Panhandle. We have touched Chadron, Alliance, Kimball and Lewellen this past month. We offer great programming at a reasonable price and sometimes, we are a well-kept secret. With the ongoing federal pandemic relief efforts, there is money to be spent and the need for our support is growing. Through networking and partnerships, we are having a positive impact.

The American Association of Community Colleges hosted their commission meetings virtually a few weeks ago. Dr. Simone shared that she represented WNCC at the Commission on Small and Rural Colleges. Focus of discussion was on access to rural

OPEN MEETING

Chair Klemke declared the Open meeting in session at 3:37 p.m.

EXECUTIVE SESSION

Strategy Session Concerning Pending or Threatened Litigation

Ms. Richards MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Dr. Carmen Simone, Ms. Susan Verbeck, and Mr. Philip Kelly, College Attorney, for the purpose of discussion of a strategy session concerning pending or threatened litigation.

She further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to pending or threatened litigation are specifically authorized by the Nebraska Public Meetings Law. SECONDED by Dr. Perkins.

| | |
|-----------------------|--|
| Voting | Anderson, Crouse, Kreman, Marcy, Packard, Perkins, Richards, |
| Yes: | Savely, Stickney, Klemke |
| Voting No: | None |
| Abstain: | None |
| Absent: | Guzman-Gonzales |
| MOTION CARRIED | |

Chair Klemke stated the reason for the Executive Session is a Strategy Session Concerning Pending or Threatened Litigation.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:40 p.m.

The Executive Session ended at 4:28 p.m.

OPEN MEETING

Chair Klemke declared the Open meeting in session at 4:28 p.m.

EXECUTIVE SESSION

Personnel Matters - Evaluation of the College President

Dr. Packard MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Dr. Carmen M. Simone for the purpose of discussion of personnel matters regarding the evaluation of the College President. He further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual, and that Dr. Simone has not requested a public meeting and has consented to discussion in closed session, and that evaluation of the job performance of a person is specifically authorized by the Nebraska Public Meetings Law. SECONDED by Ms. Richards.

7. Nurse Pinning Ceremony
May 8, 2021 (1:00 p.m.)
Scottsbluff Campus
8. NCCA Third Quarter Meeting
August 2, 2021
Lincoln, NE
9. NCCA Fourth Quarter Meeting
October 3 and 4, 2021
Scottsbluff, NE
10. ACCT Leadership Congress
October 13-16, 2021
11. WNCC Homecoming
"A Dream is a Wish Your Heart Makes"
October 18-23, 2021

NEXT REGULAR MEETING: Wednesday, May 19, 2021, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

ADJOURNMENT

The meeting was adjourned by unanimous consent at 5:58 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary

WESTERN NEBRASKA COMMUNITY COLLEGE
MONTHLY DOCKET
April 2021

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|---|-------------------|------------------------------|
| Institutional Expense | CASH-PLATTE VALLEY BANK | 205,844.04 | Apr 15th sm/hr payrolls |
| Institutional Expense | CASH-PLATTE VALLEY BANK | 457,142.69 | Apr 21st mo payroll |
| Institutional Expense | CASH-PLATTE VALLEY BANK | 133,246.85 | Apr 30th sm/hr payrolls |
| | Net Payroll Total | 796,233.58 | |
| Institutional Expense | FICA/FEDERAL TAX PAYABLE | 63,372.26 | Apr 15th sm/hr payrolls |
| Institutional Expense | FICA/FEDERAL TAX PAYABLE | 175,291.72 | Apr 21st mo payroll |
| Institutional Expense | FICA/FEDERAL TAX PAYABLE | 38,440.26 | Apr 30th sm/hr payrolls |
| | FICA/Federal Tax Payable Total | 277,104.24 | |
| Institutional Expense | TIAA/CREF SRA & 457B | 66,414.18 | Apr 15th sm/hr payrolls |
| Institutional Expense | TIAA/CREF SRA & 457B | 138,583.79 | Apr 21st mo payroll |
| Institutional Expense | TIAA/CREF SRA & 457B | 21,192.80 | Apr 30th sm/hr payrolls |
| | TIAA/CREF SRA & 457B Total | 226,190.77 | |
| Institutional Expense | REGIONAL CARE | 15,051.00 | Apr FSA Claims |
| | Regional Care Payable Total | 15,051.00 | |
| Institutional Liability | NE DEPT OF REVENUE | 41,528.18 | Mar state income tax w/h |
| Institutional Liability | AL DEPT OF REVENUE | 31.66 | Mar state income tax w/h |
| Institutional Liability | CA DEPT OF REVENUE | 70.88 | Jan-Mar state income tax w/h |
| Institutional Liability | CO DEPT OF REVENUE | 47.84 | Jan-Mar state income tax w/h |
| Institutional Liability | PA DEPT OF REVENUE | 79.08 | Jan-Mar state income tax w/h |
| Institutional Liability | WI DEPT OF REVENUE | 132.96 | Jan-Mar state income tax w/h |
| | State Withholding Payable Total | 41,890.60 | |
| Institutional Liability | WNCC - PETTY CASH | 7,500.00 | SB Book Buy Back |
| Institutional Liability | WNCC - PETTY CASH | 7,500.00 | SB Book Buy Back |
| | Cash on Hand - Scb Business Of Total | 15,000.00 | |
| Institutional Liability | WNCC - ALLIANCE PETTY CASH | 500.00 | Alliance Book Buy Back |
| | Cash on Hand - Alliance Center Total | 500.00 | |
| | Student Refunds Total | 45,195.93 | |
| | Student Emergency Relief Funds Total | 380,600.00 | |
| Institutional Expense | VISA | 31,531.23 | Card Ending 7002 |
| Institutional Expense | BANK OF MONTREAL | 364.99 | Purchase cards |
| | Clearing - CC / P-Card Total | 31,896.22 | |
| Institutional Expense | BLUE CROSS BLUE SHIELD NEBRASKA | 178,625.72 | April 202310 202311 |
| | Health Insurance Payable Total | 178,625.72 | |
| Institutional Expense | DEARBORN NATIONAL LIFE INSURANCE | 6,224.06 | April 2021 M000900014 |
| | Life Insurance Payable Total | 6,224.06 | |
| Institutional Expense | UNUM LIFE INSURANCE AMERICA | 5,185.67 | April 21 Premium |
| | Long Term Disability Payable Total | 5,185.67 | |

| Cost Center Description | Vendor | Amount | Description |
|------------------------------|---|----------|---------------------------|
| Institutional Liability | LIFESECURE INSURANCE | 1,886.68 | April #00932V |
| | Long Term Care Insurance Pay Total | 1,886.68 | |
| Institutional Liability | WNCC - FOUNDATION | 1,222.00 | April Contributions |
| | Foundation / Endowment Payable Total | 1,222.00 | |
| | Family Support Payable Total | 1,247.00 | |
| Institutional Liability | WNCC - LOAN FUND | 945.30 | 04-15-2021 Payrolls |
| Institutional Liability | WNCC - LOAN FUND | 380.29 | April 21st Loans |
| Institutional Liability | WNCC - LOAN FUND | 887.07 | 4/30/21 Loans |
| | Employee Loans Payable Total | 2,212.66 | |
| Institutional Expense | VISION SERVICE PLAN | 3,277.41 | Acct #300093250001 |
| | Vision Care Payable Total | 3,277.41 | |
| Institutional Liability | UNITED WAY SCOTTSBLUFF GERIATRIC | 451.50 | April 21 Contributions |
| | United Way Deductions Total | 451.50 | |
| Institutional Liability | YMCA SCOTTSBLUFF, NE | 445.00 | April 21 Contributions |
| | YMCA Deductions Total | 445.00 | |
| | Misc Payroll Deductions Total | 2,667.49 | |
| Institutional Expense | FEDERAL EXPRESS | 31.89 | Acct #6200-9241-0 |
| Institutional Expense | UNITED PARCEL SERVICE | 94.29 | Shipper #636384 |
| Institutional Expense | UNITED PARCEL SERVICE | 17.12 | Shipper #636384 |
| Institutional Expense | FEDERAL EXPRESS | 78.25 | Acct #6200-9241-0 |
| Institutional Expense | MIDWEST CONNECT, LLC | 3,322.00 | Acct WN05/Service Agrmnt |
| Institutional Expense | UNITED PARCEL SERVICE | 56.76 | Shipper # 636384 |
| Institutional Expense | FEDERAL EXPRESS | 217.76 | Acct #6200-9241-0 |
| Institutional Expense | UNITED PARCEL SERVICE | 5.66 | Shipper #636384 |
| | Postage Total | 3,823.73 | |
| Marketing & Public Relations | 25TH HOUR COMMUNICATIONS | 3,000.00 | Marketing Services |
| Marketing & Public Relations | LAMAR COMPANIES | 1,160.00 | Advertising |
| Marketing & Public Relations | ALLIANCE PUBLIC SCHOOLS FOUNDATION | 500.00 | Corporate Sponsorship |
| Marketing & Public Relations | BOX BUTTE HEALTH FOUNDATION | 500.00 | Putting Green Sponsor |
| Marketing & Public Relations | MARY SHOCKLEY, LOS GUADALUPANOS FOLKLORIC | 600.00 | Donation/Cinco de Mayo |
| Alliance Campus | ALLIANCE AREA CHAMBER COMMERCE | 118.75 | 1/4 Ad Business Directory |
| Institutional Expense | OMAHA WORLD HERALD | 657.68 | Acct #1014897 |
| Institutional Expense | LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF STAR | 29.94 | Acct #1048313 |
| | Advertising Total | 6,566.37 | |
| Marketing & Public Relations | CLARK PRINTING LLC | 457.00 | Brochures |
| Marketing & Public Relations | CLARK PRINTING LLC | 793.50 | Blank Stock |
| Institutional Expense | CAPITAL BUSINESS SYSTEMS, INC. | 6,453.27 | Agrmnt #1071204725000 |
| Alumni Office | PRINT BROKER | 1,705.00 | Key Chains with Key Rings |
| Alumni Office | PRINT BROKER | 566.00 | Lanyards |
| | Publishing & Printing Total | 9,974.77 | |
| ABE Regular | NORTHWEST NEBRASKA COMMUNITY ACTION PARTNERSHIP | 80.00 | March Internet/Phone |
| Institutional Expense | ALLO COMMUNICATIONS LLC | 1,148.86 | Acct #12376 |
| Institutional Expense | CENTURYLINK | 665.28 | Acct #313451899 |
| Institutional Expense | CENTURYLINK | 59.97 | Acct #313682185 |
| Institutional Expense | CENTURYLINK | 36.39 | Acct #314222875 |
| Institutional Expense | CENTURYLINK | 777.75 | Acct #320007592 |

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|--|-----------|---------------------------|
| Institutional Expense | CENTURYLINK | 54.90 | Acct #3082540298022 |
| Institutional Expense | CENTURYLINK | 126.76 | Acct #3082541018019 |
| Institutional Expense | CENTURYLINK | 241.41 | Acct #3082541028211 |
| Institutional Expense | CENTURYLINK | 5.92 | Acct #320276265 |
| Institutional Expense | VERIZON WIRELESS | 603.41 | Acct #483208547-00001 |
| Telephone Total | | 3,800.65 | |
| Institutional Expense | CHARTER COMMUNICATIONS HOLDINGS LLC | 444.56 | Acct #8356150710040722 |
| Institutional Expense | CHARTER COMMUNICATIONS HOLDINGS LLC | 127.83 | Acct #8356151000178073 |
| Institutional Expense | ACTION COMMUNICATIONS | 55.00 | April Internet |
| Institutional Expense | CHARTER COMMUNICATIONS HOLDINGS LLC | 106.98 | Acct #8356151000182935 |
| Institutional Expense | DAS STATE ACCOUNTING - CENTRAL FINANCE | 379.15 | Acct 5882832 Mar Internet |
| Institutional Expense | CHARTER COMMUNICATIONS HOLDINGS LLC | 444.56 | Acct #8356150710040722 |
| Institutional Expense | CHARTER COMMUNICATIONS HOLDINGS LLC | 127.83 | Acct #8356151000178073 |
| Data Connectivity T1 Total | | 1,685.91 | |
| Marketing & Public Relations | MODERN CAMPUS USA | 13,875.00 | OU Campus/Support |
| Institutional Expense | QUADIENT FINANCE USA, NEOFUNDS, TOTALFUNDS | 2,850.00 | Acct #00843491 |
| Dues & Subscriptions Total | | 16,725.00 | |
| Men's Baseball | CARR TRUMBULL LUMBER | 86.90 | Field Marker |
| Women's Softball | CARR TRUMBULL LUMBER | 86.90 | Field Marker |
| Greens/Field Rental Total | | 173.80 | |
| Area | STUART R. TRITT | 517.50 | Plaques |
| Gifts & Awards Total | | 517.50 | |
| Financial Aid | NATIONAL ASSOC STUDENT FINANCIAL AID ADMIN | 499.00 | Membership Dues |
| Institutional Expense | NATIONAL ASSOC STUDENT FINANCIAL AID ADMIN | 942.00 | Membership Dues |
| Institutional Expense | REGIONAL CARE | 432.00 | April #42810 |
| Memberships, Dues & Subs Total | | 1,873.00 | |
| Residence Life Coordinator | MOUNTAIN VISION PIZZA | 55.95 | Molly Bonuchi |
| Student Meals Total | | 55.95 | |
| Scottsbluff Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 2,701.38 | Acct #6865022221 |
| Scottsbluff Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 8,828.10 | Acct #6878423453 |
| Scottsbluff Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 1,226.91 | Acct #7476882734 |
| Scottsbluff Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 1,514.93 | Acct #9995945095 |
| Sidney Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 2,482.92 | Acct #8832512625 |
| Sidney Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 1,814.61 | Acct #8832512625 |
| Sidney Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 531.91 | Acct #5697650202 |
| Alliance Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 1,007.54 | Acct #7118708844 |
| Alliance Building & Grounds | ALLIANCE, CITY | 1,295.51 | Acct # 417 |
| HATC Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 1,640.65 | Acct #9472444914 |
| HATC Building & Grounds | BLACK HILLS GAS DISTRIBUTION, LLC | 1,251.75 | Acct #9166854942 |
| Natural Gas Total | | 24,296.21 | |
| Sidney Building & Grounds | SIDNEY, CITY | 3,246.38 | Acct #38220001 |
| Sidney Building & Grounds | SIDNEY, CITY | 251.65 | Acct #39010001 |
| Sidney Building & Grounds | SIDNEY, CITY | 334.97 | Acct #39009001 |
| Sidney Building & Grounds | WHEAT BELT PUBLIC POWER DISTRICT | 845.11 | Acct #9652 |
| Alliance Building & Grounds | ALLIANCE, CITY | 284.85 | Acct #3204025101 |
| Alliance Building & Grounds | ALLIANCE, CITY | 166.22 | Acct #3204025200 |
| Alliance Building & Grounds | ALLIANCE, CITY | 5,289.94 | Acct # 417 |
| Alliance Building & Grounds | ALLIANCE, CITY | 226.73 | Acct # 3204025101 |
| Alliance Building & Grounds | ALLIANCE, CITY | 214.04 | Acct # 3204025200 |
| HATC Building & Grounds | NEBRASKA PUBLIC POWER DISTRICT | 5,265.23 | Acct #211010059113 |

| Cost Center Description | Vendor | Amount | Description |
|-------------------------------------|--|-----------|------------------------|
| HATC Building & Grounds | NEBRASKA PUBLIC POWER DISTRICT | 5,549.74 | Acct #311010059113 |
| Electricity Total | | 21,674.86 | |
| Scottsbluff Building & Grounds | B H INVESTMENTS, | 1,436.93 | Acct #130815 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 3,636.75 | Acct #070040301 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 4,304.09 | Acct #070041701 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 1,226.90 | Acct #070041801 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 740.62 | Acct #070041901 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 896.87 | Acct #070042001 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 759.36 | Acct #070378801 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 658.19 | Acct #070459401 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 318.07 | Acct #070678901 |
| Scottsbluff Building & Grounds | SCOTTSBLUFF, CITY | 646.89 | Acct #070719400 |
| Sidney Building & Grounds | SIDNEY SOFT WATER, CULLIGAN | 89.75 | Acct #1008411 |
| Sidney Building & Grounds | SIDNEY SOFT WATER, CULLIGAN | 29.95 | Acct #1034251 |
| Sidney Building & Grounds | SIDNEY, CITY | 339.00 | Acct #38220001 |
| Sidney Building & Grounds | SIDNEY, CITY | 680.75 | Acct #39010001 |
| Sidney Building & Grounds | SIDNEY, CITY | 177.30 | Acct #39011001 |
| Sidney Building & Grounds | SIDNEY, CITY | 400.50 | Acct #39009001 |
| Sidney Building & Grounds | SIDNEY, CITY | 224.75 | Acct #36402001 |
| Alliance Building & Grounds | ALLIANCE, CITY | 123.60 | Acct #3204025101 |
| Alliance Building & Grounds | ALLIANCE, CITY | 16.15 | Acct #3204025200 |
| Alliance Building & Grounds | PLOOSTER WATER, CULLIGAN WATER CONDITIONIN | 9.50 | Acct #961587 |
| Alliance Building & Grounds | ALLIANCE, CITY | 210.00 | Acct # 417 |
| Alliance Building & Grounds | ALLIANCE, CITY | 118.79 | Acct # 3204025101 |
| Alliance Building & Grounds | ALLIANCE, CITY | 16.15 | Acct # 3204025200 |
| HATC Building & Grounds | SCOTTSBLUFF, CITY | 1,194.27 | Acct #070627401 |
| HATC Building & Grounds | SCOTTSBLUFF, CITY | 264.82 | Acct #070683201 |
| Water & Sewer Total | | 18,519.95 | |
| Outreach Coordinator | OUR LADY GUADALUPE CATHOLIC CHURCH | 1,100.00 | May Rent |
| Rent - Buildings Total | | 1,100.00 | |
| Scottsbluff Building & Grounds | TK ELEVATOR | 73.75 | Adjust Pickup Roller |
| Scottsbluff Building & Grounds | SNELL SERVICES | 2,066.00 | Receptacles & Power |
| Scottsbluff Building & Grounds | SNELL SERVICES | 380.00 | Install Receptacles |
| Scottsbluff Building & Grounds | SNELL SERVICES | 9,620.00 | RHEEM Water Heater |
| Scottsbluff Building & Grounds | SNELL SERVICES | 851.70 | Replace Breakers |
| Scottsbluff Building & Grounds | SNELL SERVICES | 80.00 | Reset Overload Lever |
| Scottsbluff Building & Grounds | SNELL SERVICES | 179.80 | Changed Welder Cord |
| Scottsbluff Building & Grounds | CRESCENT ELECTRIC SUPPLY | 181.87 | LED Bypass Lines |
| Sidney Building & Grounds | CRESCENT ELECTRIC SUPPLY | 39.89 | Bulbs |
| Bldg Maintenance - Electrical Total | | 13,473.01 | |
| Scottsbluff Building & Grounds | JOHNSON CONTROLS | 534.72 | AHU 1 Repairs |
| Scottsbluff Building & Grounds | SNELL SERVICES | 2,510.00 | Wessels Expansion Tank |
| Scottsbluff Building & Grounds | SNELL SERVICES | 883.38 | Install Zone Valve |
| Bldg Maintenance - HVAC Total | | 3,928.10 | |
| Scottsbluff Building & Grounds | HONEYWAGON EXPRESS LLC | 420.00 | Trap Cleaning |
| Scottsbluff Building & Grounds | HONEYWAGON EXPRESS LLC | 420.00 | Trap Cleaning |
| Scottsbluff Building & Grounds | SNELL SERVICES | 540.00 | Air Line Extension |
| HATC Building & Grounds | HONEYWAGON EXPRESS LLC | 90.00 | Trap Cleaning |
| HATC Building & Grounds | HONEYWAGON EXPRESS LLC | 70.00 | Trap Cleaning |
| Bldg Maintenance - Plumbing Total | | 1,540.00 | |
| Scottsbluff Building & Grounds | DOOR CLOSER SERVICE LLC | 46.00 | Keys Copied/Keys Cut |
| Scottsbluff Building & Grounds | DOOR CLOSER SERVICE LLC | 756.25 | Weatherstrips |
| Scottsbluff Building & Grounds | DOOR CLOSER SERVICE LLC | 20.00 | Houdini Lock Lubricant |
| Scottsbluff Building & Grounds | SYNCHRONY BANK/AMAZON | 224.99 | Acct #6045781700168866 |

| Cost Center Description | Vendor | Amount | Description |
|----------------------------------|---|-----------|--------------------------|
| Scottsbluff Building & Grounds | BENZEL'S PEST CONTROL | 110.00 | Pest Control |
| Scottsbluff Building & Grounds | KNOW HOW LLC | 20.24 | Supplies |
| Scottsbluff Building & Grounds | KNOW HOW LLC | 3.14 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 108.86 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 25.98 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 2.78 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 23.92 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 24.22 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 4.98 | Supplies |
| Scottsbluff Building & Grounds | TWIN CITY ROOFING SHEET METAL | 423.80 | Roof Repair |
| Scottsbluff Building & Grounds | CARR TRUMBULL LUMBER | 5.97 | Supplies |
| Scottsbluff Building & Grounds | CARR TRUMBULL LUMBER | 55.62 | Supplies |
| Scottsbluff Building & Grounds | THOMPSON GLASS | 80.00 | Pressure Guages |
| Scottsbluff Building & Grounds | WASTE CONNECTIONS | 36.77 | Acct #3045-8697 |
| Scottsbluff Building & Grounds | SCOTTS BLUFF COUNTY CONSOLIDATED COMMUNIC | 85.00 | Alarm Permit Fee |
| Scottsbluff Building & Grounds | SCOTTS BLUFF COUNTY CONSOLIDATED COMMUNIC | 510.00 | Alarm Permit Fees |
| Scottsbluff Building & Grounds | MENARD'S | 57.94 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 45.88 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 17.35 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 17.39 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 109.99 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 34.96 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 17.15 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 79.98 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 27.46 | Supplies |
| Sidney Building & Grounds | FINNEYS | 22.37 | Supplies |
| Sidney Building & Grounds | BOMGAARS SUPPLY | 20.55 | Acct #053-012-2 |
| Sidney Building & Grounds | FINNEYS | 6.99 | Supplies |
| Alliance Building & Grounds | MENARD'S | 54.92 | Supplies |
| HATC Building & Grounds | DOOR CLOSER SERVICE LLC | 25.00 | Door Pivot |
| HATC Building & Grounds | THOMPSON GLASS | 95.00 | Repair Sliding Door |
| HATC Building & Grounds | TWIN CITY ROOFING SHEET METAL | 421.70 | Roof Repair |
| Bldg Maintenance - General Total | | 3,623.15 | |
| Scottsbluff Building & Grounds | NORTHWEST PIPE FITTINGS | 168.41 | Supplies |
| Scottsbluff Building & Grounds | NORTHWEST PIPE FITTINGS | 29.58 | Parts |
| Scottsbluff Building & Grounds | NORTHWEST PIPE FITTINGS | 29.58 | Parts |
| Scottsbluff Building & Grounds | NORTHWEST PIPE FITTINGS | 29.58 | Parts |
| Scottsbluff Building & Grounds | WESTERN COOPERATIVE | 207.12 | Acct #3884005 |
| Scottsbluff Building & Grounds | SANDBERG IMPLEMENT | 877.00 | Snow Plow Blades |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 185.25 | Red Mountain Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 637.02 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 637.02 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 637.02 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 955.53 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 637.02 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 920.14 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 283.12 | Redwood Mulch |
| Scottsbluff Building & Grounds | PAUL REED CONSTRUCTION SUPPLY | 637.02 | Redwood Mulch |
| Scottsbluff Building & Grounds | MENARD'S | 58.46 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 102.93 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 5.99 | Supplies |
| Scottsbluff Building & Grounds | MENARD'S | 160.03 | Supplies |
| Sidney Building & Grounds | FINNEYS | 19.99 | Supplies |
| Sidney Building & Grounds | FINNEYS | 38.97 | Supplies |
| Alliance Building & Grounds | KL WOOD COMPANY, LLC | 665.00 | Grade/Repair Parking Lot |
| Land Maintenance Total | | 7,921.78 | |
| Powerline | NMC GROUP, RAKA | 3,117.76 | Equipment Repair |
| Powerline | NMC GROUP, RAKA | 21,660.53 | Equipment Repair |
| Computer Services | CDW GOVERNMENT | 818.80 | Crucial MX500 250GB SSD |
| Computer Services | CDW GOVERNMENT | 481.62 | Surface Docks x3 Qty |
| Interactive Television | SYNCHRONY BANK/AMAZON | 74.95 | Acct #6045781700168866 |
| Colleague | SCHOLARSHIP SOLUTIONS, LLC | 6,000.00 | Annual Fee |

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|---|-----------|---------------------------|
| R & M - Office Equipment Total | | 32,153.66 | |
| CDL | INLAND TRUCK PARTS SERVICE | 714.54 | Repairs |
| School Transportation | HILLS TIRE SUPPLY | 35.00 | Tire Repair |
| School Transportation | MENARD'S | 108.89 | Supplies |
| School Transportation | SCHMIDT WILLIAM D | 3.23 | Reimburse/Bus Supplies |
| School Transportation | FLOYDS TRUCK CENTER | 205.68 | Repairs |
| School Transportation | TREVTANN LLC | 60.00 | Fleet Wash |
| School Transportation | SCOTTSBLUFF MOTOR CO. , | 606.86 | Service |
| School Transportation | SCOTTSBLUFF MOTOR CO. , | 387.15 | Service |
| School Transportation | TWIN CITY AUTO | 31.93 | Service |
| School Transportation | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 270.00 | Acct #83256 |
| School Transportation | FREMONT MOTOR SCOTTSBLUFF, LLC | 110.99 | Service |
| School Transportation | SCOTTSBLUFF MOTOR CO. , | 170.11 | Service Fuel Injectors |
| School Transportation | SCOTTSBLUFF MOTOR CO. , | 113.40 | Service |
| R & M - Vehicles Total | | 2,817.78 | |
| GED Services | SYNCHRONY BANK/AMAZON | 37.80 | Acct #6045781700168866 |
| Nursing | QUILL | 25.99 | Supplies |
| Dean of Workforce Development | KNOW HOW LLC | 583.16 | Supplies |
| Dean of Workforce Development | KNOW HOW LLC | (79.20) | Credit Memo |
| Information Technology Admin | BENCH PRO, BENCH DEPOT | 762.39 | Starter Workbenches x2 Qt |
| Student Life & Engagement | QUILL | 36.99 | Supplies |
| Student Life & Engagement | QUILL | 44.99 | Supplies |
| Student Life & Engagement | QUILL | 173.19 | Supplies |
| Admissions | HOBBY LOBBY STORES | 44.96 | Acct #9309997 |
| Accounting Services | SYNCHRONY BANK/AMAZON | 21.99 | Acct #6045781700168866 |
| College President | CONNECTING POINT | 396.00 | Toner |
| VP of Human Resources | STUART R. TRITT | 91.60 | Name Badges/Plates |
| VP of Human Resources | STUART R. TRITT | 5.30 | Name Badge |
| Institutional Expense | DOCU-SHRED LLC | 112.00 | Acct #35 |
| Institutional Expense | SYNCHRONY BANK/AMAZON | 106.92 | Acct #6045781700168866 |
| Institutional Expense | SYSCO DENVER, SUPPLIES ON FLY | 342.54 | Food for Resale |
| Institutional Expense | DOCU-SHRED LLC | 224.00 | Shredding Service |
| Institutional Expense | SHEPPARD'S BUSINESS INTERIORS | 241.26 | Gray Box Tray |
| Institutional Expense | NELNET | 469.34 | Nelnet fees |
| Institutional Expense | PAYPAL MANAGER | 2,024.09 | Credit card usage fees |
| Institutional Expense | SHIFT 4 | 608.23 | Credit card usage fees |
| Office Materials Total | | 6,273.54 | |
| VP of Human Resources | SYNCHRONY BANK/AMAZON | 38.10 | Acct #6045781700168866 |
| VP of Human Resources | KEENER JENNY | 47.33 | Reimburse/Giveaways |
| VP of Human Resources | PRINT BROKER | 731.93 | Sunscreen with Carabiners |
| VP of Human Resources | PRINT BROKER | 2,162.10 | Deluxe Folding Chairs |
| Wellness Materials Total | | 2,979.46 | |
| Institutional Research | UNIVERSITY TEXAS AT AUSTIN | 6,790.00 | Surveys CCSSE, CCFSSSE |
| Automotive Technology | KNOW HOW LLC | 10.74 | Supplies |
| Automotive Technology | LOGOZ, LLC | 1,213.00 | Apparel |
| Automotive Technology | KNOW HOW LLC | 98.70 | Supplies |
| Autobody Technology | KNOW HOW LLC | (1.00) | Supplies |
| Autobody Technology | KNOW HOW LLC | 12.34 | Supplies |
| Autobody Technology | KNOW HOW LLC | 15.74 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 9.99 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 58.85 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | (3.85) | Tax Exempt |
| Autobody Technology | STURDEVANTS - ALLIANCE | 15.12 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 157.36 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 65.68 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 58.85 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | (3.85) | Tax Exempt |
| Autobody Technology | STURDEVANTS - ALLIANCE | 58.85 | Supplies |

| Cost Center Description | Vendor | Amount | Description |
|-------------------------|---------------------------------------|----------|--------------------------|
| Autobody Technology | STURDEVANTS - ALLIANCE | (3.85) | Tax Exempt |
| Autobody Technology | STURDEVANTS - ALLIANCE | 764.95 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 7.98 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 919.62 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 39.20 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 76.36 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 37.32 | Supplies |
| Autobody Technology | STURDEVANTS - ALLIANCE | 31.20 | Supplies |
| Autobody Technology | WHOLESALE MOTIVE SERVICE | 93.28 | Supplies |
| Autobody Technology | WHOLESALE MOTIVE SERVICE | 145.85 | Supplies |
| Autobody Technology | WHOLESALE MOTIVE SERVICE | 70.87 | Supplies |
| Autobody Technology | WHOLESALE MOTIVE SERVICE | 90.21 | Supplies |
| Autobody Technology | KNOW HOW LLC | 8.00 | Supplies |
| Welding | B C STEEL | 337.96 | Supplies |
| Welding | BOMGAARS SUPPLY | 194.85 | Acct #053-012-2 |
| Welding | PONTAROLO RUSSELL | 92.34 | Reimburse/Student Lunch |
| Welding | MATHESON TRI-GAS | 449.28 | Acct #A6116 |
| Welding | MATHESON TRI-GAS | 192.73 | Acct #A6116 |
| Welding | MATHESON TRI-GAS | 3,141.39 | Acct #A6116 |
| Welding | MATHESON TRI-GAS | 519.57 | Acct #A6116 |
| Welding | MATHESON TRI-GAS | 121.32 | Acct #A6116 |
| Welding | MATHESON TRI-GAS | 277.05 | Acct #A6116 |
| Welding | MATHESON TRI-GAS | 117.39 | Acct #A6116 |
| Aviation | OMAHA AIRPLANE SUPPLY | 99.37 | Parts |
| Aviation | OMAHA AIRPLANE SUPPLY | 73.73 | Parts |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | 24.02 | Parts |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | (1.68) | Tax Exempt |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | 16.25 | Parts |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | (1.13) | Tax Exempt |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | 21.37 | Parts |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | (1.49) | Tax Exempt |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | 59.93 | Supplies |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | (4.18) | Tax Exempt |
| Aviation | MATHESON TRI-GAS | 478.37 | Acct #A6118 |
| Aviation | MATHESON TRI-GAS | 39.22 | Acct #A6118 |
| Aviation | E S | 157.97 | Supplies |
| Aviation | E S | 6.57 | Fuel Line Hose |
| Aviation | FINNEYS | 43.42 | Supplies |
| Aviation | FINNEYS | 27.37 | Supplies |
| Aviation | E S | 235.79 | Supplies |
| Aviation | MATHESON TRI-GAS | 175.09 | Acct #A6118 |
| Aviation | MATHESON TRI-GAS | 30.56 | Acct #A6118 |
| Aviation | E S | 26.76 | Supplies |
| Aviation | FINNEYS | 29.98 | Supplies |
| Powerline | DAKOTA RIGGERS TOOL SUPPLY | 261.61 | Rope |
| Powerline | BORDER STATES INDUSTRIES | 120.48 | Anchors |
| Powerline | BORDER STATES INDUSTRIES | 281.88 | Supplies |
| Powerline | STURDEVANTS - ALLIANCE | 25.19 | Supplies |
| Business | LORING WILLIAM A | 60.43 | Reimburse/Books |
| Nursing | LAERDAL MEDICAL | 101.44 | Headset +Mic USB Connect |
| Nursing | LAERDAL MEDICAL | 56.20 | SimPad Headset + Mic |
| Nursing | LAERDAL MEDICAL | (90.00) | Credit Memo |
| Paramedic Training | BOUND TREE MEDICAL LLC | 171.00 | Cannula Devices |
| Paramedic Training | ELEVATED SCREENPRINTING APPAREL, LLC | 273.00 | Embroidery |
| Surgical Technology | MEDLINE INDUSTRIES, | 10.43 | Supplies |
| Surgical Technology | MEDLINE INDUSTRIES, | 302.06 | Supplies |
| Speech/Theatre | SYNCHRONY BANK/AMAZON | 206.94 | Acct #6045781700168866 |
| Speech/Theatre | HOBBY LOBBY STORES | 1,027.56 | Acct #9309997 |
| Speech/Theatre | MOUNTAIN VISION PIZZA | (81.54) | Credit for Duplicate Pmt |
| Speech/Theatre | MENARD'S | 53.41 | Supplies |
| Speech/Theatre | MENARD'S | (17.49) | Credit Return |
| Speech/Theatre | STYS EMILY | 250.00 | Theatre Workshop |
| Vocal Music | SYNCHRONY BANK/AMAZON | 132.00 | Acct #6045781700168866 |
| Vocal Music | HOBBY LOBBY STORES | 234.70 | Acct #9309997 |
| Vocal Music | PROHS NATHAN S | 68.00 | Alterations |
| Vocal Music | SOUTHEASTERN CAREER APPAREL | 606.69 | Apparel |

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|--|-----------|--------------------------|
| Instrumental Music | SYNCHRONY BANK/AMAZON | 2,222.95 | Acct #6045781700168866 |
| Math & Engineering | SYNCHRONY BANK/AMAZON | 144.76 | Acct #6045781700168866 |
| Science | CAROLINA BIOLOGICAL SUPPLY | 412.05 | Supplies |
| Science | CAROLINA BIOLOGICAL SUPPLY | 111.17 | Supplies |
| CDL | HOME DEPOT CREDIT SERVICES | 52.00 | Acct #6035322532517905 |
| Information Services | SYNCHRONY BANK/AMAZON | 44.67 | Acct #6045781700168866 |
| Guided Pathways - Kiewit Match | SYNCHRONY BANK/AMAZON | 47.97 | Acct #6045781700168866 |
| Sidney Campus | ALEX YVONNE SCHMUNK | 63.92 | Coffee |
| Sidney Campus | HUDDLESTON ERIN REANN | 63.38 | Reimburse/Supplies |
| Men's Baseball | VERIZON WIRELESS | 40.01 | Acct #483208547-00001 |
| Women's Softball | GROVES KATELYN | 134.83 | Reimburse/Trinidad Trip |
| Women's Softball | VERIZON WIRELESS | 40.01 | Acct #483208547-00001 |
| Women's Softball | GROVES KATELYN | (134.83) | Reimburse/Trinidad Trip |
| Women's Softball | GROVES KATELYN | 146.16 | Reimburse/Trinidad Trip |
| Educational Materials Total | | 25,261.72 | |
| Student Services Administraton | COMMEMORATIVE BRANDS, | 46.19 | Degrees |
| Student Services Administraton | COMMEMORATIVE BRANDS, | 25.22 | Degrees/Diplomas |
| Student Services Administraton | COMMEMORATIVE BRANDS, | 12.46 | Degrees |
| Student Services Administraton | NORTHWEST PIPE FITTINGS | 69.68 | Supplies |
| Graduation Materials Total | | 153.55 | |
| Information Services | SYNCHRONY BANK/AMAZON | 107.48 | Acct #6045781700168866 |
| Audio Visual Materials Total | | 107.48 | |
| Information Services | YBP LIBRARY SERVICES | 67.39 | Acct #11184-10 |
| Information Services | SYNCHRONY BANK/AMAZON | 741.32 | Acct #6045781700168866 |
| Information Services | YBP LIBRARY SERVICES | 93.76 | Acct #11184-10 |
| Information Services | YBP LIBRARY SERVICES | 144.27 | Acct #11184-10 |
| Information Services | YBP LIBRARY SERVICES | 66.71 | Acct #11184-10 |
| Information Services | YBP LIBRARY SERVICES | 39.70 | Acct #11184-10 |
| Information Services | YBP LIBRARY SERVICES | 35.39 | Acct #11184-10 |
| Books Total | | 1,188.54 | |
| Computer Services | INSIGHT PUBLIC SECTOR | 2,586.84 | CISCO Aironet Access Pnt |
| Computer Services | SYNCHRONY BANK/AMAZON | 234.76 | Acct #6045781700168866 |
| Computer Services | CDW GOVERNMENT | 195.15 | Network Camera |
| Computer Services | STERLING COMPUTERS | 5,783.42 | PowerEdge Server |
| Computer Services | CONNECTING POINT | 676.00 | Toner |
| Computer Supplies Total | | 9,476.17 | |
| Computer Services | UNIVERSITY FOR ADVANCED INTERNET DEVELOPEM | 2,500.00 | InCommon Level 4 |
| Computer Services | XPRESSMYSELF. COM LLC, SMARTSIGN | 943.69 | StealGuard Labels |
| Software Total | | 3,443.69 | |
| Scottsbluff Building & Grounds | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 33.60 | Acct #269952 |
| Scottsbluff Building & Grounds | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 24.98 | Acct #26951 |
| Scottsbluff Building & Grounds | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 24.98 | Acct #269951 |
| Scottsbluff Building & Grounds | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 24.98 | Acct #269951 |
| Sidney Building & Grounds | BOMGAARS SUPPLY | 21.98 | Acct #053-012-2 |
| Sidney Building & Grounds | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 22.15 | Acct #325484 |
| Sidney Building & Grounds | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 26.28 | Acct #325484 |
| Custodial Supplies Total | | 178.95 | |
| Athletic Director | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 30.15 | Acct #695930 |
| Athletic Director | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 30.15 | Acct #695930 |
| Laundry Supplies Total | | 60.30 | |

| Cost Center Description | Vendor | Amount | Description |
|-------------------------------|---|-----------|--------------------------|
| Automotive Technology | GAYMAN AARON J | 149.99 | Reimburse/Work Boots |
| | Safety Supplies Total | 149.99 | |
| CDL | WEX BANK, WRIGHT EXPRESS | 1,024.42 | Acct #0464-00-753323-5 |
| School Transportation | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 1,579.54 | Acct #83256 |
| School Transportation | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | (9.52) | Credit |
| School Transportation | WEX BANK, WRIGHT EXPRESS | 6,287.89 | Acct #0464-00-753323-5 |
| School Transportation | WESTERN COOPERATIVE | 43.00 | Acct #3884005 |
| School Transportation | WESTERN COOPERATIVE | (3.13) | Fed Gas Tax |
| School Transportation | WESTERN COOPERATIVE | 94.77 | Credit Taken Twice |
| School Transportation | WESTERN COOPERATIVE | 411.34 | Acct #3884005 |
| School Transportation | WESTERN COOPERATIVE | (29.71) | Fed Gas/Diesel Tax |
| School Transportation | FRENCHMAN VALLEY FARMERS COOPERATIVE | 28.27 | Acct #119606 |
| School Transportation | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 446.05 | Acct #83256 |
| School Transportation | MENARD'S | 55.16 | Supplies |
| | Vehicle Fuel Total | 9,928.08 | |
| Men's Baseball | FAIRFIELD INN SUITES SCOTTSBLUFF | 198.00 | |
| Women's Volleyball | FAIRFIELD INN SUITES SCOTTSBLUFF | 428.64 | |
| Women's Volleyball | FAIRFIELD INN SUITES SCOTTSBLUFF | (50.74) | Tax Exempt |
| | Officiating & Referees Total | 575.90 | |
| Area | DOUGLAS, KELLY, OSTDIEK, A PROFESSIONAL | 6,186.50 | Acct #20210099-001M |
| Area | DOUGLAS, KELLY, OSTDIEK, A PROFESSIONAL | 6,357.00 | Acct #20210099-001M |
| | Legal Total | 12,543.50 | |
| Athletic Director | QUICK CARE MEDICAL SERVICES | 50.00 | |
| | Medical Total | 50.00 | |
| Automotive Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 38.89 | Acct #228530 |
| Automotive Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 37.74 | Acct #248360 |
| Automotive Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 37.74 | Acct #248360 |
| Automotive Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 38.89 | Acct #228530 |
| Automotive Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 37.74 | Acct #248360 |
| Autobody Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 20.78 | Acct #248361 |
| Autobody Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 20.78 | Acct #248361 |
| Autobody Technology | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 20.78 | Acct #248361 |
| Welding | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 7.30 | Acct #248362 |
| Welding | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 7.30 | Acct #248362 |
| Welding | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 7.30 | Acct #248362 |
| Aviation | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 42.94 | Acct #325480 |
| Aviation | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 118.69 | Acct #360890 |
| Aviation | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 42.94 | Acct #325480 |
| Aviation | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 118.69 | Acct #360890 |
| Aviation | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 42.94 | Acct #325480 |
| Aviation | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 118.69 | Acct #360890 |
| Aviation | SAFETY KLEEN SYSTEMS | 293.15 | Acct #WE21567 |
| Paramedic Training | KEY WEST CONSULTING LLC | 1,000.00 | EMS Directorship Fee |
| Instrumental Music | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 175.84 | Acct #1009440 |
| Instrumental Music | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 33.60 | Acct #269952 |
| Instrumental Music | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 33.60 | Acct #269952 |
| Instrumental Music | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 16.12 | Acct #1009440 |
| CDL | PAUL REED CONSTRUCTION SUPPLY | 350.00 | CDL Testing |
| CDL | VIRAGE SIMULATION | 180.00 | Simulator Remote Support |
| CDL | ROLAND ALAN | 300.00 | CDL Testing |
| Health Academy | PANHANDLE PARTNERSHIP FOR HHS | 2,530.00 | Q1 2021 Training |
| Hospital Academy | CYRACOM, LLC | 476.00 | Testing & Training LPA |
| Hospital Academy | CYRACOM, LLC | 476.00 | Testing & Training LPA |
| Dean of Workforce Development | COMMONSENSES SAFETY | 500.00 | OSHA 10 Training |
| Dean of Workforce Development | COMMONSENSES SAFETY | 500.00 | OSHA 10 Training |
| Dean of Workforce Development | OSBORN DONALD BRYAN | 275.00 | ZOOM Digital Marketing |

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|--|------------|---------------------------|
| Dean of Workforce Development | OSBORN DONALD BRYAN | 275.00 | Google My Business |
| Dean of Workforce Development | OSBORN DONALD BRYAN | 275.00 | Search Engine Optimize |
| Dean of Workforce Development | OSBORN DONALD BRYAN | 275.00 | DIY Professional Graphics |
| Dean of Workforce Development | OSBORN DONALD BRYAN | 275.00 | Advertising on Facebook |
| Dean of Workforce Development | OSBORN DONALD BRYAN | 275.00 | Email Marketing |
| Information Services | ADVANCE SERVICES, INC. | 527.70 | Acct #102086 |
| Information Services | ADVANCE SERVICES, INC. | 536.50 | Acct #102086 |
| Information Services | ADVANCE SERVICES, INC. | 527.70 | Acct #102086 |
| Information Services | ADVANCE SERVICES, INC. | 527.70 | Acct #102086 |
| Information Services | ADVANCE SERVICES, INC. | 527.70 | Acct #102086 |
| Child Care | COMMUNITY ACTION PARTNERSHIP WESTERN NEBR | 2,599.00 | March Child Care |
| Student Life & Engagement | ADVANCE SERVICES, INC. | 746.05 | Acct #102086 |
| Student Life & Engagement | ADVANCE SERVICES, INC. | 868.53 | Acct #102086 |
| Student Life & Engagement | ADVANCE SERVICES, INC. | 890.80 | Acct #102086 |
| Student Life & Engagement | HAMPTON INN | 288.00 | Student Life |
| Student Life & Engagement | ADVANCE SERVICES, INC. | 879.67 | Acct #102086 |
| Student Engagement Director | HOBBY LOBBY STORES | 57.12 | Acct #9309997 |
| Guided Pathways - Kiewit Match | ADVERTISING SPECIALTIES | 414.76 | Tablecloths |
| Guided Pathways - Kiewit Match | EAGLE COMMUNICATIONS, KCOW, KAAQ, KQSK, KCN | 700.00 | Advertising |
| Guided Pathways - Kiewit Match | FLOOD COMMUNICATIONS WEST, KSID | 40.00 | Advertising |
| Guided Pathways - Kiewit Match | EAGLE COMMUNICATIONS, KCOW, KAAQ, KQSK, KCN | 70.00 | Advertising |
| Financial Aid | NATIONAL ASSOC STUDENT FINANCIAL AID ADMIN | 99.00 | Membership Dues |
| Financial Aid | NEBRASKA STUDENT LOAN PROGRAM | 357.50 | Verifications |
| Counseling | ANDERSON MARK S | 200.00 | Student Counseling |
| Counseling | ANDERSON MARK S | 744.00 | On Call Services |
| VP of Administrative Services | ADVANCE SERVICES, INC. | 583.42 | Acct #102086 |
| VP of Administrative Services | ADVANCE SERVICES, INC. | 733.98 | Acct #102086 |
| VP of Administrative Services | ADVANCE SERVICES, INC. | 602.24 | Acct #102086 |
| VP of Administrative Services | ADVANCE SERVICES, INC. | 677.52 | Acct #102086 |
| VP of Administrative Services | ADVANCE SERVICES, INC. | 432.86 | Acct #102086 |
| Scottsbluff Building & Grounds | HVS LLC, STOR-AUL SCOTTSBLUFF | 1,200.00 | Storage Rentals |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 486.40 | Acct #102086 |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 608.00 | Acct #102086 |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 364.80 | Acct #102086 |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 638.00 | Acct #102086 |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 1,132.46 | Acct #102086 |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 638.00 | Acct #102086 |
| Scottsbluff Building & Grounds | ADVANCE SERVICES, INC. | 1,451.46 | Acct #102086 |
| Scottsbluff Building & Grounds | FBG SERVICE FBG SERVICE | 23,735.00 | March Monthly Cleaning |
| Scottsbluff Building & Grounds | FBG SERVICE FBG SERVICE | 7,866.00 | EDS Treatments |
| Sidney Building & Grounds | FBG SERVICE FBG SERVICE | 3,975.00 | March Monthly Cleaning |
| Sidney Building & Grounds | FBG SERVICE FBG SERVICE | 1,428.00 | EDS Treatments |
| Alliance Building & Grounds | FBG SERVICE FBG SERVICE | 2,240.00 | March Monthly Cleaning |
| Alliance Building & Grounds | FBG SERVICE FBG SERVICE | 1,428.00 | EDS Treatments |
| HATC Building & Grounds | FBG SERVICE FBG SERVICE | 7,432.00 | March Monthly Cleaning |
| HATC Building & Grounds | PROTEX CENTRAL | 93.10 | Fire Alarm Service |
| Safety Director | SCOTTSBLUFF, CITY | 10,515.52 | School Resource Officer |
| Safety Director | STERICYCLE | 559.96 | Acct #6036823 |
| VP of Human Resources | ONESOURCE BACKGROUND CHECK | 36.00 | PLUS6812PT |
| VP of Human Resources | ONESOURCE BACKGROUND CHECK | 53.00 | PLUS6812 |
| VP of Human Resources | ONESOURCE BACKGROUND CHECK | 74.50 | PLUS6812EDU |
| VP of Human Resources | ONESOURCE BACKGROUND CHECK | 36.00 | PLUS6812PT |
| VP of Human Resources | ASSOCIATION FOR TITLE IX ADMINISTRATORS, ATIXA | 3,839.00 | HR Workshops |
| Sidney Campus | ADVANCE SERVICES, INC. | 111.72 | Acct #101592 |
| Sidney Campus | ADVANCE SERVICES, INC. | 175.56 | Acct #101592 |
| Alliance Campus | ADVANCE SERVICES, INC. | 175.56 | Acct #101592 |
| Institutional Expense | NEBRASKA DEPARTMENT LABOR | 178.73 | Acct #2662845/IFA 2020 |
| Colleague | HASHLEY JAMES A | 487.50 | Phone Conference/Software |
| Colleague | ELLUCIAN LP | 11,250.00 | Consultant Fees |
| Area | EMPLOYERS COUNCIL SERVICES | 600.00 | Custom Opinion Survey |
| Foundation Office Operations | BLACKBAUD | 450.00 | Cust #1000012283 |
| Outside Services Total | | 107,165.46 | |
| Safety Director | SOS INTERMEDIATE HOLDING, ALLIED UNIVERSAL | 3,156.43 | Security per Contract |
| Safety Director | SOS INTERMEDIATE HOLDING, ALLIED UNIVERSAL | 3,251.12 | Security per Contract |

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|--|-----------|----------------------------|
| Safety Director | SOS INTERMEDIATE HOLDING, ALLIED UNIVERSAL | 3,429.36 | Security per Contract |
| | Security Services Total | 9,836.91 | |
| Area | JAMES BLACK JR, SEM WORKS | 2,000.00 | Monthly Consulting |
| Area | EMPLOYERS COUNCIL SERVICES | 95.00 | Member 80270/HR Support |
| | Consultants Total | 2,095.00 | |
| Student Life & Engagement | BIG BATS LLC | 750.00 | Fuel Vouchers |
| Student Life & Engagement | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 878.85 | D474235 Admissions |
| Student Life & Engagement | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 331.53 | L474234 Admissions |
| Student Life & Engagement | PHI THETA KAPPA | 191.99 | Face Masks |
| Student Life & Engagement | FAIRFIELD INN SUITES SCOTTSBLUFF | 543.96 | |
| Student Life & Engagement | WESCOAT MEGAN S | 11.68 | Reimburse/Supplies |
| Student Success | SYNCHRONY BANK/AMAZON | 213.65 | Acct #6045781700168866 |
| | Program Development Total | 2,921.66 | |
| Admissions | LOGOZ, LLC | 500.00 | Apparel |
| Admissions | MARY SHOCKLEY, LOS GUADALUPANOS FOLKLORIC | 35.00 | Table for Cinco de Mayo |
| | Recruitment Total | 535.00 | |
| Sidney Campus | ABBOTT PAULA J | 67.20 | Mileage KSID Expo |
| | Commercial Transportation Total | 67.20 | |
| Dean of Workforce Development | NEBRASKA STATE CHAMBER FOUNDATION | 1,500.00 | Tuition/Scholarship |
| College President | JOHN Q HAMMONS RVOC TR 12281989 | 126.65 | Carmen Simone |
| | Professional Development Total | 1,626.65 | |
| Business | LORING WILLIAM A | 19.99 | Reimburse/Books |
| | Faculty Development Total | 19.99 | |
| Men's Basketball | ENGEL WILLIAM | 52.64 | Reimburse/La Junta Trip |
| | Student Travel Total | 52.64 | |
| VP of Human Resources | EICKE DUSTIN | 654.32 | Interview Travel Expense |
| VP of Human Resources | FAIRFIELD INN SUITES SCOTTSBLUFF | 198.00 | Dustin Eicke |
| | Interview Travel Total | 852.32 | |
| Area | FAIRFIELD INN SUITES SCOTTSBLUFF | 198.00 | Klemke, Savely |
| | Board Travel Total | 198.00 | |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | 2,059.38 | Rapco Core & Fuel Pump |
| Aviation | IRWIN INTERNATIONAL, AERO PERFORMANCE | (143.68) | Tax Exempt |
| Powerline | BORDER STATES INDUSTRIES | 3,806.76 | Huskie 2 Wheel Dolly |
| Vocal Music | WENGER | 11,619.83 | Choral Risers/Library Sys |
| Information Technology Admin | BENCH PRO, BENCH DEPOT | 1,412.00 | Starter Workbenches x2 Qt |
| Computer Services | CDW GOVERNMENT | 350.37 | Plantronics Headset x1 Qty |
| Computer Services | CDW GOVERNMENT | 2,217.04 | Dell Charging Cart |
| Interactive Television | CDW GOVERNMENT | 464.07 | Samsung Smart TV |
| Admissions | CDW GOVERNMENT | 170.63 | Plantronic Switch & Cable |
| Admissions | CDW GOVERNMENT | 419.98 | Plantronics Headsets x2 |
| Scottsbluff Building & Grounds | SNELL SERVICES | 18,185.00 | AO Smith 130 Water Heater |
| Scottsbluff Building & Grounds | COVERMASTER | 12,908.96 | Gym Floor Cover |
| Sidney Building & Grounds | GLOBAL EQUIPMENT CO. , | 926.15 | Wheelchair Picnic Table |
| Sidney Building & Grounds | COZY | 4,900.00 | Pass Through Signs x4 Qty |
| HATC Building & Grounds | ELECTRONIC CONTRACTING | 59,000.00 | PLEX Audiovisual System |

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|---|---------------------|---------------------------|
| | Equipment Total | 118,296.49 | |
| Unrestricted Fund Total | | 2,525,390.90 | |
| National Science Foundation Gr | MOUNTAIN VISION PIZZA | 64.43 | Erandi Gunapala |
| Foundation Operations | MULLEN PRESTON M | 250.00 | Performance for Gala |
| Foundation Operations | GERING, CITY | 4,164.66 | Foundation Dinner |
| | Outside Services Total | 4,479.09 | |
| Restricted Fund Total | | 4,479.09 | |
| Veterans Upward Bound 2020-21 | SOUTH DAKOTA DEPARTMENT LABOR | 2.74 | Qtr 1 of 2021 Unmpl Ins |
| | Unemployment Total | 2.74 | |
| Veterans Upward Bound 2020-21 | FAIRFIELD INN SUITES SCOTTSBLUFF | 297.00 | Mike Nau |
| | Other Expense Total | 297.00 | |
| Veterans Upward Bound 2020-21 | ASSOCIATION VETERANS EDUCATION CERTIFYING O | 375.00 | Regis/Christine Wolf |
| | Commercial Transportation Total | 375.00 | |
| Federal Fund Total | | 674.74 | |
| District Music Contest | RICE KELLEY J | 200.92 | Judging/Mileage |
| District Music Contest | ROTERT TERESA | 292.04 | Judging/Mileage |
| District Music Contest | SIMPSON KATHERINE | 175.00 | Judging |
| District Music Contest | WEATHERLY LENORE M | 304.92 | Judging/Mileage |
| District Music Contest | WOMBACHER KAYLA S | 310.12 | Judging/Mileage |
| District Music Contest | RISCHLING DAVE | 175.00 | Judging |
| District Music Contest | RISCHLING DAVE | 49.18 | Mileage/District Music |
| District Music Contest | BEJOT KIMBERLY A | 351.40 | Judging/Mileage |
| District Music Contest | ERLANDSON ERIK | 310.52 | Judging/Mileage |
| District Music Contest | FODY KATELYN A | 210.04 | Judging/Mileage |
| District Music Contest | HEDDING SEAN | 335.16 | Judging/Mileage |
| District Music Contest | JOHNSON GINA L | 175.00 | Judging |
| District Music Contest | KLOCH CHRISTINA N | 234.92 | Judging/Mileage |
| District Music Contest | KOCH PAMELA G | 329.56 | Judging/Mileage |
| District Music Contest | LIPPSTREW LEE | 270.20 | Judging/Mileage |
| District Music Contest | RAINES ROBERT RANDLE | 175.00 | Judging |
| Aviation Club | PEARSON PHILLIP TODD | 1,500.00 | Reimburse/Flight Training |
| Aviation Club | FINNEYS | 833.98 | BBQ Grill/Supplies |
| Residence Hall Council | HOBBY LOBBY STORES | 23.95 | Acct #9309997 |
| Campus Activities Board - SCB | BASS SCHULER ENTERTAINMENT | 1,000.00 | Digital Caricature Artist |
| Cougar Leadership | LOGOZ, LLC | 180.00 | Shirts |
| Phi Theta Kappa | PHI THETA KAPPA | 60.00 | Memberships |
| Phi Theta Kappa | PHI THETA KAPPA | 127.49 | Honor Cards |
| Phi Theta Kappa | PHI THETA KAPPA | 60.00 | Membership-L. Heeman |
| Phi Theta Kappa | PHI THETA KAPPA | 60.00 | Membership-A. Holt |
| Phi Theta Kappa | BLOOMIN PLACE, | 120.00 | Roses |
| Phi Theta Kappa | PHI THETA KAPPA | 60.00 | Memberships |
| Phi Theta Kappa | SCOTTSBLUFF SCREENPRINTING EMBROIDERY, | 102.00 | Engraving |
| National Society of Leadership | MOUNTAIN VISION PIZZA | 60.38 | Grace Hendrickson |
| | Expense - Agency Total | 8,086.78 | |
| Agency Fund Total | | 8,086.78 | |
| Institutional Liability | PLATTE VALLEY BANK | 118,258.52 | Student Facilities Bond |
| | Cash with Agent - Bond Fund Total | 118,258.52 | |
| Plant Fund Total | | 118,258.52 | |

| Cost Center Description | Vendor | Amount | Description |
|-------------------------|---|-----------|-------------------------|
| Institutional Liability | WNCC - SIDNEY PETTY CASH | 1,000.00 | Sidney Book Buy Back |
| | Cash on Hand - Sidney Center Total | 1,000.00 | |
| Institutional Liability | NEBRASKA DEPT OF REVENUE | 1,352.00 | Mar sales tax payable |
| | Sales Tax Payable Total | 1,352.00 | |
| Food Service | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 226.75 | Acct #83256 |
| Food Service | BIMBO BAKERIES USA, EARTHGRAINS | 85.14 | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | 88.88 | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | 44.44 | Food for Resale |
| Food Service | MOUNTAIN VISION PIZZA | 48.09 | Harms Kitchen |
| Food Service | PEPSI COLA WESTERN NEBRASKA | 107.46 | Acct #51939 |
| Food Service | PEPSI COLA WESTERN NEBRASKA | 593.76 | Acct #51939 |
| Food Service | SHAMROCK FOODS | 372.57 | Food for Resale |
| Food Service | SHAMROCK FOODS | 216.02 | Food for Resale |
| Food Service | SHAMROCK FOODS | 418.54 | Food for Resale |
| Food Service | SHAMROCK FOODS | 467.12 | Food for Resale |
| Food Service | SHAMROCK FOODS | 471.53 | Food for Resale |
| Food Service | SHAMROCK FOODS | 339.10 | Food for Resale |
| Food Service | SHAMROCK FOODS | (15.26) | Credit Memo |
| Food Service | SHAMROCK FOODS | (8.52) | Credit Memo |
| Food Service | SHAMROCK FOODS | (21.72) | Credit Memo |
| Food Service | SHAMROCK FOODS | (46.49) | Credit Memo |
| Food Service | SHAMROCK FOODS | (177.18) | Credit Memo |
| Food Service | SHAMROCK FOODS | (29.60) | Credit Memo |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 611.19 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 1,559.67 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 827.84 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 282.60 | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | 67.10 | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | (67.10) | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | 44.44 | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | 67.10 | Food for Resale |
| Food Service | HILAND DAIRY FOODS COMPANY, LLC | 67.31 | Food for Resale |
| Food Service | PEPSI COLA WESTERN NEBRASKA | 124.35 | Acct #51939 |
| Food Service | PEPSI COLA WESTERN NEBRASKA | 293.47 | Acct #51939 |
| Food Service | PEPSI COLA WESTERN NEBRASKA | 194.57 | Acct #51939 |
| Food Service | MOUNTAIN VISION PIZZA | 345.07 | Dining Hall 04/16/2021 |
| Food Service | SHAMROCK FOODS | 458.60 | Food for Resale |
| Food Service | SHAMROCK FOODS | 416.73 | Food for Resale |
| Food Service | SHAMROCK FOODS | 293.28 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 2,163.22 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 1,344.63 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 1,443.47 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 756.24 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 1,218.67 | Food for Resale |
| Food Service | AHLERS BAKING | 75.87 | Food for Resale |
| Food Service | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 172.77 | Acct #83256 |
| Food Service | PEPSI COLA WESTERN NEBRASKA | 231.58 | Acct #51939 |
| Food Service | PEPSI COLA WESTERN NEBRASKA | (244.05) | Acct #51939 Credit Memo |
| Food Service | SHAMROCK FOODS | 492.95 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 987.25 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 1,328.79 | Food for Resale |
| | Food for Resale Total | 18,738.24 | |
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 59.26 | Acct #251930 |
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 96.94 | Acct #251930 |
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 17.54 | Acct #251930 |
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 96.94 | Acct #251930 |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 253.41 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 197.02 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 130.91 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 796.84 | Food for Resale |

| Cost Center Description | Vendor | Amount | Description |
|-------------------------------|---|-----------|---------------------------|
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 59.26 | Acct #251930 |
| Food Service | SHAMROCK FOODS | 192.70 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 144.76 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 649.59 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 258.04 | Food for Resale |
| Food Service | TAKKT AMERICA HOLDING, HUBERT | 45.15 | Ovenmitt |
| Food Service | TAKKT AMERICA HOLDING, HUBERT | 37.42 | Pot Holder |
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 45.17 | Acct #271500 |
| Food Service | IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN | 96.94 | Acct #251930 |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 236.95 | Food for Resale |
| Food Service | SYSCO DENVER, SUPPLIES ON FLY | 378.68 | Food for Resale |
| Non-consumable Supplies Total | | 3,793.52 | |
| Bookstore | INGRAM INDUSTRIES, INGRAM BOOK | 64.82 | Text Books |
| Bookstore | MACMILLIAN HOLDINGS, MPS | 1,183.80 | Text Books |
| Bookstore | HOBART INSTITUTE WELDING TECHNOLOGY | 1,306.60 | Text Books |
| Bookstore | NEBRASKA BOOK | 83.71 | Acct #442610 |
| Text Books Total | | 2,638.93 | |
| Bookstore | CI SPORT | 264.39 | Apparel |
| Bookstore | D H DISTRIBUTING | 5,813.16 | HP Laptops |
| Bookstore | SYNCHRONY BANK/AMAZON | 550.43 | Acct #6045781700168866 |
| Bookstore | HPI INTERNATIONAL | 5,582.00 | Lenovo ThinkPads x6 Qty |
| Bookstore | HPI INTERNATIONAL | 1,598.00 | HP Pentium Laptops x4 Qty |
| Bookstore | HPI INTERNATIONAL | 1,723.51 | Laptops |
| Bookstore | MV | 772.97 | Apparel |
| Central Store Supplies Total | | 16,304.46 | |
| Bookstore | SYNCHRONY BANK/AMAZON | 213.54 | Acct #6045781700168866 |
| Bookstore | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 70.29 | Acct #83256 |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 59.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 68.00 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CASH WA DISTRIBUTING | 652.05 | Acct #806099 |
| Bookstore | CHICAGO IMPORTING | 348.04 | Food for Resale |
| Bookstore | PEPSI COLA WESTERN NEBRASKA | 615.55 | Acct #51943 |
| Bookstore | PEPSI COLA WESTERN NEBRASKA | 67.50 | Acct #53553 |
| Bookstore | PEPSI COLA WESTERN NEBRASKA | 875.35 | Acct #51943 |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CASH WA DISTRIBUTING | 842.44 | Acct 806099 |
| Bookstore | CASH WA DISTRIBUTING | 423.19 | Acct 806099 |
| Bookstore | PANHANDLE COOPERATIVE ASSOCIATION ATTN: KIM | 74.63 | Acct #83256 |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 215.50 | Food for Resale |
| Bookstore | CARMEN'S BURRITOS SONS | 72.75 | Food for Resale |
| Athletic Enterprises | CASH WA DISTRIBUTING | 348.81 | Acct #806092 |
| Athletic Enterprises | MOORE DEBORAH J | 200.00 | Lollipops |
| Athletic Enterprises | PEPSI COLA WESTERN NEBRASKA | 259.35 | Acct #51941 |
| Athletic Enterprises | PEPSI COLA WESTERN NEBRASKA | 151.85 | Acct #51941 |
| Athletic Enterprises | PEPSI COLA WESTERN NEBRASKA | 75.20 | Acct #51941 |
| Athletic Enterprises | PEPSI COLA WESTERN NEBRASKA | 327.50 | Acct #51941 |

Candy Total

6,907.04

| Cost Center Description | Vendor | Amount | Description |
|----------------------------------|-------------------------------------|--------------|---------------------------|
| Bookstore | UNITED PARCEL SERVICE | 332.04 | Shipper #A365Y9 |
| Bookstore | UNITED PARCEL SERVICE | 18.00 | Shipper #A365Y9 |
| Bookstore | UNITED PARCEL SERVICE | 62.32 | Shipper #A365Y9 |
| Bookstore | UNITED PARCEL SERVICE | 108.67 | Shipper #A365Y9 |
| Postage Total | | 521.03 | |
| Residence Hall | ALLO COMMUNICATIONS LLC | 6,741.72 | Acct #4598 |
| Sidney Housing | CHARTER COMMUNICATIONS HOLDINGS LLC | 105.12 | Acct #8356150710015138 |
| Sidney Housing | CHARTER COMMUNICATIONS HOLDINGS LLC | 127.39 | Acct #8356150710068988 |
| Cable TV Total | | 6,974.23 | |
| Residence Hall | DOOR CLOSER SERVICE LLC | 84.00 | Keys Cut |
| Residence Hall | SNELL SERVICES | 616.46 | Repair Shower Drain |
| Residence Hall | THOMPSON GLASS | 140.00 | Repair Handicap Button |
| Residence Hall | THOMPSON GLASS | 95.00 | Repair Main Entrance |
| Sidney Housing | SIDNEY SOFT WATER, CULLIGAN | 149.80 | Acct #1035631 |
| Food Service | HONEYWAGON EXPRESS LLC | 260.00 | Trap Cleaning |
| Food Service | BENZEL'S PEST CONTROL | 84.09 | Pest Control |
| Food Service | HONEYWAGON EXPRESS LLC | 260.00 | Trap Cleaning |
| Insurance Claims | TWIN CITY ROOFING SHEET METAL | 220,650.30 | Pay App 2/Roofing Project |
| Bldg Maintenance - General Total | | 222,339.65 | |
| Adult Education - LB 366 | SYNCHRONY BANK/AMAZON | 205.92 | Acct #6045781700168866 |
| Office Materials Total | | 205.92 | |
| Adult Education - LB 366 | PRO LITERACY WORLDWIDE | 409.36 | Kaplan GED Test Prep |
| AWS Weld Testing | B A WELDING DESIGN | 88.00 | Weld Time |
| Educational Materials Total | | 497.36 | |
| Residence Hall | FBG SERVICE FBG SERVICE | 2,989.00 | March Monthly Cleaning |
| Residence Hall | FBG SERVICE FBG SERVICE | 3,837.00 | March Monthly Cleaning |
| Residence Hall | PROTEX CENTRAL | 186.20 | Fire Alarm Service |
| Food Service | JSA TECHNOLOGY CARD SYSTEMS, ATRIUM | 14,622.00 | Atrium POS Card System |
| Food Service | JSA TECHNOLOGY CARD SYSTEMS, ATRIUM | 30,700.00 | Software Support |
| Insurance Claims | PACHECO LLC, GARYS CLEANING | 8,166.10 | Hazmat Cleaning |
| Insurance Claims | WAMSLEY CONSTRUCTION LLC | 737.50 | Move Airplane Engine |
| Insurance Claims | WAMSLEY CONSTRUCTION LLC | 90.00 | Storage Container |
| Outside Services Total | | 61,327.80 | |
| Food Service | JSA TECHNOLOGY CARD SYSTEMS, ATRIUM | 1,149.00 | Atrium POS Card System |
| Insurance Claims | FENCESCREEN | 4,454.70 | Fence Repairs/Vol Field |
| Equipment Total | | 5,603.70 | |
| Auxiliary Fund Total | | 348,203.88 | |
| April Expenses | | 3,005,093.91 | |



Building the Best Hometown in America®

April 27, 2021

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 237th Street
Scottsbluff, NE 69361

Re: Tax Increment Financing Redevelopment Project Progress Report

To the Governing Body of Western Nebraska Community College:

Enclosed is the City of Alliance's Tax Increment Financing Redevelopment Project Progress Report dated April 30, 2021. If you have any questions or concerns regarding the information in the report, please do not hesitate to contact me at tjohnson@cityofalliance.net.

Sincerely,

Tarrah S. Johnson
City Clerk, City of Alliance



Building the Best Hometown in America®
City of Alliance ~ P.O. Box D ~ Alliance, NE 69301 ~ 308-762-5400
www.CityOfAlliance.net



City of Alliance

Tax Increment Financing ("TIF") Projects

Dated Effective 4/30/2021

General Information:

| | |
|---|--------|
| Total Number of TIF Projects | 5 |
| Projects Paid in full during 2020 | 0 |
| Projects Approved in 2020 | 0 |
| Projects Approved in 2021 (through 4/30/2021) | 0 |
| Percentage of City Area Blighted | 23.14% |

Active Projects

| Redeveloper | Project |
|-------------------------------------|-----------------------------|
| MJLC, LLC | Otto Office Building |
| Pepsi-Cola of Western Nebraska, LLC | Pepsi Distribution Facility |
| West Plains, LLC | West Plains Grain Facility |
| Alliance Lodging, LLC | Hotel |
| Idash5 Enterprises, LLC | Scooters Coffee Drive Thru |
| Totals | |

| Estimated Project Costs (Total)** | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)** | Financing Approved | Maturity Date |
|-----------------------------------|-------------------------|-----------------------------|-------------------------------|--------------------|---------------|
| \$ 806,000.00 | \$ 21,000.00 | \$ 225,000.00 | \$ 243,755.00 | \$ 135,000.00 | 12/31/2025 |
| \$ 3,642,224.00 | \$ 3,066.00 | \$ 3,233,550.00 | \$ 3,151,393.00 | \$ 600,000.00 | 12/31/2025 |
| \$ 10,000,000.00 | \$ 400,500.00 | \$ 5,500,000.00 | \$ 7,606,125.00 | \$ 1,370,000.00 | 12/21/2026 |
| \$ 7,550,000.00 | \$ 97,051.00 | \$ 3,850,000.00 | \$ 4,182,950.00 | \$ 846,000.00 | 12/31/2034 |
| \$ 475,000.00 | \$ 32,506.00 | \$ 339,000.00 | \$ 189,000.00 | \$ 61,000.00 | 12/31/2034 |
| \$ 22,473,224.00 | \$ 554,123.00 | \$ 13,147,550.00 | \$ 15,373,223.00 | | |

*Numbers are approximated and rounded and may vary substantially.

**Numbers have not been finalized for 2021; may be subject to change

***Contingent on timing of project implementation, if any



1025 P Street
Gering, NE 69341
(308) 436-5096

April 29, 2021

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

Re: Tax Increment Financing Redevelopment Project Progress Report

To the Chairperson of Board of Governors:

Enclosed is the City of Gering's Tax Increment Financing Redevelopment Project Progress Report dated April 30, 2021. If you have any questions or concerns regarding the information in the report, please do not hesitate to contact me at eloutz@gering.org.

Sincerely,

Elizabeth A. Loutzenhiser, CPA
Director of Finance

Attachment 1 to City of Gering Annual TIF Report

Project Approved in 2019 (financing to be completed in 2021)

| Redeveloper/Project Area | Project Type | Estimated Project Costs (TIF Eligible) | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)*** | Financing Approved** |
|--|---|--|----------------------------------|-------------------------|-----------------------------|--------------------------------|----------------------|
| Troy and Lisa Weborg/Lot 2, Block 1, Weborg Subdivision to the City of Gering, Scotts Bluff County, Nebraska | Weborg Hotel, TIF to be used for demolition and building preparation, site preparation, lighting, civil engineering/geotech, EIFS/facade, Roof repair/rehab, and mian membrane and lead costs | \$ 820,850.00 | \$ 7,106,732.00 | \$ 237,119.00 | \$ 3,000,000.00 | \$ 4,322,194.00 | \$ 820,850.00 |

Projects Approved in 2020

| Redeveloper/Project Area | Project Type | Estimated Project Costs (TIF Eligible) | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)*** | Financing Approved** |
|---|--|--|----------------------------------|-------------------------|-----------------------------|--------------------------------|----------------------|
| Crossroads Cooperative Association /#Project Area described below | Crossroads Cooperative Expansion Project, TIF to be used for site acquisition, site preparation, sewer development (East U Street to WWTP Gate, includes engineering, street, landscaping), site engineering/architectural, and plan preparation and legal costs | \$ 2,342,344.00 | \$ 10,605,298.00 | \$ 774,180.00 | \$ 8,000,000.00 | \$ 1,901,320.00 | \$ 2,342,344.00 |
| C S Precision Manufacturing, Inc. /#Project Area described below | C S Precision Expansion Project, TIF to be used for site acquisition, site preparation (building site), site preparation (solar array), concrete driveway (D Street), landscaping and drainage (D Street ROW/Expressway), site engineering, and plan preparation and legal costs | \$ 293,265.00 | \$ 4,700,000.00 | \$ 2,472,938.00 | \$ 3,572,938.00 | \$ 2,472,938.00 | \$ 293,265.00 |

Projects Approved in 2021 (through 4/30/2021)

| Redeveloper/Project Area | Project Type | Estimated Project Costs (TIF Eligible) | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)*** | Financing Approved** |
|---|--|--|----------------------------------|-------------------------|-----------------------------|--------------------------------|----------------------|
| BnMark Medical, LLC/Lot 1, Swift Subdivision, City of Gering, Scotts Bluff County, Nebraska | BnMark Medical Office Building, TIF to be used for site acquisition, grading and general site preparation, water, electrical, gas, sanitary sewer, storm water sewer, and telecommunication utilities; underground storm water retention; site paving in City ROW; landscaping in City ROW; paving demolition, concrete and brick facade on street corner retaining wall; site lighting; building facade; site engineering; and plan preparation and legal costs | \$ 778,000.00 | \$ 2,995,264.00 | \$ 24,277.00 | \$ 2,339,947.00 | \$ 24,277.00 | \$ 778,000.00 |

*Numbers are approximated and rounded and may vary substantially.

**Actual financing is based on and limited to actual eligible costs incurred, plus interest and actual TIF Revenues received

***2021 Values are not finalized; may be subject to change

#Crossroads Cooperative Expansion Project Area: Lots 1 thru 6, Block 1; Lots 1 thru 6, Block 4; Lots 1 thru 6, Block 5; and Lots 1 thru 4, Block 7, First Addition to North Gering, Scotts Bluff County, Nebraska (Scotts Bluff County Parcel ID#010054806); and that certain parcel of land situated in the NE 1/4 NW 1/4 of Section 12, Township 21 North, Range 55 West of the 6th P.M. in Scotts Bluff County, Nebraska, described as follows: Commencing at the Northeast corner of Lot 1, Block 1, First Addition to North Gering, Nebraska, running thence east on a line parallel with the north line of said Section 12, approximately 205.3 feet to the west line of the right of way of the Union Pacific Railroad spur leading from the main line of the Union Pacific Railroad to the Gering Factory of the Great Western Sugar Company, thence in a southeasterly direction along the west line of the right of way of the Union Pacific Railroad Company a distance of approximately 1576.5 feet to a point where the west line of the right of way of said spur intersects the north line of the main line of said Union Pacific Railroad, thence in a northwesterly direction along the north line of the main line of the Union Pacific Railroad Company a distance of approximately 638.5 feet to the southeast corner of Lot 4, Block 7, First Addition to North Gering, Nebraska; thence north along the east line of Blocks 7, 5, 4, and 1, First Addition to North Gering, Nebraska, a distance of approximately 1270 feet to the place of beginning; and also to include the vacated streets between said Blocks 7, 5, 4, and 1, First Addition to North Gering, Nebraska (Scotts Bluff County Parcel ID#010348253); and Block 1, Crossroads Subdivision, City of Gering, Scotts Bluff County, Nebraska (Scotts Bluff County Parcel ID#010348253); and Block 6, Pioneer Trails Industrial Park in the City of Gering, Scotts Bluff County, Nebraska (Scotts Bluff County Parcel ID #010247254).

#C S Precision Expansion Project Area: Lot 1, Block 2, Gering Fourth Industrial Tracts, an Addition to the City of Gering, Scotts Bluff County, Nebraska (Scotts Bluff County Parcel ID# 010019766); and Lot 2A-1, Block 2, Gering Fourth Industrial Tracts, a Replat of Lot 2A, Block 2, Gering Fourth Industrial Tracts, a Replat of Lot 2, Block 2, and Block 3, Gering Fourth Industrial Tracts and unplatted land in the City of Gering, Nebraska situated in the Northeast Quarter of Section 12, Township 21 North, Range 55 West of the 6th P.M., Scotts Bluff County, Nebraska (Scotts Bluff County Parcel ID# 010000067); and Approximately 12.5 acres located in the northeast portion of Block 3A, Gering Fourth Industrial Tracts, a Replat of Lot 2, Block 2, and Block 3, Gering Fourth Industrial Tracts and unplatted land in the City of Gering, Nebraska situated in the Northeast Quarter of Section 12, Township 21 North, Range 55 West of the 6th P.M., Scotts Bluff County, Nebraska (Scotts Bluff County Parcel ID# 010345191)

City of Gering
Annual TIF Report
April 29, 2021

1. Total number of redevelopment projects within the city that have been financed in whole or in part through the division of taxes as provided in section 18-2147: **21 (including four which are pending; see #5 below and Attachment 1).**
2. The total estimated project costs for all such redevelopment projects: **\$19,969,397 for active projects*; See Attachment 1 for four pending projects.**
3. A comparison between the initial projected valuation of property included in each such redevelopment project as described in the redevelopment contract and the assessed value of the property included in each such redevelopment project as of January 1 of the year of this report: **Projected valuations for active projects were approximately \$22,325,243.47.** The 2021 valuation for those projects is \$20,070,633.00.*** See Attachment 1 for new projects.**
4. The number of such redevelopment projects for which financing has been paid in full during the previous calendar year and for which taxes are no longer being divided pursuant to section 18:2147: **0**
5. The number of such redevelopment projects approved by the governing body in the previous calendar year: **Two were approved in 2020; one has been approved in 2021; one was approved in 2019, but financing will be completed in 2021 (See Attachment 1).**
6. Information specific to each such redevelopment project approved by the governing body in the previous calendar year, including the project area, project type, amount of financing approved, and total estimated project costs: **See Attachment 1**
7. The percentage of the city that has been designated as blighted: **26%**

*Numbers are approximated based on information in project documentation and may vary substantially.

***Numbers are approximated based on information on project costs in project documentation, plus base values.

***2021 values are not finalized; may be subject to change.



April 29, 2021

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

Re: Tax Increment Financing Redevelopment Project Progress Report

To the Governing Body of Box Butte County:

Enclosed is the Village of Hemingford's Tax Increment Financing Redevelopment Project Progress Report dated April 30, 2021. If you have any questions or concerns regarding the information in the report, please do not hesitate to contact me.

Sincerely,

Barb Straub
Administrator/Clerk Treasurer



Village of Hemingford
Tax Increment Financing ("TIF") Projects
Dated Effective 4/30/2021

| General Information: | |
|---|-----------------------------------|
| Total Number of TIF Projects: | 1 |
| Projects Paid in full during 2020 | 0 |
| Projects Approved in 2020 | 0 |
| Projects Approved in 2021 (through 4/30/2021) | 0 |
| Percentage of City Area Blighted | 100.00% |
| Active Projects | |
| Lux, LLC | Salon and Commercial Rental Space |
| Redeveloper/Project Area | |

| Estimated Project Costs (TIF Eligible)* | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)** | Financing Approved*** | Maturity Date |
|---|----------------------------------|-------------------------|-----------------------------|-------------------------------|-----------------------|---------------|
| \$ 61,641.00 | \$ 188,876.00 | \$ 21,625.00 | \$ 115,720.00 | \$ 113,213.00 | \$ 55,281.35 | 12/31/2034 |

*Numbers are approximated and rounded and may vary substantially.
 **Numbers have not been finalized for 2021; may be subject to change.
 ***Actual financing is based on and limited to TIF Revenues received and actual eligible costs incurred, plus interest

Village of Potter

Tax Increment Financing Annual Report to the Governing Body

2020

In 2013, the Village of Potter entered into a Redevelopment Contract with Adams Warehousing, LLC for 2 tax increment financing projects. The commercial projects are located on land that the Village had to skip annex. The project area is approximately 10 miles east of Potter. The area is zoned Heavy Manufacturing and Industrial District M-2, and the purpose of this zoning district is to provide a zone which will accommodate the manufacturing and processing of goods from raw materials. Per the contract the Village does not provide the annexed area with water, sewage facilities, road maintenance and sanitation services.

Project 1

Bell Pole & Lumber Company \$,1,122,000.00

Bonds signed July 11, 2013 Matures December 31, 2028

TIF fund were used to build a new agricultural processing and shipping facility involving the conversion of timber products to finished goods.

For 2020, the Base Value of the property was \$15,745.00 and the TIF Excess Value was \$5,495,745 which make the current assessed value of the property \$5,511,490.00. This property with the TIF project saw an increase of approximately 34,902% from the Base value that was set in 2013 for an agricultural piece of land.

Per the Redevelopment Contract the project was to create a taxable real property valuation of \$1,000,000.00 by January 1, 2014. This goal was met and the valuation for 2013 for the property was \$1,285,440.00.

The total estimated cost for the project is \$9,000,000.00.

Project 2

Adams Warehousing, LLC \$2,500,000.00

Bonds signed July 23, 2013 Matures December 31, 2028

TIF funds used for site preparation and installation of rail line to serve agricultural production facility.

For 2020, the Base Value of the property was \$49,133.00 and the TIF Excess Value was \$5,859,831.00, which make the current assessed value of the property \$5,908,964.00. This property with the TIF project saw an increase of approximately 11,825% from the Base value that was set in 2013 for an agricultural piece of land.

Per the Redevelopment Contract the project was to create a taxable real property valuation of \$1,000,000.00 by January 1, 2014. This goal was met and the valuation for 2015 for the property was \$5,316,111.00. They are still adding rail line to the project.

The total estimated cost for the project is \$167,000,000.

- In 2020, there were no TIF projects for which financing was paid in full and which taxes are no longer being divided.
- In 2020, no new TIF projects were approved by the Village.
- The entire Village of Potter and the skip annexed lands have all been designated as Blight and Substandard.

Tax Increment Financing (TIF) Report 2020

COUNTY: 17 CHEYENNE

CITY: POTTER

Project Name TIF ADAMS WAREHOUSE TD25

City: POTTER

Project Date 2014

School : POTTER-DIX 9

TIF-ID# 17-4076

Location: Blk 38, of the Plat of Blocks 38, 39, and 40, Sioux Meadows Industrial Park, a Replat of Blocks 30, 31, 32 and 33 Sioux Meadows Industrial Park and unplatted lands in Section 31-15N-50W.
Description: TIF funds used for site preparation and installation of rail line to serve agricultural production facility.

| | Year | Base Value | Excess Value | Tax Rate | TIF Base Tax | TIF Excess Tax |
|---------------------|------|-------------------|---------------------|--------------|-----------------|-------------------|
| | 2014 | 24,541 | 62,278 | 2.116093 | 519.31 | 1,317.86 |
| | 2015 | 24,541 | 2,132,633 | 1.986457 | 487.50 | 42,363.84 |
| | 2016 | 24,541 | 2,355,036 | 1.960277 | 481.07 | 46,165.22 |
| | 2017 | 24,592 | 3,512,078 | 2.06473 | 507.76 | 72,514.94 |
| | 2018 | 24,592 | 3,512,078 | 2.052761 | 504.81 | 72,094.58 |
| | 2019 | 24,592 | 3,504,793 | 2.144995 | 527.50 | 75,177.64 |
| | 2020 | 24,592 | 3,504,793 | 2.023129 | 497.53 | 70,906.48 |
| Current Year | | Base Value | Excess Value | Total | 3,525.48 | 380,540.56 |
| Residential | | 0 | 0 | | | |
| Commercial | | 24,592 | 3,504,793 | | | |
| Industrial | | 0 | 0 | | | |
| Other | | 0 | 0 | | | |

Project Name TIF ADAMS WAREHOUSE TD26

City: POTTER

Project Date 2014

School : POTTER-DIX 9

TIF-ID# 17-4075

Location: Blk 38, of the Plat of Blocks 38, 39, and 40, Sioux Meadows Industrial Park, a Replat of Blocks 30, 31, 32 and 33 Sioux Meadows Industrial Park and unplatted lands in Section 31-15N-50W.
Description: TIF funds used for site preparation and installation of rail line to serve agricultural production facility.

| | Year | Base Value | Excess Value | Tax Rate | TIF Base Tax | TIF Excess Tax |
|---------------------|------|-------------------|---------------------|--------------|-----------------|-------------------|
| | 2014 | 24,592 | 62,278 | 2.652191 | 652.23 | 1,651.74 |
| | 2015 | 24,592 | 3,134,345 | 2.121917 | 521.82 | 66,508.20 |
| | 2016 | 24,592 | 3,512,078 | 2.068267 | 508.63 | 72,639.16 |
| | 2017 | 24,541 | 2,355,036 | 1.934019 | 474.63 | 45,546.84 |
| | 2018 | 24,541 | 2,355,036 | 1.883157 | 462.15 | 44,349.04 |
| | 2019 | 24,541 | 2,355,038 | 1.965941 | 482.46 | 46,298.66 |
| | 2020 | 24,541 | 2,355,038 | 1.835304 | 450.40 | 43,222.12 |
| Current Year | | Base Value | Excess Value | Total | 3,552.32 | 320,215.76 |
| Residential | | 0 | 0 | | | |
| Commercial | | 24,541 | 2,355,038 | | | |
| Industrial | | 0 | 0 | | | |
| Other | | 0 | 0 | | | |

Project Name TIF BELL LUMBER & POLE

City: POTTER

Project Date 2013

School : POTTER-DIX 9

TIF-ID# 17-4074

Location: 40.17 acre tract of land in NE 1/4 31-15-50
Description: TIF funds used for site acquisition and preparation for installation of agricultural processing facility.

| | Year | Base Value | Excess Value | Tax Rate | TIF Base Tax | TIF Excess Tax |
|---------------------|------|-------------------|---------------------|--------------|-----------------|-------------------|
| | 2013 | 15,745 | 1,269,695 | 2.233065 | 351.60 | 28,353.12 |
| | 2014 | 15,745 | 1,501,371 | 2.116093 | 333.18 | 31,770.40 |
| | 2015 | 15,745 | 5,510,748 | 1.986457 | 312.77 | 109,468.64 |
| | 2016 | 15,745 | 5,511,484 | 1.960277 | 308.65 | 108,040.36 |
| | 2017 | 15,745 | 5,511,484 | 1.934019 | 304.51 | 106,593.16 |
| | 2018 | 15,745 | 5,511,484 | 1.883157 | 296.50 | 103,789.90 |
| | 2019 | 15,745 | 5,497,865 | 1.965941 | 309.54 | 108,084.78 |
| | 2020 | 15,745 | 5,495,745 | 1.835304 | 288.97 | 100,863.64 |
| Current Year | | Base Value | Excess Value | Total | 2,505.72 | 696,964.00 |
| Residential | | 0 | 0 | | | |
| Commercial | | 0 | 0 | | | |
| Industrial | | 15,745 | 5,495,745 | | | |
| Other | | 0 | 0 | | | |

Tax Increment Financing (TIF) Report 2020

COUNTY: 17 CHEYENNE

2020 TOTALS FOR CITY : # POTTER

| Current Year | Base Value | Excess Value | Base Tax | Excess Tax | Project Count 3 |
|--------------|------------|--------------|----------|------------|-----------------|
| Residential | 0 | 0 | 0.00 | 0.00 | |
| Commercial | 49,133 | 5,859,831 | 947.93 | 114,128.59 | |
| Industrial | 15,745 | 5,495,745 | 288.97 | 100,863.63 | |
| other | 0 | 0 | 0.00 | 0.00 | |
| Total | 64,878 | 11,355,576 | 1,236.90 | 214,992.22 | |



308-632-4136
2525 Circle Drive
Scottsbluff, NE 69361

April 27, 2021

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

Re: Tax Increment Financing Redevelopment Project Progress Report

To the Governing Body of Western Nebraska Community College:

Enclosed is the City of Scottsbluff's Tax Increment Financing Redevelopment Project Progress Report dated April 30, 2021. If you have any questions or concerns regarding the information in the report, please do not hesitate to contact me at eloutz@scottsbluff.org.

Sincerely,

Elizabeth A. Loutzenhiser, CPA
Director of Finance

City of Scottsbluff

Tax Increment Financing ("TIF") Projects

Dated Effective April 30, 2021

General Information:

| | |
|---|--------------------|
| Total Number of Active TIF Projects: | 13 (2 are pending) |
| Projects Paid in full during 2020 | 0 |
| Projects Approved in 2020 | 2 |
| Projects Approved in 2021 (through 4/30/2021) | 0 |
| Percentage of City Area Blighted | 25.40% |

Active Projects

| Redeveloper | Project | Estimated Project Costs (TIF Eligible) | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)** | Financing Approved** | Maturity Date |
|---------------------------|---|--|----------------------------------|-------------------------|-----------------------------|-------------------------------|----------------------|---------------|
| Airport Development, LLC | Dana Cole office bldg - Broadway | \$ 300,000.00 | \$ 750,000.00 | \$ 111,619.00 | \$ 817,000.00 | \$ 866,926.00 | \$ 130,000.00 | 12/31/2023 |
| 2627 Lodging, LLC | Fairfield Inn | \$ 1,272,500.00 | \$ 7,377,500.00 | \$ 217,277.00 | \$ 5,525,000.00 | \$ 5,842,275.00 | \$ 980,000.00 | 12/31/2029 |
| Reganis, LLC | Reganis Honda | \$ 516,420.00 | \$ 2,616,420.00 | \$ 276,423.00 | \$ 4,024,270.00 | \$ 2,298,164.00 | \$ 408,000.00 | 12/31/2029 |
| Rockstep Scottsbluff, LLC | Monument Mall | \$ 6,200,000.00 | \$ 8,650,000.00 | \$ 6,000,000.00 | \$ 10,000,000.00 | \$ 6,000,000.00 | \$ 578,130.00 | 12/31/2030 |
| Elite Health, LLC | Elite Health Building | \$ 1,784,761.00 | \$ 14,687,053.00 | \$ 53,255.00 | \$ 11,500,000.00 | \$ 8,983,047.00 | \$ 1,835,000.00 | 12/31/2031 |
| Owen Development, LLC | Owen Oral Surgery | \$ 211,871.00 | \$ 1,742,720.00 | \$ 24,647.00 | \$ 867,500.00 | \$ 717,176.00 | \$ 204,000.00 | 12/31/2031 |
| Pivo, Inc. | HPB Expansion | \$ 157,782.00 | \$ 830,000.00 | \$ 1,951,616.00 | \$ 2,800,000.00 | \$ 2,594,416.00 | \$ 157,782.00 | 12/31/2034 |
| 26 Group, LLC | Fuel Station and Convenience Store | \$ 1,027,540.00 | \$ 6,025,000.00 | \$ 100,895.00 | \$ 2,876,360.00 | \$ 3,010,800.00 | \$ 1,027,540.00 | 12/31/2033 |
| AKAJRV 314, LLC | Aulick Office and Truck Shop | \$ 699,200.00 | \$ 4,900,000.00 | \$ 210,784.00 | \$ 3,800,000.00 | \$ 2,555,584.00 | \$ 699,200.00 | 12/31/2034 |
| Platte Valley Bank | Drainage and Site Improvements to Platte Valley Add | \$ 319,352.00 | \$ 3,680,000.00 | \$ 7,135,402.00 | \$ 9,040,415.00 | \$ 8,306,968.00 | \$ 321,783.93 | 12/31/2033 |
| Idakiss Enterprises, LLC | Scotter's Drive Thru Coffee Kiosk | \$ 94,734.00 | \$ 436,000.00 | \$ 30,518.00 | \$ 300,000.00 | \$ 152,893.00 | \$ 94,734.00 | 12/31/2034 |
| Totals | | \$ 12,584,160.00 | \$ 51,694,693.00 | \$ 16,112,436.00 | \$ 51,550,545.00 | \$ 41,328,249.00 | | |

Projects Approved in 2020

| Redeveloper/Project Area | Project Type | Estimated Project Costs (TIF Eligible) | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2021)** | Financing Approved** |
|--|---|--|----------------------------------|-------------------------|-----------------------------|-------------------------------|----------------------|
| MTL Commodity Corporation/Lot 2B, Kelley Subdivision, a Replat of Lot 2, Kelley Subdivision, a Replat of the East 270 feet of the South 300 feet of Tract 34, Goos Tracts, to the City of Scottsbluff, Scotts Bluff County, Nebraska | Laundromat/TIF to be used for site acquisition, site preparation, water service, and plan preparation and legal costs | \$ 143,500.00 | \$ 513,000.00 | \$ 116,012.00 | \$ 501,262.00 | \$ 179,102.00 | \$ 143,500.00 |
| YOLO Properties, LLC/Lot 1, Block 1, Frank Properties, an Addition to the City of Scottsbluff, Scotts Bluff County, Nebraska | High Performance Tunnel Carwash, TIF to be used for site acquisition, site preparation, sidewalk, driveway access, site engineering, and plan preparation and legal costs | \$ 512,617.00 | \$ 3,433,250.00 | \$ 2,568.00 | \$ 1,500,000.00 | \$ 225,425.00 | \$ 512,617.00 |

Projects Approved in 2021 (through 4/30/2021)

| Redeveloper/Project Area | Project Type | Estimated Project Costs (TIF Eligible) | Estimated Project Costs (Total)* | Base Assessed Valuation | Initial Projected Valuation | Total Assessed Value (2019) | Financing Approved** |
|--------------------------|--------------|--|----------------------------------|-------------------------|-----------------------------|-----------------------------|----------------------|
|--------------------------|--------------|--|----------------------------------|-------------------------|-----------------------------|-----------------------------|----------------------|

*Numbers are approximated and rounded and may vary substantially.
 **Actual financing is based on and limited to actual eligible costs incurred, plus interest and actual TIF Revenues received.
 ***2021 Values are not finalized, may be subject to change

**WESTERN NEBRASKA COMMUNITY COLLEGE
BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT
April 2021**

| Cost Center Description | Vendor | Amount | Description |
|--------------------------------|------------------------------|---------------|---------------------------|
| Area | KREMAN ALLAN | 21.84 | Mileage BOG on 04-21-2021 |
| | KREMAN ALLAN Total | 21.84 | |
| Area | STICKNEY RICHARD GRANT | 59.92 | Mileage BOG on 04-21-2021 |
| | STICKNEY RICHARD GRANT Total | 59.92 | |
| | Total Board Expenses | 81.76 | |

MEMORANDUM

FROM: Lynne D. Koski

DATE: May 19, 2021

RE: Bid Number 21-EQ-11

On April 29, 2021 bids were taken for Security Camera Upgrade. Bids were accepted for a base project plus 5 alternate bids. Totals include base plus all alternates. The selection committee recommends INA Alerts.

ACCOUNT NUMBER: 10.1.61100.5611.63

TOTAL BUDGET: \$500,000.00

TABULATION:

| Company | City/State | Total Amount |
|-----------------------|-----------------|---|
| | | |
| Action Communications | Scottsbluff, NE | \$145,506.01 (does not meet requirements) |
| | | |
| 20/20 Technologies | McCook, NE | \$253,969.96 (does not meet requirements) |
| | | |
| INA Alerts | Ellinwood, KS | \$301,139.31 |
| | | |
| Protex Central | Hastings, NE | \$586,683.22 |
| | | |

Action Communications

Recommend eliminating from consideration due to missing alternate bid pricing.

| Bid | Cost |
|--------------|--------------|
| Base | \$128,604.06 |
| Alternate #1 | \$16,901.95 |
| Alternate #2 | |
| Alternate #3 | |
| Alternate #4 | |
| Alternate #5 | |
| Total | \$145,506.01 |

Key Points

- Provided bid for Base and alternate #1. Did not provide for other alternate bids
- Uses Avigilon for NVR Management

20/20 Technologies

Recommend eliminating from consideration due to use of Axis Communication NVR System. The Axis system has some security flaws that cannot be allowed as it would violate college security policies. The primary issue is to use mobile or web access, you must create an account on the Axis website which then connects to the individual NVRs. And you must create individual user accounts to then control access to individual cameras. In order to allow users access from a mobile or web browser, each user will have to share the overall web account. The sharing of an account will create issues and is a violation of WNCC security policies.

| Bid | Cost |
|--------------|--------------|
| Base | \$92,907.40 |
| Alternate #1 | \$17,941.50 |
| Alternate #2 | \$19,764.30 |
| Alternate #3 | \$47,245.30 |
| Alternate #4 | \$19,822.00 |
| Alternate #5 | \$56,289.46 |
| Total | \$253,969.96 |

Key Points

- Uses Axis Communication for NVR management

Protex Central

Do not recommend due to price.

| Bid | Cost |
|--------------|--------------|
| Base | \$276,117.72 |
| Alternate #1 | \$46,844.92 |
| Alternate #2 | \$63,183.20 |
| Alternate #3 | \$83,000.61 |
| Alternate #4 | \$42,091.81 |
| Alternate #5 | \$57,444.96 |
| Total | \$568,683.22 |

Key Points

- Uses Avigilon for NVR Management
- Uses Cat6 cable

INA Alert Inc.

Recommend using this vendor due to price and use of Avigilon for system.

| Bid | Cost |
|--------------|--------------|
| Base | \$109,711.46 |
| Alternate #1 | \$14,013.41 |
| Alternate #2 | \$20,892.28 |
| Alternate #3 | \$55,589.11 |
| Alternate #4 | \$49,500.37 |
| Alternate #5 | \$51,432.68 |
| Total | \$301,139.31 |

Key Points

- Uses Avigilon for NVR Management
- Uses Cat5e cable
- Optional 3-year MSA for \$125/month

NVR Comparison

Axis Communication

- Has video redaction
- They make their own servers, switches, and cameras
- Has integration to their door access system
- Licensing is per device
- Can support cameras for up to 10 years
- Web services establishes connection to on-premise NVR
- Can use LDAP to get to web service myAxis. myAxis uses a single web account to connect to NVR which then has to be given/shared by each user of the web service

Avigilon

- Owned by Motorola
- Integration for access and radio systems
- No annual fee for upgrades
- Manufactured in US, Servers built by Dell
- Can create views and cycle through the views automatically
- Can do multiple views off a single camera
- Export of multiple camera feeds can be stitched together

Equipment comparison

| Item | Protex Central | INA Alert |
|---------------------|------------------|-----------------|
| Base | | |
| NVR | 2x 32TB, 3x 48TB | 2x 6TB, 1x 12TB |
| Camera Licenses | 148 | 109 |
| Encoders | 35x 4port | 45x 4port |
| Alternate #1 | | |
| NVR | 1x 24TB | 1x 4TB |
| Camera Licenses | 12 | 6 |
| Alternate #2 | | |
| NVR | None | None |
| Camera Licenses | 32 | 13 |
| Alternate #3 | | |
| NVR | None | 2x 6TB |
| Camera Licenses | 49 | 41 |
| Alternate #4 | | |
| NVR | None | 1x 4TB, 1x 12TB |
| Camera Licenses | 20 | 37 |
| Alternate #5 | | |
| NVR | None | None |
| Camera Licenses | 34 | 49 |

MEMORANDUM

FROM: Lynne D. Koski

DATE: May 11, 2021

RE: Bid Number 21-FAC-13

On May 10, 2021 bids were taken for Roof Abatement. Bids were accepted for abatement of the gym high roof, gym low roof and theater high roof. Emergency approval is requested with ratification by the full Board at the May 19, 2021 Board Meeting.

Twin City Roofing is in process of completing roof replacement from the 2019 hail storms. It was determined that some of the existing roofing materials are asbestos containing material. In order to keep the roofing project on schedule, to be completed prior to the Fall 2021 school term, emergency approval is requested by the Executive Committee.

ACCOUNT NUMBER: 10.1.60200.5611.76

TOTAL BUDGET: unbudgeted

TABULATION:

| Company | City/State | Total Amount |
|------------------------------------|----------------|--------------|
| | | |
| Horsley Specialties, Inc | Rapid City, SD | \$241,300.00 |
| | | |
| Great Plains Asbestos Control, Inc | Kearney, NE | \$318,000.00 |
| | | |
| New Horizons LLC | Lincoln, NE | \$350,375.00 |
| | | |
| | | |
| | | |

MEMORANDUM

FROM: Lynne D. Koski

DATE: May 19, 2021

RE: Main Building POD Renovation Furniture

ACCOUNT NUMBER: 10.1.62000.5611.63

TOTAL BUDGET: \$55,000.00

TABULATION:

| Company | City/State | Total Amount |
|------------------------|------------------|--------------|
| | | |
| Eakes Office Solutions | Grand Island, NE | \$52,165.00 |
| | | |
| | | |

Baker and Associates subcontracted furniture design to Winters Griffith Architects out of Cheyenne, WY. Winters Griffith works with Eakes Office Solutions in Grand Island on purchasing for Education and State Institutions. Eakes Office Solutions utilizes E&I and OMNIA contracted pricing for items. OMNIA Partners contracts are competitively solicited by a lead public agency in accordance with public purchasing rules and regulations.



**Western Nebraska
Community College**

Scottsbluff Campus

1601 E. 27th Street
Scottsbluff, NE 69361
p 308.635.3606
p 800.348.4435
f 308.635.6100

Sidney Campus

371 College Drive
Sidney, NE 69162
p 308.254.5450
p 800.222.9682
f 308.254.7444

Alliance Campus

1750 Sweetwater Avenue
Alliance, NE 69301
p 308.763.2000
p 888.559.9622
f 308.763.2012

wncc.edu

May 3, 2021

Mr. David Nash
Mathematics and Science Division

Dear Mr. Nash :

I have accepted your resignation of employment as Biology Instructor in our Mathematics and Science Division effective August 31, 2021. I will recommend its approval at the May 2021 meeting of the Board of Governors for the Western Community College Area.

I wish you the best of luck in all your future endeavors.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus



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f 308.763.2012

wncc.edu

May 4, 2021

Ms. Tonya Hergenrader
Career Pathways and Advising

Dear Ms. Hergenrader:

I have accepted your resignation of employment as Career Pathways and Advising Director effective May 21, 2021. I will recommend its approval at the May 2021 meeting of the Board of Governors for the Western Community College Area.

I wish you the best of luck in all your future endeavors.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus



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f 308.763.2012

wncc.edu

May 7, 2021

Dear Mr. Lund:

I am pleased to inform you that you have been selected to fill the full-time position of Instructional Trainee for Western Nebraska Community College. This position is based out of the Scottsbluff Campus.

Your employment will be ratified at the May 2021 meeting of the Western Community College Area Board of Governors. The wage for this full-time position for the twelve-month fiscal year, i.e., July 1, 2021 through June 30, 2022 is \$37.93/hour. Your employment in this position, beginning July 1, 2021 and ending August 15, 2021 when you will transition to faculty, will include the following fringe benefits (prorated down from a fiscal year):

1. Family plan health insurance (Blue Cross/Blue Shield);
2. Sick leave (12 days per fiscal year -- accumulative to 90 working days);
3. Personal leave (3 days per fiscal year);
4. Vacation (15 days per fiscal year);
5. Life insurance (\$50,000 in coverage provided, supplemental coverage available);
6. Long-term disability insurance;
7. Retirement plan (TIAA/CREF -- employee shall contribute 7%, 8%, or 9% of monthly income, and this contribution will be matched by the Board); and
8. Tuition remission (per Board policy specifications).

Wayne, I am pleased with your selection as Instructional Trainee for Western Nebraska Community College, and I am sure you will prove to be an asset to the Western Community College Area in this position. If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus



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f 308.763.2012

wncc.edu

May 7, 2021

Dear Mr. Lund:

I am pleased to inform you that you have been selected to fill the position of Diesel, Truck and Heavy Equipment Program Instructor for Western Nebraska Community College for the College year August 16, 2021, through May 18, 2022. This position is based out of the Scottsbluff Campus.

A compensation and benefits statement will be forwarded to you at the beginning of the academic year, in August 2021. Your employment will be ratified at the May 2021 meeting of the Western Community College Area Board of Governors. The salary for this full-time appointment is \$53,100 per annum, based upon placement in the salary schedule of Track B. These duties are to be assigned over a period of 175 days. Your employment will include the following fringe benefits:

1. Family plan health insurance and employee-only dental insurance (Blue Cross/Blue Shield; family dental coverage can be purchased by the employee);
2. Sick leave (12 days per fiscal year -- accumulative to 90 working days);
3. Personal leave (4 days per fiscal year);
4. Life insurance (\$50,000 in coverage provided, supplemental coverage available);
5. Long-term disability insurance;
6. Retirement plan (TIAA/CREF -- employee shall contribute 7%, 8%, or 9% of monthly income, and this contribution will be matched by the Board); and
7. Tuition remission (per Board policy specifications).

Wayne, I am pleased to welcome you as the Diesel, Truck and Heavy Equipment Program Instructor, and I am sure you will prove to be an asset to Western Nebraska Community College in this position. If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus

WAYNE LUND

PROFESSIONAL SUMMARY

Dependable mechanic with over 22 years of professional experience to include 15 years of experience leading team of mechanics in completing daily tasks to maintain and repair vehicles. Successfully created work schedules, enforced safety procedures, oversaw diagnostics, and documented jobs. Focused on quality assurance oversight through close monitoring of finished work.

SKILLS

- Preventive maintenance
- Electrical systems
- Trouble shooting and diagnostics
- Brake Systems
- Drive Trains and Suspensions
- Repair and Rebuild Diesel Engines
- Hydraulics

RELEVANT EXPERIENCE

Lead Mechanic

08/2006-present

City of Scottsbluff, Scottsbluff, NE

- Schedule repairs and coordinate maintenance on all vehicles and heavy equipment, including diesel engines, hydraulics and electrical systems
- Perform moderate to difficult repairs on systems and equipment.
- Diagnose electrical systems, hydraulic systems and complete repairs and implement preventive maintenance actions.
- Monitor shop operations for safety, quality or performance problems.
- Supervise and instruct mechanics in performing daily work tasks and completing documentation
- Checked, repaired and overhauled the brake systems on personal and commercial vehicles.
- Troubleshoot electrical problems with the emissions, fuel and ignition systems using specialized testing equipment.
- Taught mechanics how to diagnose problems, complete repairs and implement preventive maintenance actions.
- Completed repairs and maintenance work with consistently high productivity and efficient approach.

WAYNE LUND

Mechanic

05/1999-08/2006

Scotts Bluff County Roads Department, Gering, NE

- Constructed and fabricated new parts by welding and cutting metal.
- Ensured proper operations of equipment by performing regular maintenance and repairs.
- Troubleshoot and diagnosed problems with equipment, to include Dump Trucks and Graders.
- Independently resolved routine issues and organized more advanced repairs.
- Checked, repaired and overhauled the brake systems on personal and commercial vehicles.
- Troubleshoot electrical problems with the emissions, fuel and ignitions systems using specialized testing equipment.

EDUCATION

High School Diploma

1985

Scottsbluff Senior High, Scottsbluff, NE

Western Nebraska Community College, Scottsbluff, NE

609 Certification Class

A/C and HVAC Systems

November 2019

Currently attending



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f 308.763.2012

wncc.edu

May 11, 2021

Katherine Schneider

Dear Ms. Schneider:

I am pleased to inform you that you have been selected to fill the position of Biology Instructor for Western Nebraska Community College for the College year August 16, 2021, through May 18, 2022. This position is based out of the Scottsbluff Campus.

A compensation and benefits statement will be forwarded to you at the beginning of the academic year, in August 2021. Your employment will be ratified at the May 2021 meeting of the Western Community College Area Board of Governors. The salary for this full-time appointment is \$52,125 per annum, based upon placement in the salary schedule of Track C. These duties are to be assigned over a period of 175 days. Your employment will include the following fringe benefits:

1. Family plan health insurance and employee-only dental insurance (Blue Cross/Blue Shield; family dental coverage can be purchased by the employee);
2. Sick leave (12 days per fiscal year -- accumulative to 90 working days);
3. Personal leave (4 days per fiscal year);
4. Life insurance (\$50,000 in coverage provided, supplemental coverage available);
5. Long-term disability insurance;
6. Retirement plan (TIAA/CREF -- employee shall contribute 7%, 8%, or 9% of monthly income, and this contribution will be matched by the Board); and
7. Tuition remission (per Board policy specifications).

Kate, I am pleased to welcome you as the Biology Instructor, and I am sure you will prove to be an asset to Western Nebraska Community College in this position. If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus

Katherine M. Schneider

WORK HISTORY

Western Nebraska Community College - Scottsbluff, NE
Microbiology Instructor

- ~Write curriculum, create exams, and deliver lectures
- ~Prepare and oversee laboratory activities
- ~Grade and evaluate student work in a timely manner
- ~Maintain records of student progress and attendance
- ~Conduct in-person lectures as well as live online and recorded lectures

Regional West Medical Center - Scottsbluff, NE
Medical Technologist, Microbiology - Temporary

- ~Follow proper safety protocol and adhere to laboratory policies
- ~Perform QC procedures for Vitek II and culture media
- ~Handle and report organisms listed as potential agents of bioterrorism
- ~Ability to problem solve and work well independently

Cheyenne Regional Medical Center - Cheyenne, WY
Medical Technologist, Microbiology

- ~Work in a team environment to ensure accurate and timely results
- ~Identify MRSA, *Streptococcus*, and *E. coli* via manual testing
- ~Troubleshoot computer and laboratory equipment issues
- ~Perform acid-fast and fluorescent staining for *Mycobacteria*

LabOne, Inc. - Hays, KS
Microbiology Supervisor/Infectious Disease Technical Specialist

- ~Responsible for scheduling, teaching, and testing MLT students
- ~Prepare for JCAHO inspection then inspect another laboratory
- ~Build Microbiology portion of new Lab Information System (LIS)
- ~Organize and present quarterly lab-wide safety training
- ~Review and revise policies and procedures as needed

EDUCATION/CERTIFICATION

Grand Canyon University, Online Program
Master of Science in Biology with an Emphasis in Education

University of Nebraska Medical Center, Omaha, NE
Bachelor of Arts in Medical Technology

Chadron State College, Chadron, NE
Prerequisite courses: Chemistry, Immunology, Microbiology, Biochemistry, A & P, Hematology, & Genetics

American Society of Clinical Pathologists (ASCP)
Medical Technologist

SKILLS

Excellent organizational, mathematical, and proofreading skills.

Computer experience with a variety of programs.

Ability to work well with others as well as independently.

Excellent oral and written communication skills.

PERSONAL

While I believe my greatest assets to be my organizational skills and my attention to detail, I am also a self-starter who takes pride in a job well done. In my past employment, I have been in charge of putting together the department schedule, keeping track of perishable inventory, and reviewing patient reports. As a department supervisor, I was responsible for preparing quarterly epidemiology reports for clients as well as identifying and reporting state reportable diseases. Working in the laboratory requires a talent for multitasking and being able to complete assignments quickly and accurately.



**Western Nebraska
Community College**

Scottsbluff Campus

1601 E. 27th Street
Scottsbluff, NE 69361

p 308.635.3606

p 800.348.4435

f 308.635.6100

Sidney Campus

371 College Drive
Sidney, NE 69162

p 308.254.5450

p 800.222.9682

f 308.254.7444

Alliance Campus

1750 Sweetwater Avenue
Alliance, NE 69301

p 308.763.2000

p 888.559.9622

f 308.763.2012

wncc.edu

May 11, 2021

Carl Baird

Dear Dr. Baird:

I am pleased to inform you that you have been selected to fill the position of Anatomy and Physiology Instructor for Western Nebraska Community College for the College year August 16, 2021, through May 18, 2022. This position is based out of the Scottsbluff Campus.

A compensation and benefits statement will be forwarded to you at the beginning of the academic year, in August 2021. Your employment will be ratified at the May 2021 meeting of the Western Community College Area Board of Governors. The salary for this full-time appointment is \$60,850 per annum, based upon placement in the salary schedule of Track I. These duties are to be assigned over a period of 175 days. Your employment will include the following fringe benefits:

1. Family plan health insurance and employee-only dental insurance (Blue Cross/Blue Shield; family dental coverage can be purchased by the employee);
2. Sick leave (12 days per fiscal year -- accumulative to 90 working days);
3. Personal leave (4 days per fiscal year);
4. Life insurance (\$50,000 in coverage provided, supplemental coverage available);
5. Long-term disability insurance;
6. Retirement plan (TIAA/CREF -- employee shall contribute 7%, 8%, or 9% of monthly income, and this contribution will be matched by the Board); and
7. Tuition remission (per Board policy specifications).

Carl, I am pleased to welcome you as the Anatomy and Physiology Instructor, and I am sure you will prove to be an asset to Western Nebraska Community College in this position. If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus



Carl
Baird, PT, DPT
Physical Therapist



ABOUT ME

I am a highly motivated and experienced professional with a passion for teaching and helping individuals fulfill their potential.

SKILLS

Fluent Spanish
Critical thinking
Judgement and decision making
Interpersonal relationships
Time management
Mentoring/Teaching

EDUCATION

Doctor of Physical Therapy
University of Nebraska Medical Center
2003-2006

Prerequisite courses for PT school
Washington State University
2001-2003

Bachelor of Arts (Spanish/Sociology)
Brigham Young University
1986-1987 and 1989-1993

EXPERIENCE

Adjunct Anatomy and Physiology Instructor

Western Nebraska Community College, August 2017 to present

Physical Therapist

Regional West Medical Center, August 2016 to present

Physical Therapist

Sidney Regional Medical Center, Sidney, NE, January 2016 to August 2016

Owner/Physical Therapist

Baird Physical Therapy (formerly PT of the Bluffs), August 2009 to December 2015

Physical Therapists are highly educated, licensed health care professionals who are considered experts in the human body, movement patterns and rehabilitation. My role as a physical therapist includes helping patients restore mobility and function as well as decrease pain and prevent disability. I teach patients daily how to manage their condition and live healthier lifestyles to achieve long term health benefits.

**A RESOLUTION AMENDING THE BOND RESOLUTION OF
THE COLLEGE FOR STUDENT FACILITIES REVENUE
REFUNDING BONDS, SERIES 2021, FOR ENHANCED
REVENUE PLEDGE AND PRESCRIBING OTHER MATTERS
RELATING THERETO.**

FINDING AND DETERMINATIONS

1. The Western Community College Area in the State of Nebraska (the **“College”**) is a body corporate and political subdivision duly organized and existing under the laws of the State of Nebraska (the **“State”**), and pursuant to Chapter 85, Article 15, Reissue Revised Statutes of Nebraska, as amended (the **“Act”**), is authorized to construct, purchase, or otherwise acquire, remodel, repair, furnish, and equip dormitories, residence halls, single-dwelling units, multiple-dwelling units, or other facilities for (a) the housing or boarding of single or married students, faculty, or other employees of the College, (b) buildings and structures for student and faculty unions or centers, and (c) the medical care and other activities of the students of the College, on real estate owned or controlled by the College or on real estate purchased, leased, or otherwise acquired for such purpose and pay the cost thereof, including the cost of such real estate, by issuing revenue bonds payable solely out of the revenue from such buildings or facilities.

2. The College adopted a Bond Resolution on April 21, 2021, (the **“Original Resolution”**) authorizing the issuance of its Student Facilities Revenue Refunding Bonds, Series 2021, in an original principal amount not to exceed \$2,700,000 (the **“Bonds”**) and pledged the revenues of the College’s facilities for the housing and boarding of students on its Scottsbluff campus (the **“Scottsbluff Facilities”**) for the payment of such Bonds.

3. Since adoption of the Original Resolution, the College has had continued discussions regarding the revenue pledged for payment of Bonds and has determined that it is advisable and necessary to expand the pledged revenues as permitted by law for payment of the bonds in order to reduce the borrowing costs for the Bonds, enhance compliance with bond related covenants, and establish an enterprise to benefit of the College in the event of future financing needs.

4. It is necessary, desirable, advisable and in the best interests of the College that the College amend the Original Resolution to effect the changes described above.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF THE
WESTERN COMMUNITY COLLEGE AREA IN THE STATE OF NEBRASKA, AS FOLLOWS:**

Section 1. The following capitalized terms defined in Section 101 of the Original Resolution and used in the Original Resolution are hereby amended to have the following meanings:

“Revenues” means all student fees and revenues derived by the College from the operation of the Student Facilities, including investment and rental income, net proceeds from business interruption insurance, the principal of gifts, bequests, contributions, grants, donations and other funds made available to pay debt service of Student Facilities Revenue Bonds from sources other than funds raised by taxation and actually received during such period, and any amounts deposited in escrow in connection with the acquisition, construction, remodeling, renovation and equipping of facilities to be applied during the period of determination to pay interest on Student Facilities Revenue Bonds, but excluding any profits or losses on the early extinguishment of debt or on the sale or other disposition, not in the ordinary course of business, of investments or fixed

cover the obligations under this **Section 802** and otherwise under the provisions of this Resolution.

Section 5. Section 902 of the Original Resolution is hereby amended and restated to read in its entirety as follows:

Section 902. Parity Lien Bonds. The College covenants and agrees that so long as any of the Bonds remain Outstanding, it will not issue any additional Parity Bonds payable out of the net income and revenues of the Student Facilities or any part thereof which stand on a parity or equality with the Bonds ("**Parity Bonds**") unless the following conditions are met:

(a) The College shall not be in default in the payment of principal of or interest on any Bonds or any Parity Bonds at the time outstanding or in making any payment at the time required to be made into the respective funds and accounts created by and referred to in this Resolution or any Parity Resolution (unless such additional revenue bonds or obligations are being issued to provide funds to cure such default); and

(b) The College shall find either of the following:

(1) The annual Net Revenues Available for Debt Service derived by the College from the operation of the Student Facilities, for the fiscal year immediately preceding the issuance of additional bonds shall have been equal to at least 125% of the Maximum Annual Debt Service required to be paid out of said revenues in any succeeding fiscal year on account of both principal (at maturity or upon mandatory redemption) and interest becoming due with respect to all Student Facilities Revenue Bonds of the College, including the additional bonds proposed to be issued. In determining the Net Revenues Available for Debt Service for the purpose of this subsection, an officer of the College may adjust the Net Revenues Available for Debt Service by adding, in the event the College has made any increase in rates for the use and services of the Student Facilities and such increase has been in effect during all of the three fiscal years immediately preceding the issuance of additional bonds, the amount, as estimated by the officer of the College, of the additional Net Revenues Available for Debt Service which would have resulted from the operation of the Student Facilities during such preceding fiscal year had such rate increase been in effect for the entire period.

(2) The annual Net Revenues Available for Debt Service projected to be derived by the College from the operation of the Student Facilities for the three fiscal years immediately following the fiscal year in which the improvements to the Student Facilities, the cost of which is being financed by such additional bonds, are to be in commercial operation, shall be equal to at least 125% of the Maximum Annual Debt Service required to be paid out of the Revenues in any succeeding fiscal year following such commercial operation on account of both principal (at maturity or upon mandatory redemption) and interest becoming due with respect to all Student Facilities Revenue Bonds of the College, including the additional bonds proposed to be issued. In determining the projected Net Revenues Available for Debt Service for the purpose of this subsection, the Consultant may adjust the project Net Revenues Available for Debt Service by adding any estimated increase resulting from any increase in rates for the use and services of the Student Facilities which, in the opinion of the College, are economically feasible and reasonably considered necessary based on projected operations of the Student Facilities.

PASSED by the Board of the Western Community College Area, Nebraska, this ____ day of May, 2021.

**WESTERN COMMUNITY COLLEGE AREA
IN THE STATE OF NEBRASKA**

ATTEST:

By: _____
Chair

By: _____
Secretary

MEMO



To: WCCA Board of Governors
From: Dr. Charlie Gregory, Dean of Instruction and Workforce Development
Date: May 6, 2021
Re: Nebraska Coordinating Commission for Postsecondary Education
Review of Existing Instructional Programs

The Nebraska Coordinating Commission for Post-Secondary Education (CCPE) requires a five-year review of all academic programs at institutions of higher education in the state. The WNCC programs listed below were identified for review in the 2020-21 academic year. The program reviews have been reviewed by the College's Curriculum Council and Operations Council and are presented for the Board of Governor's approval.

- Applied Agriculture Technology
- Early Childhood Education
- Health Information Technology
- Information Technology

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: WNCC _____ **Program:** Applied Agriculture Technology _____

I certify the following:

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

Signed: _____
(Chief Academic Officer or designated representative) (Date)

Evidence of Demand and Efficiency

| | | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 5 yr avg |
|--|--------------------|-------|-------|--------|--------|-------|----------|
| Student Credit Hours (SCH) | | | | 102 | 108 | 60 | 54 |
| Faculty Full-time Equivalency (FTE) | | | | 0.80 | 0.70 | 0.80 | 0.46 |
| SCH/Faculty FTE | | | | 127.50 | 154.29 | 75.0 | 71.36 |
| Number of Degrees and Awards (list degrees/ awards separately) | Associates | | | | | | |
| | Diploma | | | | | | |
| | Certificate | | | | | 1 | 0.2 |
| | | | | | | | |

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

Production agriculture is a mainstay of employment and economic vitality for the region. According to the official Nebraska Government Website, h3.ne.gov, employment opportunities that align with the WNCC Applied Agriculture program exist in the following: twenty (20), high wage – high demand annual openings for first-line supervisors of farming, fishing and forestry workers; one hundred seventy one (171) high demand annual openings for farmworkers, farm, ranch, and aquacultural animals; and ninety nine (99) high wage – high demand annual openings for farmers, ranchers and other agricultural managers.

Economic impact for the Panhandle District as reported by the University of Nebraska Extension – Agriculture in the Nebraska Panhandle (publication EC864) indicates nearly \$2.2 billion is agricultural sales. Almost sixty (60) percent is from livestock sales with the balance attributable to crop sales. These sales are derived from approximately 4,400 farms and ranches after small and hobby operations generating \$2,500 or less in annual sales are excluded. Western Nebraska Community College's service area overlaps twelve (12) of the sixteen (16) counties included in the referenced publication.

Justification if the program is below either of the CCPE minimum performance standards—complete page 2

For CCPE use: reviewer/date

Justification: check one or more boxes and provide a detailed explanation or attach a document

- ☐ Program is critical to the role and mission of the institution (detailed explanation).
- ☐ Program contains courses supporting general education or other programs (detailed explanation).
- ☐ Interdisciplinary program (providing the program meets the requirements set in the existing policy for interdisciplinary programs) (explain).
- ☐ Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program (explain).
- ☐ Program provides unique access to an underserved population or geographical area (explain).
- ☒ Program meets a unique need in the region, state, or nation (explain).

Regional need is based on the economic impact of agriculture and need for employees on those farms and ranches. (Reference *Evidence of Need* above.)

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

This program is a newer program first offered in 2017-18. However, due to the overall very general design of the program there was not sufficient enrollment. Additionally, as a program resulting in certificates or diploma but not an associate of applied science degree, the student's ability to access sufficient federal financial aid was severely limited.

- ☐ Other (detailed explanation).

A request (previously submitted) to inactivate the program for a limited time is being made to allow study and reconfiguration, and if determined a re-launch of the program.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Western Nebraska Community College **Program:** Early Childhood Education

I certify the following:

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

Signed: _____
(Chief Academic Officer or designated representative) (Date)

Evidence of Demand and Efficiency

| | | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 5 yr avg |
|--|-------------------------------------|-------|--------|--------|--------|--------|----------|
| Student Credit Hours (SCH) | | 127 | 188 | 284 | 319 | 271 | 237.8 |
| Faculty Full-time Equivalency (FTE) | | 1.5 | 0.9 | 1.13 | 1.6 | 1.8 | 1.386 |
| SCH/Faculty FTE | | 84.67 | 208-89 | 250.59 | 199.38 | 150.56 | 178.818 |
| Number of Degrees and Awards <i>(list degrees/awards separately)</i> | Associates | 4 | 9 | 2 | 1 | 3 | 3.8 |
| | Associate of Applied Science | | | | | | |
| | Certificate | 1 | | | | | .20 |
| | | | | | | | |

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

- Provides access to underserved geographic region
- Provides access to underserved population with degrees leading to both employment and transfer to four-year degree institutions.

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

- Program is utilized by students pursuing either AA or AAS degrees requiring 29 or 39 program-specific credit hours respectively.

For CCPE use: reviewer/date

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

- ☐ Program is critical to the role and mission of the institution (detailed explanation).
- ☐ Program contains courses supporting general education or other programs (detailed explanation).
- ☐ Interdisciplinary program (providing the program meets the requirements set in the existing policy for interdisciplinary programs) (explain).
- ☐ Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program (explain).
- ☒ Program provides unique access to an underserved population or geographical area (explain).
Early childhood education is one of the pathways for select regional schools. As such four classes are offered each year specifically to meet the needs of students who choose the early childhood pathway.
- ☒ Program meets a unique need in the region, state, or nation (explain).
The Early Childhood Education program offers expanded student transfer opportunities of four-year colleges and universities within Nebraska and surrounding states.
- Students who choose to transfer have access to fifteen early childhood education courses that are part of the Nebraska Transfer Initiative making the transfer process much smoother. The program has recently finalized an early childhood 2+2 agreement with Chadron State College.
- ☐ Program is newly approved within the last five years (no additional justification needed).
- ☐ Other (detailed explanation).

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Western Nebraska Community College **Program:** Health Information Technology

I certify the following:

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

Signed: _____
(Chief Academic Officer or designated representative) (Date)

Evidence of Demand and Efficiency

| | | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 5 yr avg |
|---|--------------------|--------|-------|--------|--------|--------|----------|
| Student Credit Hours (SCH) | | 425 | 538 | 465 | 533 | 435 | 479.2 |
| Faculty Full-time Equivalency (FTE) | | 1.47 | 1.57 | 1.80 | 2.20 | 1.47 | 1.70 |
| SCH/Faculty FTE | | 289.77 | 343.4 | 258.33 | 242.27 | 296.59 | 286.07 |
| Number of Degrees and Awards (list degrees/awards separately) | Associates | 11 | 6 | 10 | 4 | 10 | 8.2 |
| | Diploma | | | 1 | 1 | 4 | 1.2 |
| | Certificate | | | | | | |
| | | | | | | | |

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

Need for the Health Information Technology program is supported by employers demand for registered health information technicians. Quantifying demand for qualified employees is found in Nebraska's H3.ne.gov website.

| Area/Region | Employment 2016 | Employment 2026 | Percent Change | Annual Openings | Avg. Hourly Wage | Avg. Annual Wage | H3 | High Wage | High Skill | High Demand |
|-------------|-----------------|-----------------|----------------|-----------------|------------------|------------------|----|-----------|------------|-------------|
| Nebraska | 1,783 | 2,024 | 13.52% | 137 | \$19.33 | \$40,226 | | | | |
| Panhandle | 69 | 80 | 15.94% | 5 | N/A | N/A | | | | |

(Source: <http://h3.ne.gov/searchResultsDetail.xhtml?soccode=292071>; accessed Dec. 15, 2020)

Justification if the program is below either of the CCPE minimum performance standards—complete page 2

For CCPE use: reviewer/date

Justification: check one or more boxes and provide a detailed explanation or attach a document

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

The Health Information Technology program works to enrich lives by providing the program in a fully online format. This allows the student to more easily participate in earning a diploma or degree while maintaining the ability to be employed and to work around time demands common to a non-traditional learner. By attaining a diploma or degree students have the potential to increase their standard of living.

The five-year average of degrees and awards falls 0.6 below the threshold minimum of 10. Curriculum is being reviewed for opportunities to streamline while continuing to allow students to participate in clinical style classes with regional employers. Through this experience students hone their skills, provide well rounded training, and to prove a potential future employer an opportunity for first-hand observation of the student.

The Health Information Technology program maintains an active Advisory Board. The Board assists the program by providing valuable insight into the profession as it currently exists and curricular impacts as the profession advances to remain aligned with the medical industry.

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

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

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

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

Being available online, the Health Information Technology program reduces, and can eliminate, issues of access to the WNCC service area. The program provides training to increase skills and therefore earning potential.

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

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

☒ Other (detailed explanation).

While the program is not new, it has undergone important revision to better prepare future employees for the workplace. This is most significant in the Professional Practice Experience I and II courses.

The lack of award completers is currently being studied for root cause.

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

Institution: WNCC _____ **Program:** Information Technology _____

I certify the following:

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

Signed: _____
(Chief Academic Officer or designated representative) (Date)

Evidence of Demand and Efficiency

| | | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 5 yr avg |
|--|--------------------|--------|--------|--------|--------|--------|----------|
| Student Credit Hours (SCH) | | 1299 | 1480 | 1129 | 1204 | 1239 | 1270.2 |
| Faculty Full-time Equivalency (FTE) | | 4.23 | 3.57 | 3.57 | 5.30 | 4.03 | 4.14 |
| SCH/Faculty FTE | | 306.85 | 414.95 | 316.54 | 227.17 | 307.19 | 314.54 |
| Number of Degrees and Awards (list degrees/awards separately) | Associates | 4 | 5 | 8 | 1 | 4 | 4.4 |
| | Diploma | | | | 3 | 1 | 0.8 |
| | Certificate | | 3 | 7 | 2 | | 2.4 |
| | | | | | | | |

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

The information Technology program provides an essential set of tech-specific skills that will allow these students to enter into and be competitive in a high-skilled, high pay, high demand tech-based areas. In addition, this program is unique in its offerings with few competing programs in the broad geographic region.

| Area/Region | Employment 2016 | Employment 2026 | Percent Change | Annual Openings | Avg. Hourly Wage | Avg. Annual Wage | H3 | High Wage | High Skill | High Demand |
|-------------|-----------------|-----------------|----------------|-----------------|------------------|------------------|----|-----------|------------|-------------|
| Nebraska | 1,488 | 1,696 | 13.98% | 126 | \$37.94 | \$78,917 | ⚙️ | \$ | 🔧 | 📈 |
| Panhandle | N/A | N/A | 0% | 0 | N/A | N/A | | \$ | 🔧 | |

**Justification if the program is below either of the CCPE minimum performance standards—
complete page 2**

For CCPE use: reviewer/date

Justification: check one or more boxes and provide a detailed explanation or attach a document

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

The Information Technology program and its faculty continue to work to ensure that all students have access to learning opportunities on our campus. The classes comprising the program's Associate of Arts degree are available through the varying method of class delivery. Students can take all of their classes online, face-to-face, or ITV.

Every class required for each of the program's degrees is offered at least once in each two-year cycle and are available in the different delivery modalities. Classes are offered at varying times - night, over the lunch hour, and in both eight-week and full term sessions to provide more opportunities for the non-traditional student.

Career pathways exist for local high school students. High school students can take WNCC classes while still in high school allowing them to complete a degree more quickly after graduating from high school. This allows completion of the degree sooner and with less debt.

The Information Technology program allows student to complete an internship that will count as an elective credit in their program. The internship provides a valuable opportunity for students to gain real-world, hands-on experience in a technology-based environment.

1. Engaged Teaching and Active Learning
 - a. Outcome 1 – Implement strategies, including advanced technology solutions, to improve student engagement in all instructional offerings, regardless of modality: The Information Technology program utilizes technology to improve student engagement in multiple modes and polysynchronous course delivery. This allows online students to either “be present” in the class via technology or view the classroom session later. In-class students can also view these sessions later in preparation for a test or just to clarify something the professor said.
 - b. Outcome 2 – Assess general education program, and student affairs learning outcomes to enhance the student experience and prepare for college transfer and work readiness: the Information Technology program faculty participate in the assessment of general education learning outcomes. We also have program learning outcomes which are assessed annually.
2. Strategic Recruitment, Retention and Completion
 - a. Outcome 1 – Increase student persistence and completion rates through a variety of student success initiatives: The Information Technology program continues to work with our top transfer institutions to ensure our classes will transfer to these institutions. This encourages students to complete their degree with us before they transfer to another institution.
3. Seamless Academic and Career Pathways
 - a. Outcome 1 – Expand student transfer opportunities to four-year colleges and universities within Nebraska and surrounding states: The Information Technology program articulates seamlessly to CSC and the Nebraska University System. We have built career pathways for the high school students as well.

- b. Outcome 4 – Expand short-term career and technical education programming to meet student and employer needs: Non-credit coursework through short term training is available to enhance employee skills of regional employers.
4. Community and Employer Responsiveness
- a. Outcome 1 – Partner with area businesses, industries, and agencies to prepare students for high skill, high wage, high demand careers: The Information Technology program has a long-standing advisor committee that meets once a year to discuss employer needs and how they can help us better prepare students for the workforce.

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

The Microsoft Productivity Suite (Word, Excel, PowerPoint) class that is one within the Information Technology program is a required class in a number of other program areas. These include Health Science Division programs, Business Administration, Applied Technology, and Engineering degree programs. The class also includes general education goals for a variety of program areas outside of Information Technology.

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

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

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

WNCC is the only regional institution that offers the opportunity to develop tech-based knowledge and skills in Information Technology. Multiple modes of class delivery allow WNCC to reach commonly underserved socio-economic populations that may not have access to this type of program due to geographic isolation. In addition, emphasis is placed on reaching the other categories of underserved, non-traditional, and gender-specific populations.

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

WNCC is the only regional institution that offers the opportunity to learn and develop tech-based skills in Information Technology resulting in several different levels of awards, some in specialty areas such as cybersecurity. These degrees also provide opportunity for students leading to regional and beyond employment, and path for those wanting to pursue a four-year degree

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

- ☐ Other (detailed explanation).

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Confidentiality of Employee Records

DIVISION: Human Resources

CATEGORY: Personnel

REFERENCE: Nebraska Statute(s): §48-1101 et. seq.; §84-712.05(7)

NUMBER: BP-414

APPROVAL/DATE:

Purpose

It is the policy of the Board to maintain employee records in compliance with federal and state retention and privacy laws and protect records maintained by the College.

Scope

This policy shall apply to all WNCC employee records, regardless of classification.

Policy

The College will establish an official personnel file for each employee, which shall be held in the Human Resources Office. Confidentiality of these records shall be maintained at all times. Any access to employee personnel files will be under the guidance and supervision of Human Resources staff. At no time shall a personnel file be removed from the Human Resources Office, except when required to meet specific business purposes. In these cases, materials will remain under the direct supervision and control of the Human Resources Executive Director or other Human Resources designee.

The Human Resources Executive Director is responsible to coordinate records retention and maintenance and to receive and coordinate responses to public records requests. Requests for information other than confirmation of employment or public records requests as permitted by law shall not be honored without explicit written permission from the employee, except pursuant to court subpoena or other legally authorized action to release.

The College recognizes and will maintain, at all times, practices for confidentiality based on standards consistent with the *Society for Human Resource Management*. In addition, Human Resources staff will govern the content of personnel files and those who have access to that information. Such practices shall be consistent with applicable State or Federal rights to privacy laws.

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: 1979

Revision Date and Board of Governors' Minutes Item Number: February 20, 2019, Agenda Item J (2) (a)

Prior Policy Number: 415.1300.79 Confidentiality of Records

Sponsoring Division/Department: Human Resources

Repeal Date and Board of Governors' Minutes Item Number: 415.1300.79 Confidentiality of Records
February 20, 2019, Agenda Item J (2) (b)

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Library Services

DIVISION: Educational Services

CATEGORY: Library

REFERENCE:

NUMBER: BP-620

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date:

Purpose

This policy authorizes the provision of library services and materials within Western Nebraska Community College.

Scope

This policy applies to all students, faculty, and staff at Western Nebraska Community College and to community members served by the institution.

Policy

To support the educational process at Western Nebraska Community College, the Western Community College Area Board of Governors is committed to providing access to library services and resources for students, faculty, staff and community members. The President is directed to promulgate procedures to accomplish this goal.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

Adoption Date and Board of Governor's Minutes Item Number:

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department:

Repeal Date and Board of Governors' Minutes Item Number:

9 original policies:

620.0100.90 – Selection of Materials

620.0200.90 – Periodicals

620.0300.90 – Paperback Collection

620.0400.90 – Gifts

620.0500.90 – Withdrawal of Materials

620.0600.90 – Loss or Damage

620.0700.90 – Interlibrary Loan

620.0800.90 – Challenged Materials

620.0900.90 – Confidentiality of Library Records

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: Library Services

CATEGORY: Educational Services

DIVISION: Library

REFERENCE: BP-620 Library Services Board Policy

NUMBER: PP-620

DATE OF REVIEW:

APPROVAL:

Purpose

This procedure outlines the implementation of library services and access to resource materials at Western Nebraska Community College.

Scope

This procedure applies to all students, faculty, and staff at Western Nebraska Community College and to community members served by the institution.

Procedure

Per Board Policy (BP-620), Western Nebraska Community College shall provide library services and resources to support the educational process.

General and Electronic Material Selection

Collection development is the responsibility of the Library Services Director. The Library Services Director works closely with faculty to determine the resources of greatest benefit. College faculty are encouraged to recommend purchases and their requests are given priority consideration. Suggestions from any employee, student, or individual of the general public will be considered using the criteria for selection as outlined.

Materials are selected according to their: 1) correlation to the curriculum; 2) general use in providing information on all aspects of human knowledge; 3) use to promote recreational reading; and 4) value as literary works of importance.

Specific criteria used when selecting materials include: 1) critical reviews; 2) inclusion in bibliographies; 3) recommendation or request from a library user; 4) high standards of writing, authenticity, and accuracy; 5) an attractive format, sturdy binding; and 6) quality of illustrative material.

Periodicals

Due to the high cost of periodical subscriptions and their long-term budgetary impact, they are chosen according to special guidelines. Periodicals should meet all of the standards outlined above and in addition must be of direct correlation to the curriculum. They should be included in one of the periodical indexes to which the College subscribes. On the Scottsbluff campus, with the exception of computer magazines, periodicals are retained permanently or for a minimum period of ten years. Periodicals on the Sidney campus are retained for one year only due to the rapid change in technology. Periodicals that have higher usage in digital format will be retained in that format only, rather than receive a duplicated form in paper due to budgetary considerations.

Paperback Collection

To encourage reading for pleasure, the College libraries maintain paperback collections. These titles are chosen from popular reading bibliographies, bestseller lists, and upon request from borrowers. Paperbacks are discarded as they become worn.

Gifts

Gifts are accepted according to the same standards considered when purchasing materials. The Library Services Director is responsible for evaluating donations according to their relevance to the collection. When a gift is accepted, the donor will be asked to sign a form describing the material and specifying any use restrictions. The College libraries are not repositories for rare books or manuscripts. Unless specified at the time of donation, gifts may be removed as part of the normal withdrawal process.

Withdrawal of Materials

Materials, which are outdated, misleading in content, irrelevant, or damaged, must be removed on a timely basis for the collection as a whole to remain vital. The following criteria are used to determine the usability of each item: 1) physical condition; 2) history of circulation; 3) inclusion in standard bibliographies; 4) content; 5) currency of information; 6) copyright date; 7) contribution to the strength of the collection; and 8) number of available copies.

Faculty will be asked to evaluate items in their academic area, which are being considered for withdrawal. Discarded materials will be offered to College employees, students, and the general public. Materials may be offered to other agencies, as it is appropriate. Occasionally, large sets of materials such as encyclopedias may be sold and the generated funds used to purchase replacement materials.

Loss or Damage

Borrowers will be held financially responsible for the materials that they use. In the event of loss or significant damage, a borrower will be charged for the list price of the material and an additional processing/cataloging fee.

Interlibrary Loan

The College cannot purchase all of the materials that patrons need. As part of the national interlibrary loan network, items may be borrowed briefly from another agency. Patrons are encouraged to request materials through interlibrary loan but are asked to use with discretion, only to obtain materials for serious research and study. A fee structure for interlibrary loan shall be established and maintained by the Library Director.

Challenged Materials

The College ascribes to the Library Bill of Rights, which emphasizes an individual's right to information regardless of age, race, religion, national origin, or political affiliation. The collections purposefully contain materials representing all points of view. The inclusion of materials does not constitute an endorsement of the content, but an acknowledgment of the need for balance.

Objections to materials in the collections must be submitted in written form. Forms for this purpose are available in the Library at the Scottsbluff campus and in the Learning Resource Center on the Sidney campus. A committee, consisting of the Chief Academic Officer, the Library Services Director, and representation from the Curriculum Council shall review the complaint and respond.

Confidentiality of Library Records

Circulation records and any other information regarding the use of materials by library patrons are confidential in nature. In the event that records are summoned, the College will seek legal counsel to determine if such process, order, or subpoena is in proper form.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Board Policies and Administrative Procedures

SERIES: Board of Governors

REFERENCE: U.S. Department of Education; and the Nebraska Revised Statute §§ 85-9,169 and 85-1511.

NUMBER: BP-115

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date:

Purpose

This policy ensures compliance with N.R.S. §85-9, 169 and §85-1511.

Scope

This shall apply to all Board Policies and Administrative Procedures.

Definitions

Board Policy: A regulation, institutional standard, or directive that relates to and/or affects the overall governance, standard, or compliance with an applicable state or federal law, educational mission, employment, student affair, or administrative action.

Administrative Procedure: The protocol by which a Board Policy shall be adhered. The Administrative Procedure should identify which WNCC department, officer, or staff shall be responsible and accountable for complying with Board Policy.

Policy

The Western Community College Area (WCCA) Board of Governors shall comply with the N.R.S. §§ 85-9, 169 and 85-1511, which authorizes the Board to “adopt and promulgate such rules and regulations and perform all other acts as the Board may deem necessary or appropriate to the administration of the community college area.” The Board shall work with the WNCC President to formulate activities and programs needed to carry out the requirements of statute as needed.

Board Policy will be reviewed and approved by the Board during regularly scheduled WCCA Board meetings. Review will be conducted by the appropriate Board Committee, followed by first read with the full Board during open session. Final approval shall be considered and granted at a later meeting. It is the prerogative of the Board to require an opportunity to review the procedures that support a policy prior to final Board Policy approval being granted. Although procedures do not require Board approval, it is expected that they will be shared with the Board for information purposes to promote transparency.

As state and federal rules and regulations are adopted, revised, or repealed, it shall be the responsibility of the President to work with staff and legal counsel to propose appropriate action to ensure compliance. Appropriate vetting of these documents is also be the responsibility of the President. The Board retains final approval authority over Board Policy and any adopted changes must be thoroughly documented.

In addition to timely updates, all Board Policies will be subject to regular review to ensure continued compliance with state and federal mandates. Routine review will be conducted within five years of original adoption dates for individual policies. The President shall be responsible for establishing a review cycle by series. In some cases, this may lead to initial reviews being conducted sooner than five years.

The division, series number, and minimum review timeline of the policies that govern the College include:

| Numbering Sequence | Policy Division | Review |
|---------------------------|------------------------|---------------------------|
| Series 1000 | Board of Governors | Every five years, minimum |
| Series 2000 | College Organization | Every five years, minimum |
| Series 3000 | Financial Services | Every five years, minimum |
| Series 4000 | Human Resources | Every five years, minimum |
| Series 5000 | Student Services | Every five years, minimum |
| Series 6000 | Instruction | Every five years, minimum |
| Series 7000 | General Institutional | Every five years, minimum |

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

Adoption Date and Board of Governor's Minutes Item Number: April 17, 2019, Agenda Item I (2) (a)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department: WCCA Board of Governors

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Succession of Presidential Authority

DIVISION: Board of Governors

REFERENCE: Nebraska Statutes §85-9,169 and §§85-1501 - 85-1540

NUMBER: BP-118

APPROVAL: F. Lynne Klemke, President, WCCA Board of Governors

DATE March 28, 2021

Purpose

The purpose of this policy is to ensure the efficient operation of the College while maintaining fiscal and policy integrity through the careful delegation of authority.

Scope

The Board has responsibility for the general supervision, control and operation of the College. It may delegate any of the powers and duties vested in or imposed upon the Board by law to the President.

Procedure

Per Board Policy (BP-116), the Western Community College Area Board of Governors has delegated certain authority to the College President. Should the College President become incapacitated or be otherwise unable to fulfill the obligations of the office, an Acting President shall be selected from the remaining members of the Senior Leadership Team, according to the succession order listed below.

1. Vice President, Educational Services
2. Vice President, Administrative Services

The Acting President will serve until such time as the Board of Governors can identify an Interim President.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number:

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department: Board of Governors

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Information Security

DIVISION:

CATEGORY: Information Technology

REFERENCE: Nebraska Revised Statutes: §81-1117.02 and § 81-6,121

NUMBER: BP-808

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors

Date

Purpose

This policy ensures the confidentiality, security, and integrity of all WNCC information assets and systems including, but not limited to, hardware, software, telecommunications, networks, and data.

Scope

This policy applies to all members of the WNCC community including employees, regardless of their classification or status, enrolled students, community members, guests, and volunteers.

Policy

Usage of information technology resources is a privilege provided at the discretion of the Western Nebraska Community College and for the sole purpose of conducting official College business.

It is WNCC's policy that all users (employees, students, community members, guests, and volunteers) of information technology resources owned by or licensed services to the College will:

- Protect the integrity, availability, and confidentiality of information assets (including all digital, paper, on premise, and cloud assets) managed by or provided by the College;
- Protect information assets from unauthorized release or modification and from accidental or intentional damage or destruction;
- Protect technology assets such as hardware, software, telecommunications, networks (infrastructure), and data from unauthorized use.

All users are expected to follow all security guidelines as established by the IT Governance Committee in support of this policy.

Role of the Information Technology Department

The WNCC Information Technology Department is responsible for the oversight of the security guidelines as developed by the IT Governance Committee and will perform the following actions:

- Provide secure hardware, software, telecommunications, networks (infrastructure), and procedures for addressing the business needs of the college.
- Assure that appropriate security standards are considered and met when developing or procuring hardware, software, telecommunications, and networks (infrastructure).
- Assure that all user accounts are created, maintained, and terminated in accordance with the Information Technology User Administration Guide.
- Recognize and support the necessity of authenticating internal or external parties prior to granting access to sensitive information and applications.
- Develop and follow security standards for securing workstations, servers, telecommunications, and data access within its network.
- Follow security standards established for creating secure sessions for application access.
- Ensure all employees and student workers are trained in IT security awareness, and that technical staff receive the appropriate training commensurate with their job responsibilities.
- Review its IT security processes, procedures, and practices annually and make appropriate updates after any significant change to its business, computing, or telecommunications environment.
- Perform annual security audits of systems and user permissions to insure compliance and accuracy.
- Track IT assets to maintain life cycle, support, and licensing.
- Test disaster recovery scenarios on an annual basis.

Compliance Measurement

The Information Technology Department will verify and promote compliance to this policy through various methods, including but not limited to, reports, internal and external audits, and feedback from and to individuals and campus departments.

Exceptions

Any exception to this policy must be submitted to the IT Governance Committee. All approved exceptions will be reviewed on an annual basis by the IT Governance Committee.

Non-Compliance

Employees

An employee found to have violated this policy may be subject to network access revocation and personal disciplinary action, up to and including termination of employment.

Students

A student found to have violated this policy may be subject to disciplinary action.

Community Members, Guests, and Volunteers

A community member, guest, or volunteer found to have violated this policy may be restricted or banned from using college resources.

Procedures

The College President shall promulgate procedures as necessary to implement this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date and Board of Governor's Minutes Item Number: 2010

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: 630.0300.10 Electronic Data Communication

Sponsoring Division/Department: Information Technology

Repeal Date:

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Acceptable Use Policy

DIVISION: General Institutional

CATEGORY: Information Technology

REFERENCE: Nebraska Revised Statute 28-1343
Nebraska Revised Statute 28-320.02
Board Policy 810 (Gramm-Leach-Bliley Student Financial Information Security Program)
PP-809 Acceptable Use President's Procedure

NUMBER: BP-809

APPROVAL/DATE: F. Lynne Klemke, President, WNCC Board of Governors
Date

Purpose

This policy ensures that all WNCC systems including, but not limited to, hardware, software, telecommunications, networks, and data are used in an appropriate manner and as intended and authorized by the College.

Scope

This policy applies to all full-time, part-time, and contracted employees; students; volunteers, and guests of the college.

Policy

Usage of information technology resources is a privilege provided at the discretion of the college, for the sole purpose of conducting official college business.

It is the policy of Western Nebraska Community College that all users (employees, students, and community members) of information technology resources owned by or licensed to the College will:

- Comply with all laws (federal, state, local and other applicable laws and regulations) and all college applicable policies;
- Respect the privacy and personal rights of others;
- Respect the integrity and security of college information technology resources;
- Respect the finite capacity of college information technology resources and services so as not to interfere unreasonably with the activity of other users;
- Respect the intellectual property rights of others;

- Protect all confidential information; and
- Follow acceptable use guidelines as set forth by the *Information Technology Handbook*.

Compliance Measurement

The Information Technology Department will verify and promote compliance to this policy through various methods, including but not limited to, reports, internal and external audits, and feedback to individuals and campus departments.

Exceptions

Any exception to this policy must be submitted to the IT Governance Committee. The IT Governance Committee will review all approved exceptions on an annual basis.

Non-Compliance

An employee found to have violated this policy may be subject to network access revocation and personal disciplinary action, up to and including termination of employment.

A student found to have violated this policy may be subject to expulsion.

A community member found to have violated this policy may be restricted or banned from using college resources.

Procedures

The College President shall promulgate procedures as necessary to implement this policy.

Original Adoption Date and Board of Governor's Minutes Item Number:

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: 630.0100.98

Sponsoring Division/Department: Enrollment and Marketing

Repeal Date:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: Acceptable Use

DIVISION: General Institution

CATEGORY: Information Technology

REFERENCE: BP-809 Acceptable Use Board Policy

NUMBER: PP-809

DATE OF REVIEW: xx

APPROVAL: Dr. Carmen Simone

Purpose

Western Nebraska Community College (WNCC) recognizes that administrative data, third party proprietary information, and College information systems are critical business assets. Misuse or damage of administrative data, third party proprietary information, or College information systems may be as costly to the College as misuse or damage of physical property. College employees are responsible for the protection and proper use of College data, third party proprietary information, and information systems.

These procedures are enacted pursuant to the acceptable use policy. They shall govern all use of information technology resources and apply to all users.

Scope

Information technology resources include any of the following that are owned or supplied by WNCC: usernames or computer accounts, hardware, software, mobile devices, audio visual equipment, communication networks and devices connected thereto, electronic storage media, and related documentation in all forms. Also included are data files resident on hardware or media owned or supplied by WNCC regardless of their size, source, author, or type of recording media, including e-mail messages, document repositories, system logs, web pages, and software.

Procedure

1. College data, (including any data created, stored, or used by systems used by the college or on behalf of the college, including emails, of any kind or nature, generated or received on college equipment or used by systems run by the College or on behalf of the College) shall be used only for official College business.
2. College data shall not be altered or changed in any way except as authorized in the appropriate performance of assigned duties.

3. Unless publicly available, College data shall not be divulged to anyone unless their relationship with the College as an employee, customer, vendor, or contracted temporary employee warrants disclosure and disclosure is authorized by the Data Governance Committee or required by law.
4. College information systems shall not be used for personal economic benefit or for political advocacy. Occasional use (e.g., email, web) of College information systems for personal use is acceptable if it does not interfere with an employee's job performance.

Any information generated or received on college information systems regardless of whether it is for personal use shall be considered college property and may be viewed and monitored by college officials. There shall be no expectation of confidentiality or privacy with reference to any materials placed on college IT equipment or software between WNCC and its employees.

5. Any user IDs and passwords assigned to a user shall be used only by that user and shall not be divulged.
6. The College strictly prohibits illegal use of copyrighted software and materials, the storage of such software and materials on College information systems, and the transmission of such software and materials over the College's network.
7. The College is providing users with access to shared resources. Users shall not knowingly or intentionally engage in any activity harmful to the College's information systems or data. (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type).
8. College information systems shall not be used to engage in any activity prohibited by College policies, or by state or federal law.
9. College users shall not circumvent or subvert any College system or network security measures unless previously authorized by the Director of Information Technology.
10. The College will inspect, monitor, or disclose College data for the purposes including, but not limited to:
 - a. Satisfying the requirements of the Freedom of Information Act, Gramm-Leach-Bliley Act, or other laws or regulations;
 - b. Allowing College officials to fulfill their responsibilities when acting in their assigned capacities;
 - c. Protecting the integrity of the College's information technology resources and intellectual property;
 - d. Allowing system administrators to perform routine maintenance and operations and security reviews, and respond to emergency situations; or
 - e. Protecting the rights of individuals working in collaborative situations where information and files are shared;
11. The College will investigate and may pursue appropriate internal or external civil or criminal proceedings when misuse of College data or College computing resources is suspected.

Revising this Procedure

The College President reserves the right to change any provision or requirement of this procedure at any time and the changes shall become effective immediately.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

| | |
|-----------------------|--|
| TITLE: | Standards of Satisfactory Academic Progress |
| DIVISION: | Student Services |
| CATEGORY: | Student Financial Aid |
| REFERENCE: | PP-501 Standards of Satisfactory Academic Progress Procedure Federal Student Aid Handbook, Volume 1, 34 Electronic Code of Federal Regulations 668.34 Satisfactory Academic Progress, Nebraska Revised Statutes §85-9,133, Eligibility for Financial Aid Programs Federal Regulations 668.34 668.16(e) Standards of Administrative Capability |
| NUMBER: | BP-501 |
| APPROVAL/DATE: | Julienne K. Walworth, President, WCCA Board of Governors Date: July 18, 2018 |

Purpose

To establish a policy on standards of satisfactory academic progress (SAP) for federal, state, and institutional aid programs.

Scope

Applicable to all Western Nebraska Community College students.

Policy

Western Nebraska Community College is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state and institutional aid including but not limited to grants, loans, federal work-study, institutional scholarships and waivers. Western Nebraska Community College must notify students of this policy and monitor the progress of all students receiving financial aid to ensure their continued compliance with the policy.

Students who are receiving financial aid or seek to receive financial aid in the future are required to meet these minimum academic standards. Failure to meet these standards may result in the student's ineligibility to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to ensure that the standards are met.

Students must meet both a qualitative requirement (GPA) and a quantitative requirement (number of credit hours completed) to maintain eligibility. Standards of satisfactory academic progress shall be in accordance with college procedures.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

Adoption Date and Board of Governors' Minutes Item Number: July 18, 2018, Agenda Item I (1) (c)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department: Student Services/Financial Aid

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: Standards of Satisfactory Academic Progress

DIVISION: Student Services

CATEGORY: Student Financial Aid

REFERENCE: BP-501, Standards of Satisfactory Academic Progress Policy

NUMBER: PP-501

DATE OF REVIEW:

APPROVAL: President's Cabinet

Purpose

The U.S. Department of Education (ED) establishes requirements for enforcing standards of Financial Aid Satisfactory Academic Progress (SAP). The ED allows each college to establish its own internal processes based upon the organizational structure at its institution.

Scope

Applicable to all Western Nebraska Community College students.

Overview and Applicability

SAP measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office is responsible for reviewing the cumulative academic progress of all enrolled degree-seeking students receiving financial aid at the end of each payment period. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average of all credits transcribed, regardless of whether the student received financial aid for those credits.

The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of 150% of the total credit hours required.

The qualitative and quantitative standards of this policy are at least as strict as the academic policy applied to non-Title IV recipients.

Review of SAP will take place at the end of each payment period, including summer, for all enrolled degree-seeking students who received financial aid. A student's entire academic record will be

reviewed and evaluated for SAP whether or not financial aid was received. The process to review financial aid SAP eligibility will be the same for all students evaluated. All coursework, including coursework for which a college has offered academic amnesty must be included in the review process. The College will notify financial aid applicants of their SAP status. A student is considered to be a financial aid applicant if they complete the Free Application for Federal Student Aid (FAFSA) or if they are offered funding to assist in educational costs through the Financial Aid Office.

The SAP standards apply to all applicable forms of financial assistance programs including Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Loans, Direct PLUS loans as well as assistance from the State of Nebraska. The College will determine what institutional funds will be affected by the student's SAP status.

All SAP-related notifications to students will be sent to their WNCC email address, the College's official means of student communication.

Definitions of Financial Aid Satisfactory Academic Progress Status

Students who fail to meet either the quantitative or the qualitative criteria will be notified of their status in accordance with the definitions below:

Satisfactory

The student is eligible to receive all types of aid.

- Student has cumulative GPA at or above 2.0.
- Student has pace (cumulative completion rate) at or above 67%.
- The student has attempted less than 150% of required number of credit hours for enrolled degree or certificate program. All transcribed credits, including transfer credits are included in the calculation for the maximum time frame.

Warning

The student was previously in satisfactory standing but failed to meet one or both of the SAP criteria stated below. The student will continue to receive aid while on warning status.

- Student has cumulative GPA below 2.0; and/or
- Has pace (cumulative completion rate) below 67%

Suspension

The student failed to comply with stated SAP criteria while on warning or probation. The student is not eligible to receive financial aid (federal, state or designated institutional financial aid).

- Student has under a 2.0 GPA and/or 67% pace (cumulative completion rate).
- Student has attempted 150% or more of required number of credit hours needed for degree or certificate program.

Probation

The student will be placed on probation, if the student was previously on suspension status, made an appeal, and the appeal was granted. The student will be eligible to receive financial aid for one term while on probation, unless an academic plan has been incorporated into the SAP appeal.

Academic Plan

The student who has eligibility reinstated to probation under an approved academic plan and is successfully following that plan is eligible to receive financial aid and continues to be eligible for aid while following the approved academic plan. Financial aid eligibility will be reviewed at the end of each payment period, including summer, according to the approved academic plan.

Financial Aid Satisfactory Academic Progress Criteria

In order to meet SAP requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

Qualitative Measure

Cumulative GPA Requirement:

Students must maintain a minimum cumulative grade point average of 2.0 for all credit hours attempted.

Quantitative Measure

Pace (Cumulative Completion Rate):

- Students must complete at least 67% of cumulative attempted credit hours.
- The completion rate is defined as the percentage of the total number of credit hours completed divided by the total number of credit hours attempted over the entirety of a student's academic record at the college performing the calculation. (Credit hours completed/credit hours attempted) x 100=completion rate.
- Transfer credit hours on the student's record are included when computing the student's completion rate.
- Remedial credit hours and all repeated credit hours are included in the calculation of the cumulative completion rate.

Maximum Time Frame

- Federal regulations allow financial aid recipients to receive financial aid for a maximum number of attempted credit hours. Students attempting credit hours in excess of 150% of the required number of credit hours to complete their program of study will be placed on financial aid suspension status. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, the student will be ineligible for aid. Students must progress through their program at a "pace" rate of 67% or higher each period of enrollment to ensure program completion within the maximum time frame.
- Transfer credit hours are included in the calculation of maximum time frame. WNCC requires submission of transcripts from all prior institutions prior to disbursement of federal and state aid to determine credits for maximum time frame calculation.
- Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.
- All remedial credit hours and repeated credit hours are included in the maximum time frame calculation.
- ESL courses are included in the maximum time frame calculation.

Evaluation of Financial Aid Satisfactory Academic Progress

1. Review of SAP will take place at the end of each payment period, including summer. The student's academic history is reviewed for: 1) cumulative GPA requirement; 2) pace (cumulative completion rate); and 3) maximum time frame.
2. A student's entire academic record will be reviewed and evaluated for SAP, whether or not financial aid was received. Based on all academic history a student may be considered ineligible for aid.
3. The SAP evaluation process will occur at the end of each payment period of enrollment, including summer. When the student applies for financial aid (receipt of the Free Application for Federal Student Aid), the evaluation process will be completed based on the student's last term of enrollment and then updated at the end of each term for which the student is enrolled. All terms of enrollment will be considered in the SAP evaluation whether or not the student received financial aid during those terms.
4. All students who fail to meet SAP criteria will be placed on warning or suspension. Financial aid applicants will be notified of their status.
5. The Financial Aid Office will review GPA and credit hours attempted/completed through consortium agreements.

Treatment of Completion and Repeats

1. Grades of D- or higher earned during all periods of enrollment will be considered acceptable for courses completed.
2. Grades of F, NP, I, E, W, CR, and AU earned during all periods of enrollment will not be considered acceptable for SAP. (In courses graded on a Pass/No Pass basis, students are assessed using either a competency-based rubric or a percentage converted to letter grade where a grade of C or higher is considered passing.)
3. Repeated courses are counted for all qualitative and quantitative measurements, as is coursework removed from the permanent transcript through an academic amnesty appeal. The grade from the last attempt of a repeated course is included in the student's cumulative GPA.

Treatment of Grade Changes

1. Students are responsible for notifying the College Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the students' status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.
2. The College reserves the right to notify students of this requirement based on the College's official means of communication.

Student Financial Aid Academic Progress Appeals

The College is required to have a primary and a secondary process for students to appeal their eligibility. The secondary process is meant to address appeals of denied appeals from the primary process. All decisions made at the secondary level are final.

The process for appeals at the primary and secondary level will be defined by the College. A student may appeal when they have been placed on suspension status. These appeals must be submitted to the College Financial Aid Office or designated location with supporting documentation. The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. The College may request additional documentation as student's extenuating circumstances warrant it.

Appeals must include the following information:

- why the student failed to make SAP; and
- what has changed that will allow the student to make SAP at the next evaluation.

Appeals may be submitted for extenuating circumstances, such as:

medical problems (family illness);
family emergency (death of a family member); or
other documented extenuating circumstances beyond the student's control.

Students may also appeal on the basis of:

- seeking approval for funding when a change in major or degree has occurred; or
- funding for an additional eligible degree or certificate.

Under all circumstances, all transcribed credits, including transfer credits, are included in the calculation of maximum time frame regardless of whether the student received financial aid for those credits.

Western Nebraska Community College may approve an appeal if:

- the College has determined the student will be able to meet SAP standards at the end of the subsequent term given the merits of the appeal and reasonable resolution of a student's extenuating circumstance; or
- the College and the student develop a plan that ensures the student is able to meet the College's SAP standards by a specific time or that the plan takes the student to successful program completion.
- students will be notified by the College of the outcome of their appeal. Under no circumstances can probation be assigned to a prior term.
- the College may notify students prior to the end of the term or prior to official posting of the financial aid SAP status if the student's academic progress indicates they will be ineligible for aid at the end of the term. This includes students who withdraw from the term or fail to meet the terms of their conditional probation.

The College will set deadlines for SAP appeal submissions to allow for processing of the appeal and, if successful, the processing of financial aid prior to the end of a term. The College may limit the number of SAP appeals that will be considered after review on a case-by-case basis of the student's academic and appeal history.

Reinstatement of aid:

1. Students who lose financial aid eligibility because they are not meeting the college's SAP standards will regain eligibility when they are again meeting the qualitative and quantitative standards as set previously in this policy.
2. Students may also regain eligibility through the appeal process.
3. Upon successful reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Reinstatement will not be retroactive to a prior term of ineligibility.

Students may, or may not, receive all funds awarded prior to the loss of eligibility.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Federal Title IV Funds Policy

DIVISION: Student Services

CATEGORY: Financial Aid

REFERENCE: Federal Student Aid Handbook; Volume 2 – Institutional Eligibility and Participation; Volume 4 – Processing Aid and Managing FSA Funds; 34 CFR 99.31, 34 CFR 668.14, 34 CFR 668.41, 34 CFR 668.42, 34 CFR 668.43, 34 CFR 668.44, 34 CFR 668.45, 34 CFR 668.46, & 34 CFR 668.47; 34 CFR 668.164; 34 CFR 668.165; Public Law 101-226, Public Law 107-56 and Higher Education Opportunity Act, Public Law 110- 315, (HEOA) 2008

NUMBER: BP-502

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: February 20, 2019

Purpose

To establish policies relating to federal financial aid to Western Nebraska Community College (WNCC) students for the purpose of education, distribution of those funds and monitoring of the use of said funds.

Scope

This policy shall apply to all students who receive Title IV funding.

Policy

The College, as per federal regulations shall:

- Have an established Satisfactory Academic Progress (SAP) policy and procedure that students are required to adhere to, even those not receiving Title IV funds;
- Adhere to the state complaint process, provide acceptable resolution to complaints and maintain a student complaint log;
- Maintain the Eligibility and Certification Approval Report (ECAR) to include all certificates/degrees eligible for Title IV funding;
- Have a Return of Title IV procedure;
- Adhere to all federal rules and regulations published annually by the U.S. Department of Education.

WNCC students may use Title IV funds for the following allowable charges:

- Tuition
- Mandatory fees
- Room and board, if contracted with the College
- Books and supplies
- Other educationally-related charges, as authorized in writing by student or parent, as applicable

Federal Title IV funds received by WNCC to distribute to its eligible students shall include:

- Direct Subsidized/Unsubsidized Loan
- Direct PLUS Loan
- Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study

In order to be eligible to receive Title IV funds, WNCC students must:

- Have met the admissions and eligibility requirements;
- Be enrolled in a Title IV eligible program of study;
- Be enrolled in the required number of credits for the Title IV program and in credits that are a part of that eligible program of study;
- Maintain Satisfactory Academic Progress (SAP); and
- Meet citizenship status requirements.

Definitions

Title IV: A term that refers to federal financial aid funds. Federal regulations state that any federal funds disbursed to a student's account in excess of allowable charges must be delivered to the student (or parent in case of an undergraduate PLUS loan).

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: February 20, 2019, Agenda Item J (1) (a)

Revision Date and Board of Governors' Minutes Item

Number: Prior Policy Number:

Sponsoring Division/Department: Student Services

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: Financial Aid – Return of Title IV

DIVISION: Student Services

CATEGORY: Financial Aid

REFERENCE: BP-502 – Federal Title IV Funds Policy
Higher Education Act (HEA), Section 484B; 34 CFR 668.22 Treatment of Title IV Funds When a Student Withdraws; Federal Student Aid Handbook - Vol. 5 Withdrawals and the Return of Title IV Funds

NUMBER: PP-502

DATE OF REVIEW:

APPROVAL: President's Cabinet

Purpose

This procedure complies with Federal Student Aid Title IV requirement that schools perform a Return of Title IV calculation for Title IV eligible students who do not successfully complete the entire enrollment period due to withdrawal (official or unofficial).

Scope

This procedure applies to all WNCC students who receive Federal Title IV funding.

Definitions

X-dropping a Course: When a student withdraws from his/her course during the no-penalty add/drop period provided at the beginning of each term. If the student notifies the Student Services Office in writing to “drop” the course during the no-penalty drop period, it is classified as an “x-drop.” If a student x-drops a course, the course will not be included on their transcript. Students who are reported by faculty as never attending during the 10-day period at the beginning of the semester are x-dropped from the course by the Registrar.

Withdrawing from a Course: When the student submits a drop slip to Student Services after the no-penalty add/drop period but prior to the published withdrawal date for the term, it is known as a “withdrawal” or withdrawing from the course. Withdrawing from a class results in a “W” appearing on the student's transcript. The “W” has no effect on the student's GPA (Grade Point Average) but the Financial Aid Office MUST be notified when a student has withdrawn from all courses because that office staff may need to calculate a Return of Title IV. A student who stops attending without formally withdrawing from a course is considered an unofficial withdrawal and the non-attendance may also trigger the requirement for Return of Title IV calculation. An unofficial withdrawal may result in a grade of “F” and will affect the student's GPA.

Procedure

Process Overview and Applicability

Title IV funds are awarded to a student under the assumption that the student will attend courses for the entire enrollment period for which the assistance is awarded. Students who do attend and complete the entire enrollment period, are assumed to have ‘earned’ 100% of the Title IV funding disbursed. Schools are required to perform a Return of Title IV calculation for Title IV eligible students who do not complete the entire enrollment period due to withdrawal (official or unofficial). If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the College. The student may be required to repay a portion of the federal funds if the amount to be returned exceeds the amount to be returned by the College. Federal regulations allow the institution to charge a student for any portion of federal grants returned on the student’s behalf. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

1. The Return of Title IV calculations are required when a student has failed, received a grade of “Incomplete,” or withdrawn, officially or unofficially, from any Title IV-eligible enrolled course during a period of enrollment at the College. Students who fail to complete some Title-IV-eligible courses, but not all enrolled courses, may be included in the Return of Title IV calculations, if the rules for modular courses apply. Title IV funds to be included in the calculation are as follows: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant, Federal Direct Loan (subsidized and unsubsidized), and Federal Direct PLUS loan. Note: Federal Work Study funds are not included in the calculation.
2. WNCC encourages instructional staff to take attendance as a general rule. Under some circumstances, attendance may be taken as required by:
 - An outside entity (i.e., accreditor, state) for a particular student or cohort of students; or
 - WNCC or an outside entity has a requirement that can only be met by taking attendance or a comparable process to demonstrate attendance in courses of that program or a portion of that program.
 - The College must have a process for determining whether a student has begun attendance.

As a general rule, WNCC first attempts to establish the last date of attendance of an academically related activity as determined by instructional staff for the Return of Title IV calculations. If that is not available, WNCC shall use the standard 50% of the term as the last date of attendance (LDA). In such cases, that date will be the last date of attendance for the Return of Title IV calculations. If the outside entity has a requirement for attendance for a sub-group of students, then that sub-group of students is bound by WNCC’s attendance guidelines.

All Return of Title IV notifications made to students or parents will be sent via USPS mail to the address on record.

Establishing a Withdrawal Date

When a student withdraws from a course or ceases to attend, they establish a withdrawal date at that time.

1. *Official Withdrawals:* The withdrawal date is the date the student completes the College withdrawal process. When all courses receive a ‘W’, the withdrawal date is considered the date of initiation by the student or school as in the case of cancelled courses or student appeals.

2. *Unofficial Withdrawals:* The last date of attendance for an unofficial withdrawal is the documented date recorded by the College of the last date a student participated in an academically-related activity or, if no date is available, the midpoint of the student's term of enrollment.
3. A student is considered to have withdrawn from a payment period or period of enrollment, if within that same payment period or period of enrollment the following occurs: for a program that is measured in credit hours, the student does not complete all the days the student was scheduled to complete. For a non-term or nonstandard-term program, the student is not scheduled to begin another course for more than forty-five (45) calendar days after the end of the module the student ceased attending.
4. *Withdrawal Dates for Courses Offered in Modules:* If a student is enrolled in at least one module course, they are considered a module student and thus the following conditions apply. The College will be able to determine whether a student enrolled in a module(s) is a withdrawal by asking the following questions:
 - After beginning attendance in the payment period or period of enrollment, did the student cease to attend or fail to begin attendance in a course they were scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to next question.
 - When the student ceased to attend or failed to begin attendance in a course they were scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however, other regulatory provisions concerning recalculation may apply. If the answer is no, go to next question.
 - Did the student confirm attendance in a course in a module beginning later in the period (for non-term and nonstandard-term programs, this must be no later than forty-five (45) calendar days after the end of the module the student ceased attending)? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.

Written Confirmation of Future Attendance

1. A student is not considered to have withdrawn if the College obtains written confirmation from the student close to the date that the student actually ceased attendance and before the time the College was required to return Title IV funds, offer any post-withdrawal disbursement of loan funds, or take any other action under the Return of Title IV requirements, that the student will attend a module that begins later in the same payment period or period of enrollment.
2. A student may also reaffirm their intent to attend by registering for a future course at the time of the withdrawal.
3. The College may not wait to perform a Return of Title IV Funds calculation to see if the student who has withdrawn and has not provided written confirmation of future attendance will return later in the payment period or period of enrollment. The College is required to undo the Return of Title IV Funds calculation if a student who withdraws from a non-term credit hour program returns to the same program at the College within 180 calendar days. The student is treated as though they did not cease attendance. Similarly, if a student withdraws from a term-based credit- hour program offered in modules during a payment period or period of enrollment and re-enters prior to the end of the period, the student is eligible to receive any Title IV program funds that they were otherwise eligible to receive prior to withdrawal.

4. If the student does not return for the future module after providing written confirmation of future attendance, a return calculation must be completed.

Time Frame for Determining a Withdrawal Date

1. *Official withdrawals:* The withdrawal date is determined within thirty (30) days of the date of withdrawal.
2. *Unofficial withdrawals:* The withdrawal date is determined within thirty (30) days of the end of the term.

Rescinding Withdrawal

- WNCC may allow a student to rescind their official notification to withdraw by filing a written statement that they will continue to participate in academically related activities and intends to complete the payment period or period of enrollment.
- If the student subsequently withdraws after rescinding an intent to withdraw, the withdrawal date is the date the student first provided information to the College or began the College's withdrawal process, unless a last date of attendance or academically related activity is documented.

Extenuating Circumstances

Students with extenuating circumstances may not be able to officially withdraw. For these students the College will use the date the College was notified that the student could no longer attend (i.e., death, hospitalization, incarceration, etc.).

Leaves of Absence

WNCC does not grant any leaves of absence.

Academically Related Activity

An academically related activity may be used by faculty to establish the last date of attendance. These include physically attending a course where there is an opportunity for direct interaction between the instructor and students, such as:

- Submitting an academic assignment,
- Taking an exam,
- Attending a study group assigned by the College,
- Participating in an online discussion about academic matters, and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The College is to exclude those activities where the student is not academically engaged such as:

- Living in College housing,
- Participating in the College's meal plan,
- Logging into an online course without active participation, or
- Participating in academic counseling or advisement.

For students enrolled in a distance education context, logging in is not sufficient, by itself, to demonstrate academic attendance by the student. The College must demonstrate that a student has participated.

Calculating Return of Title IV

The percentage (amount) of earned Title IV funds is calculated on a daily basis from the first day of classes. The process uses calendar days, including weekends. However, any break of five (5) days or more is not counted as part of the days in the term. The percentage of term completed equals the number of days completed divided by the total days in the term. The amount of Title IV funds earned is the percentage of the term completed multiplied by the total amount of the Title IV funds disbursed or that could have been disbursed.

After the sixty (60) percent point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds they were scheduled to receive during the period. If a student withdraws, officially or unofficially, after the sixty (60) percent point-in-time, there are no unearned funds. The College must still determine whether the student is eligible for a post-withdrawal disbursement.

Post-withdrawal Disbursement

If the student did not receive all of the funds earned prior to withdrawing, a post-withdrawal disbursement may be due. The amount of the post-withdrawal disbursement is the difference between the amount of Title IV funds disbursed and the amount earned.

WNCC may not make a post-withdrawal disbursement of any of the following Title IV funds:

- Second or subsequent Direct Loan disbursements to a student who did not graduate or successfully complete the loan period.
- Direct Loan disbursement to a first time, first year undergraduate who withdrew before completing the first thirty (30) days of their program, if the College is not exempt from the delayed delivery/disbursement requirement.
- Direct Loan disbursement to a borrower who has not signed the loan's promissory note.
- Disbursements of any Title IV funds to students for whom the College did not receive a valid Institutional Student Information Record (ISIR) or Student Aid Record (SAR) prior to the student withdrawing or by the annual deadline published by the U.S. Department of Education in the Federal register.
- Federal Pell Grant, FSEOG or Direct Loan disbursement for a subsequent payment period to a student who withdrew from a non-term credit hour program before completing the previous payment period for which the student has been paid.

Post-withdrawal Notification Requirements

- The College is permitted to credit a student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission. The College must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds.
- The notification must include the information necessary to make an informed decision on whether the student or parent would like to accept the disbursement.
- The notice must be sent within thirty (30) calendar days after the date that the College determines the student withdrew.
- The notice must permit the parent/student to determine which funds, if any, they wish to accept/decline.
- The College will set a deadline of fourteen (14) days or more and the notice must advise that if there is no response by the deadline established that the College is not required to make the post-withdrawal disbursement and funds will be returned to the Title IV programs.

- If the notification is received from the student/parent by the established deadline, the College must disburse loan funds within 180 days and grant funds within forty-five (45) days. If authorization is received after the established deadline, the College may choose to make a post-withdrawal disbursement based on an acceptance received after the College's deadline. If the College chooses not to make a post-withdrawal disbursement when the acceptance was received after the College's deadline, the College must notify the student or parent in writing that the disbursement will not be made and why.
- If a post-withdrawal disbursement creates a credit balance on the student's account, the balance will be provided to the student within fourteen (14) days.
- All official notifications are sent via USPS mail to the address on record.

Returning Unearned Funds

The College will return Title IV funds to the programs from which the student received aid during the period of enrollment as applicable, in the following order (as amended by applicable federal law), up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which return of Title IV funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

Deadlines

Within forty-five (45) days from the date the College determined that the student withdrew, the College will return unearned funds for which the College is responsible. The student is required to pay the difference between the amount of unearned aid and the amount returned by the school. Federal regulations allow the institution to charge a student for any portion of federal funds returned on the student's behalf.

1. Within thirty (30) days from the date the College determined that the student withdrew, the College will offer a post-withdrawal disbursement, if applicable.
2. A student that does not repay the grant overpayment in full to the College or enter a repayment agreement with the College or U.S. Department of Education within the earlier of forty-five (45) days from the date the College sends a notification to the student of the overpayment, or forty-five (45) days from the date the College was required to notify the student of the overpayment will lose their eligibility for Title IV funds.
 - The letter sent to the student must inform him/her of the dollar amount owed the method for repaying the funds, and to whom, as well as the consequences of failing to repay the funds. If the student repays the funds to the College, the financial aid office will be responsible for returning the unearned funds to the proper program.

3. Shortly after forty-five (45) days have elapsed from the date the student was informed in writing of their repayment obligation, if the student has not repaid the overpayment in full:
 - The College will report the overpayment to National Student Loan Data System (NSLDS).
 - The College will refer the student's overpayment to the U.S. Department of Education for collection. The referral must be on College letterhead.
 - The College must report any satisfactory payment arrangements on NSLDS and correctly change the status code within NSLDS to reflect the same.

Overpayment Resolution When the Overpayment Occurred Prior to Withdrawal

- For a College liability overpayment that is determined to have occurred prior to the student withdrawal, the College must repay the overpayment prior to conducting a return calculation and the overpayment will not be included in the calculation.
 - For a student liability overpayment that is determined to have occurred prior to the student withdrawal, the overpayment should not be included in the calculation.
 - If the student withdrew after the sixty (60) percent point, the College should attempt to collect the overpayment from the student; if not successful, report the overpayment to NSLDS, and refer it to the U.S. Department of Education Default Resolution Group.
- If the student withdrew prior to the sixty (60) percent point, the College can reduce the post-withdrawal disbursement by the overpayment, or add the overpayment to the overpayment determined by the calculation, whichever is applicable.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Admission, Continued Enrollment, and Re-Enrollment of Students

DIVISION: Student Services

CATEGORY: Admissions, Registration, and Student Records

REFERENCE: Nebraska Revised Statutes: §85-607; §85-902; §85-963; §85-1413; and 34 CFR 600.4(a)(2)

NUMBER: BP-520

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: xx

Purpose:

To establish a policy for student admissions.

Scope

This applies to all individuals seeking admission to Western Nebraska Community College (WNCC).

Definitions

Appeals: Appeals to the admissions process will be considered by the Admissions Director in consultation with the appropriate Dean of Instruction and/or Program Director. All appeals must be submitted in writing.

Degree Seeking Students: Individuals with the goal of pursuing coursework leading to a certificate, two-year degree, or eventual transfer of their credits to another degree-granting college or university. Students with a degree-seeking status may be eligible for financial aid at WNCC.

Non-Degree Seeking Students: Individuals whose goal is to take courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate or degree. Non-degree seeking students should refer to the WNCC catalog for specific registration information.

Prerequisite: Knowledge that must be attained prior to enrolling in certain courses, which may be advanced coursework.

Policy

WNCC is an open enrollment institution where any individual, degree- or non-degree seeking, who can benefit from instruction has the right to pursue an education.

Acceptance to WNCC does not guarantee admission to all majors as specific programs may have prerequisites designed to facilitate successful completion. The President may identify programs in which the College receives more applications than available space can accommodate or as deemed impractical for instruction. These will be identified as high demand programs and enrollment may be based on special screening tools and/or "first-come, first-serve" registration. The right is reserved to deny admission to any applicant to certain programs, as per the established and published procedures. The College shall define and publish procedures of appeal for persons who are denied admission.

Minimum Age

It is the policy of the Board to admit students who are high school graduates or the equivalent, have reached the legal age, or are emancipated and have reached 17 years of age or older. In addition, those who are at least 16 years of age and approved to take CollegeNow (dual credit) courses or enrolled in GED courses and able to benefit from a program or course of study offered at the College will also be allowed to enroll. The College President or designee may grant a waiver of the minimum age based on extenuating circumstances unique to WNCC's role and mission.

Denial of Admission, Continued Enrollment, or Re-Enrollment

The College President or his/her designee may deny the admission, continued enrollment, or re-enrollment of:

- any individual whose personal history and background indicates that his or her presence at the College would endanger the health, safety, welfare, or property of the College community or interfere with the orderly and effective performance of the functions of WNCC; and/or
- any individual who has misrepresented his/her credentials or background.

Persons who seek enrollment must be given timely notification of a denial of admission.

Review of Denial

Review of a denial of admission or denial of continued enrollment or re-enrollment of students shall be in accordance with the College's disciplinary procedures

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date and Board of Governor's Minutes Item Number: 1979 & 1985

Revision Date and Board of Governors' Minutes Item Number: 2020

Prior Policy Number:

500.010.86 Admission of Students

500.0400.79 Admission to High demand Programs

500.0500.79 Right to Deny Admission

Sponsoring Division/Department: Student Services/Admissions

Repeal Date:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: General Admission Requirements for Students

DIVISION: Student Services

CATEGORY: Admissions, Registration, and Student Records

REFERENCE: BP-210 Philosophy, Role, Mission, Vision, and Values
BP-501 Standards of Satisfactory Academic Progress PP-
501 Standards of Satisfactory Academic Progress BP-513
International Students Policy
PP-513 International Students Procedure
BP-520 Admission, Continued Enrollment and Re-Enrollment of Students
BP-521 Residency
PP-521 Residency Guidelines and Procedures
Policy 201.0100.12 Discrimination, Harassment, and Retaliation
Prohibited
Policy 500.4150.86 Scholastic Probation and Suspension

NUMBER: PP-520

DATE OF REVIEW:

APPROVAL: Dr. Carmen Simone, President

Purpose

This procedure establishes requirements for student admission to WNCC and applied to all prospective and current students.

Definitions

Appeals: Since WNCC is an open enrollment institution, all students are admitted to the college. There are some programs in which students must apply for acceptance. Appeals to the admissions process will be considered by the Admissions Director in consultation with the appropriate Dean of Instruction and/or Program Director. All appeals must be submitted in writing.

Degree Seeking Students: Individuals with the goal of pursuing coursework leading to a certificate, two-year degree or eventual transfer of their credits to another degree-granting college or university. Students with a degree-seeking status may be eligible for financial aid at WNCC.

Non-Degree Seeking Students: Individuals whose goal is to take a limited number of courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate or degree. Non-degree seeking students should refer to the WNCC catalog for specific registration information.

Prerequisite: Knowledge that must be attained prior to enrolling in certain courses, which may be advanced coursework.

Former Students: Students previously enrolled at WNCC students who have not been enrolled for 12 months or longer.

Procedure

As per Board policy, WNCC is an equal opportunity institution. The College prohibits discrimination in its practices, programs, and activities. All students wishing to enroll in degree- or non-degree seeking coursework, who meet the minimum age limit and other admission requirements, as listed below, shall be considered for acceptance to WNCC regardless of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation. The College is committed to maintaining an environment free from discrimination, sexual or other forms of harassment, and retaliation.

General Admission Requirements for All Students

Minimum Age

It is the policy of the Board to admit students who are high school graduates or the equivalent, have reached the legal age, or are emancipated and have reached 17 years of age or older. In addition, those who are at least 16 years of age and approved to take CollegeNow (dual credit) courses or enrolled in GED courses and able to benefit from a program or course of study offered at the College will also be allowed to enroll. The College President or designee may grant a waiver of the minimum age based on extenuating circumstances unique to WNCC's role and mission.

Additional Requirements

In addition to the minimum age requirements, students must:

- Submit an application for admission.
- Submit an official transcript from an approved or accredited high school or home school, or present an authorized transcript reflecting passing scores on the General Education Development/Diploma (GED) test. In the absence of a high school transcript, the student may submit ACCUPLACER®, ACT, SAT, or currently accepted placement scores completed within the past three years.

Should a concern arise regarding the validity of a high school student's completion, the Admissions Director or Registrar will confirm with the high school the status of the student's completion of the validating document. Should there be concerns about a questionable high school transcript received from a secondary school, the Registrar will

conduct the appropriate research to determine if the submitting institution is accredited. The Registrar will make the final decision regarding the validity of the transcript.

- Submit official transcripts from all colleges previously attended.
- Meet course and/or program prerequisite requirements defined in the current *College Catalog*. NOTE: Acceptance to WNCC does not guarantee admission to all majors as specific programs may have prerequisites designed to facilitate successful completion.
- Complete the ACCUPLACER® basic skills assessment, or provide ACT or SAT scores unless exempt by:
 - an earned college degree from an accredited institution of higher education, or
 - successful completion of English Composition, Reading Techniques, and/or College Algebra (or a higher-level math course).
- Receive information on required vaccinations, if the student will reside in on-campus housing. The student's parent or guardian shall also receive this information.

International Students

International (non-U.S. citizens) students must meet the requirements for admission as established in Board Policy BP-513 (International Students) and President's Procedure PP-513 (International Students).

Denial of Admission

The Vice President of Student Services or designee may deny the admission, continued enrollment, or re-enrollment of:

- any individual whose personal history and background indicates that his or her presence at the College would endanger the health, safety, welfare, or property of the College community or interfere with the orderly and effective performance of the WNCC's functions; and/or
- any individual who has misrepresented his/her credentials or background.

Persons who seek enrollment must be given timely notification of a denial of admission. Appeals for a denial of Admission must be submitted in writing to the College President.

Student Classification

Students are classified by academic year and admission status according to the following definitions:

Academic Year

- *Freshman*: Successful completion of fewer than 30 college-level semester credit hours.
- *Sophomore*: Successful completion of 30 or more college-level semester credit hours.
- *Unclassified*: Awarded a degree at the associate-level or above.

Admission Status

- *First-Time Any College*: Attending WNCC for the first time after earning a high school diploma or GED.
- *Continuing Student*: Attended WNCC within the past 12 months.

- *Previously Attended Student:* Not attended WNCC within the past 12 months and re-entering the College.
- *Transfer Student:* Some prior college or university experience.

Residency

Students are classified as either a resident, border state resident, or non-resident of Nebraska for tuition purposes at the time of admission.

The initial tuition classification decision is made by the Registrar's Office for the semester in which the student is admitted. The classification is based on the information provided on the application for admission. Failure to answer all questions could lead to a non-resident classification. After the tuition classification is determined, it remains unchanged in the absence of further action and evidence to the contrary. The standards for residency and appeals process are established in President's Procedure PP-521 (Residency Guidelines and Procedures).

Continued Enrollment for Students

WNCC students are expected to abide by all WNCC rules and regulations in order to maintain continued enrollment status. Students must also demonstrate satisfactory progress toward the completion of a diploma, certificate, or degree. Students are considered to be making progress if they have a WNCC grade point average of 2.0 or higher. (WNCC Policy 500.4150.86 – Authority for Suspension or Probation)

Students receiving federal financial aid must meet the requirements for Satisfactory Academic Progress (SAP), as defined by Title IV, Federal Financial Aid. Students failing to meet the federal standards may be subject to disciplinary procedures, as defined by the President's Procedure PP-501 (Standards of Satisfactory Academic Progress). Students who fail to maintain satisfactory academic progress may receive:

- a warning
- suspension of all federal financial aid, which may prohibit the student from continued enrollment.

Re-Enrollment of Students

Students who have had a separation from the College for 12 months or longer will be classified as previously attended or re-admitted/re-enrolled. Former WNCC students who have not been enrolled for 12 months or longer must complete a new application for admission and meet current admission standards to be eligible to register for classes. If it has been 12 months or longer since enrollment, students will follow the *College Catalog* in place at the time of re-entry.

Revising this Procedure

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this President's Procedure, the College retains the right to revise accordingly and for the changes to take effect immediately.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Board Scholarships Performance Grants and Waivers Board Policy

DIVISION: Student Services

CATEGORY: Student Activities

REFERENCE: Nebraska Revised Statutes: §85-1511 (7), (11), (18), (21)

NUMBER: BP-321

APPROVAL/DATE: F. Lynne Klemke, Chairperson, WCCA Board of Governors
August 19, 2020

Purpose

The Board recognizes that the Western Nebraska Community College (WNCC) student body should be encouraged to exhibit leadership qualities and develop innovative thinking. The Board also believes that academic performance and student activities are essential to stimulate the behaviors the College wishes its student body to demonstrate. The College is authorized to award two general types of tuition and fee waivers: Mandatory Waivers and Discretionary Waivers. Mandatory waivers are authorized by legislation and mandate an award to eligible students who meet the specific parameters and criteria included in the statute. Discretionary waivers are granted at the option of the College.

Scope

This policy applies to all WNCC tuition remissions that are awarded. A tuition remission is a form of financial aid in which the college waives or foregoes all or part of a student's tuition and/or fee charges. A tuition remission is distinct from an award. A scholarship is a grant-in-aid that is funded whereas a remission waives (or forgives) tuition and or fee charges. As such, remissions cannot exceed tuition charges and are not refundable to students or other individuals or organizations.

Policy

Board of Governors Award

The Board shall make available a Board of Governors Award Program, which annually provides one award to each public and private high school in the College service area.

Each award shall consist of a standard full-time tuition remission for any College sponsored program at any WNCC location and/or online, and is valid for fall and spring semesters training provided the recipient is enrolled as a full-time student and maintains a "3.0" GPA. Fees, books, and other related expenses remain the responsibility of the recipient.

Each Award is renewable for the second year, fall and spring semesters, of College training (not to exceed four semesters).

Academic Awards

The Board shall make available an Academic Award program administered annually to high-achieving graduating high school seniors or recent GED graduates seeking first-time admission to WNCC and submitting academic placement scores, including but not limited to, ACT, SAT and Next Generation Accuplacer.

Each full-tuition or half-tuition award shall be based on the student's placement scores for remission of up to 18 credit hours per semester for any degree-seeking program of study at any WNCC location, including online. Tuition is valued at the established tuition rate for the academic year in which the award is given. The award is valid for fall and spring enrollment provided the recipient is enrolled as a full-time degree-seeking student or has graduated from a United States high school or is a recent GED graduate. The Academic Awards shall be awarded by the Admissions Office.

To be considered for an Academic Award, placement scores must be submitted to the Admissions Director by July 1 prior to the start of an initial fall semester matriculation or December 1 prior to the start of an initial spring semester matriculation.

The award is renewable for a total of four consecutive semesters. To renew the Academic Award, recipients must maintain a 3.0 cumulative GPA at the end of each semester. Fees, books, and other related expenses remain the responsibility of the recipient.

Performance Grants

The Board shall make available Performance Grant remissions for various College activities. These grants shall be awarded, upon the recommendation of the activity sponsor, by the Financial Aid Office. The President, or his/her designee, is authorized to establish guidelines for administering the Performance Grant Program with reference to the number of awards, value of awards, etc.

Each Performance Grant is valid for the fall and spring semesters, the recipient is enrolled as a full-time student, maintains "satisfactory academic progress," and meets the performance criteria of the Grant. Fees, books, and other related expenses not specifically covered by the Grant remain the responsibility of the recipient.

Each Performance Grant is renewable for the second year, fall and spring semesters, of College training (not to exceed four semesters), provided the Student Services office receives a letter recommending renewal from the activity sponsor, the recipient is enrolled as a full-time student, maintains "satisfactory academic progress," and meets the performance criteria of the Grant.

An annual report of the utilization of the Board of Governors Award and Performance Grants shall be made to the appropriate Board committee.

Senior Citizen Tuition Waiver (Gold Club)

Persons sixty (60) years of age or older are eligible to join the "Gold Club" and receive a tuition waiver for one class (up to five (5) credit hours) per semester of credit course work sponsored by the College. Non-credit course work is eligible for a Senior Citizen discount of ten (10) percent on all classes.

Verification of age may be required by appropriate College officials. Materials fees, book costs, and other incidental charges are excluded from said tuition waiver and discount.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this policy, as necessary, or as new laws require attention.

Adoption Date and Board of Governors' Minutes Item Number: August 19, 2020, Agenda Item J (1) (b)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number(s): 500.0750.10 Senior Citizen
500.2800.79 General Scholarships
500.2900.83 Performance Scholarships

Sponsoring Division/Department: Fiscal Services

Repeal Date and Board of Governors' Minutes Item Number: August 19, 2020, Agenda Item J (1) (b)

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: Academic Awards Score Requirements

DIVISION: Student Services

CATEGORY: Student Activities

REFERENCE: BP-321 Board Awards, Performance Grants, and Waivers

NUMBER: PP-321

DATE OF REVIEW

APPROVAL: Dr. Carmen Simone, President

Purpose

This procedure outlines the placement score requirements for the initial awarding of Academic Awards for the purpose of full- or half-tuition remission.

Scope

This procedure applies to all high school seniors graduating from a United States high school or recent GED graduates applying for admission to WNCC and seeking full-time, degree-seeking enrollment.

Definitions

Tuition Remission

A remission waives (or forgives) tuition charges. As such, a tuition remission cannot exceed the cost of tuition and is not refundable to students or other individuals or organizations.

Procedure

The WNCC Board of Governors makes available an Academic Award program to be administered at the discretion of the Admissions Office to high-achieving graduating high school seniors or recent GED graduates seeking first-time, degree-seeking admission to WNCC. The awarding of an Academic Award is based on academic placement scores including, but not limited to, the ACT, SAT, or Next Generation Accuplacer.

Academic Awards can be awarded for full- or half-tuition remission, dependent upon the placement scores earned.

Full-Tuition Remission

A full-tuition Academic Award can be awarded by the Admissions Office when an official record of placement score/s is received indicating the following level of achievement:

| | |
|---------------------------------------|---------------------------------------|
| ACT Composite Score | 25 or higher |
| SAT Combined Score (Math and English) | 1140 or higher |
| Next Generation Accuplacer | |
| with minimum individual scores in | Writing 270 or higher |
| all 3 areas | Reading 270 or higher |
| | Elementary Algebra 266 or higher OR |
| | College Algebra 200 or higher |

Half-Tuition Remission

A half-tuition Academic Award can be awarded by the Admissions Office when an official record of placement scores is received indicating the following level of achievement:

| | |
|---------------------------------------|---------------------------------------|
| ACT Composite Score | 20 - 24 |
| SAT Combined Score (Math and English) | 950 - 1130 |
| Next Generation Accuplacer | |
| with minimum individual scores in | Writing 258-269 |
| all 3 areas | Reading 258-269 |
| | Elementary Algebra 246 or higher OR |
| | College Algebra 200 or higher |

To be considered for an Academic Award, placement scores must be submitted to the Admissions Director by July 1 prior to the start of an initial fall semester matriculation or December 1 prior to the start of an initial spring semester matriculation.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Library Services

DIVISION: Educational Services

CATEGORY: Library

REFERENCE:

NUMBER: BP-620

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date:

Purpose

This policy authorizes the provision of library services and materials within Western Nebraska Community College.

Scope

This policy applies to all students, faculty, and staff at Western Nebraska Community College and to community members served by the institution.

Policy

To support the educational process at Western Nebraska Community College, the Western Community College Area Board of Governors is committed to providing access to library services and resources for students, faculty, staff and community members. The President is directed to promulgate procedures to accomplish this goal.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

Adoption Date and Board of Governor's Minutes Item Number:

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

620.0100.90 Selection of Materials
620.0200.90 Periodicals
620.0300.90 Paperback Collection
620.0400.90 Gifts
620.0500.90 Withdrawal of Materials
620.0600.90 Loss or Damage

620.0700.90 Interlibrary Loan

620.0800.90 Challenged Materials

620.0900.90 Confidentiality of Library Records

Sponsoring Division/Department:

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: Library Services

CATEGORY: Educational Services

DIVISION: Library

REFERENCE: BP-620 Library Services Board Policy

NUMBER: PP-620

DATE OF REVIEW:

APPROVAL:

Purpose

This procedure outlines the implementation of library services and access to resource materials at Western Nebraska Community College.

Scope

This procedure applies to all students, faculty, and staff at Western Nebraska Community College and to community members served by the institution.

Procedure

Per Board Policy (BP-620), Western Nebraska Community College shall provide library services and resources to support the educational process.

General and Electronic Material Selection

Collection development is the responsibility of the Library Services Director. The Library Services Director works closely with faculty to determine the resources of greatest benefit. College faculty are encouraged to recommend purchases and their requests are given priority consideration. Suggestions from any employee, student, or individual of the general public will be considered using the criteria for selection as outlined.

Materials are selected according to their: 1) correlation to the curriculum; 2) general use in providing information on all aspects of human knowledge; 3) use to promote recreational reading; and 4) value as literary works of importance.

Specific criteria used when selecting materials include: 1) critical reviews; 2) inclusion in bibliographies; 3) recommendation or request from a library user; 4) high standards of writing, authenticity, and accuracy; 5) an attractive format, sturdy binding; and 6) quality of illustrative material.

Periodicals

Due to the high cost of periodical subscriptions and their long-term budgetary impact, they are chosen according to special guidelines. Periodicals should meet all of the standards outlined above and in addition must be of direct correlation to the curriculum. They should be included in one of the periodical indexes to which the College subscribes. On the Scottsbluff campus, with the exception of computer magazines, periodicals are retained permanently or for a minimum period of ten years. Periodicals on the Sidney campus are retained for one year only due to the rapid change in technology. Periodicals that have higher usage in digital format will be retained in that format only, rather than receive a duplicated form in paper due to budgetary considerations.

Paperback Collection

To encourage reading for pleasure, the College libraries maintain paperback collections. These titles are chosen from popular reading bibliographies, bestseller lists, and upon request from borrowers. Paperbacks are discarded as they become worn.

Gifts

Gifts are accepted according to the same standards considered when purchasing materials. The Library Services Director is responsible for evaluating donations according to their relevance to the collection. When a gift is accepted, the donor will be asked to sign a form describing the material and specifying any use restrictions. The College libraries are not repositories for rare books or manuscripts. Unless specified at the time of donation, gifts may be removed as part of the normal withdrawal process.

Withdrawal of Materials

Materials, which are outdated, misleading in content, irrelevant, or damaged, must be removed on a timely basis for the collection as a whole to remain vital. The following criteria are used to determine the usability of each item: 1) physical condition; 2) history of circulation; 3) inclusion in standard bibliographies; 4) content; 5) currency of information; 6) copyright date; 7) contribution to the strength of the collection; and 8) number of available copies.

Faculty will be asked to evaluate items in their academic area, which are being considered for withdrawal. Discarded materials will be offered to College employees, students, and the general public. Materials may be offered to other agencies, as it is appropriate. Occasionally, large sets of materials such as encyclopedias may be sold and the generated funds used to purchase replacement materials.

Loss or Damage

Borrowers will be held financially responsible for the materials that they use. In the event of loss or significant damage, a borrower will be charged for the list price of the material and an additional processing/cataloging fee.

Interlibrary Loan

The College cannot purchase all of the materials that patrons need. As part of the national interlibrary loan network, items may be borrowed briefly from another agency. Patrons are encouraged to request materials through interlibrary loan but are asked to use with discretion, only to obtain materials for serious research and study. A fee structure for interlibrary loan shall be established and maintained by the Library Director.

Challenged Materials

The College ascribes to the Library Bill of Rights, which emphasizes an individual's right to information regardless of age, race, religion, national origin, or political affiliation. The collections purposefully contain materials representing all points of view. The inclusion of materials does not constitute an endorsement of the content, but an acknowledgment of the need for balance.

Objections to materials in the collections must be submitted in written form. Forms for this purpose are available in the Library at the Scottsbluff campus and in the Learning Resource Center on the Sidney campus. A committee, consisting of the Chief Academic Officer, the Library Services Director, and representation from the Curriculum Council shall review the complaint and respond.

Confidentiality of Library Records

Circulation records and any other information regarding the use of materials by library patrons are confidential in nature. In the event that records are summoned, the College will seek legal counsel to determine if such process, order, or subpoena is in proper form.

Revising this Procedure

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WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Board Scholarships Performance Grants and Waivers Board Policy

DIVISION: Student Services

CATEGORY: Student Activities

REFERENCE: Nebraska Revised Statutes: §85-1511 (7), (11), (18), (21)
PP-321 Academic Award Score Requirements President's Procedure

NUMBER: BP-321

APPROVAL/DATE: F. Lynne Klemke, Chairperson, WCCA Board of Governors
August 19, 2020

Purpose

The Board recognizes that the Western Nebraska Community College (WNCC) student body should be encouraged to exhibit leadership qualities and develop innovative thinking. The Board also believes that academic performance and student activities are essential to stimulate the behaviors the College wishes its student body to demonstrate. The College is authorized to award two general types of tuition and fee waivers: Mandatory Waivers and Discretionary Waivers. Mandatory waivers are authorized by legislation and mandate an award to eligible students who meet the specific parameters and criteria included in the statute. Discretionary waivers are granted at the option of the College.

Scope

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Each Award is renewable for the second year, fall and spring semesters, of College training (not to exceed four semesters).

Academic Awards

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To be considered for an Academic Award, placement scores must be submitted to the Admissions Director by July 1 prior to the start of an initial fall semester matriculation or December 1 prior to the start of an initial spring semester matriculation.

The award is renewable for a total of four consecutive semesters. To renew the Academic Award, recipients must maintain a 3.0 cumulative GPA at the end of each semester. Fees, books, and other related expenses remain the responsibility of the recipient.

Performance Grants

The Board shall make available Performance Grant remissions for various College activities. These grants shall be awarded, upon the recommendation of the activity sponsor, by the Financial Aid Office. The President, or his/her designee, is authorized to establish guidelines for administering the Performance Grant Program with reference to the number of awards, value of awards, etc.

Each Performance Grant is valid for the fall and spring semesters, the recipient is enrolled as a full-time student, maintains "satisfactory academic progress," and meets the performance criteria of the Grant. Fees, books, and other related expenses not specifically covered by the Grant remain the responsibility of the recipient.

Each Performance Grant is renewable for the second year, fall and spring semesters, of College training (not to exceed four semesters), provided the Student Services office receives a letter recommending renewal from the activity sponsor, the recipient is enrolled as a full-time student, maintains "satisfactory academic progress," and meets the performance criteria of the Grant.

An annual report of the utilization of the Board of Governors Award and Performance Grants shall be made to the appropriate Board committee.

Senior Citizen Tuition Waiver (Gold Club)

Persons sixty (60) years of age or older are eligible to join the "Gold Club" and receive a tuition waiver for one class (up to five (5) credit hours) per semester of credit course work sponsored by the College. Non-credit course work is eligible for a Senior Citizen discount of ten (10) percent on all classes.

Verification of age may be required by appropriate College officials. Materials fees, book costs, and other incidental charges are excluded from said tuition waiver and discount.

Revising this Policy

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WNCC reserves the right to revise this policy, as necessary, or as new laws require attention.

Adoption Date and Board of Governors' Minutes Item Number: August 19, 2020, Agenda Item J (1) (b)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: 500.0750.10 Senior Citizen

500.2800.79 General Scholarships

500.2900.83 Performance Scholarships

Sponsoring Division/Department: Fiscal Services

Repeal Date and Board of Governors' Minutes Item Number: August 19, 2020, Agenda Item J (1) (b)

Information Technology Cyber Security

May 19, 2021



Western Nebraska
Community College

Executive Summary

The IT Department is continually working on developing and improving our ability to prevent, identify, and remove potential threats to our network, systems, and data. To accomplish this, we have multiple levels of defense and monitoring.

Agenda

- Review Current Tools
- Review Improved Security Strategy
- End user tasks to help prevent a cyber attack

Current Protection

Endpoint protect:

- Utilize two endpoint protection tools for Antivirus, malware, ransomware detection and quarantine

Email:

- Email Protection Suite – includes banner, junk filter, spam filter
- Phishing email training and simulation

Monitoring:

- Log aggregation – monitors system and network logs for traffic analysis and anomalies
- System Scan Utility – scans servers and network devices for vulnerabilities and patch levels

Network:

- Firewall – Filter inbound traffic, filter server access
- PKI (Public Key Infrastructure) – Provides certificate management for member

Cyber Security Strategy

- Endpoint Detection and Response (EDR): An EDR solution is proactive in detection by using analytics and user behavior patterns to detect malicious activity. And it has an advanced response and recovery to prevent the spread of a malware/ransomware.
- Email analysis: This is a tool that can inspect inbound and outbound emails for possible malware/ransomware signatures. It can also safely test opening/extracting attachments to insure they are not malicious prior to delivery to the user.
- Backup Solution: A new backup solution would provide improved backup and recovery reliability, duplication for off-site tape storage, and encryption of data for protection.
- Protective DNS and Content filtering: This is the process that blocks outbound requests from accessing external systems that are known to be malicious. It can also filter requests that could be deemed inappropriate and could cause a potential legal issue for WNCC.
- Network Based Security: Network based security controls who and what can connect to our internal network. It ensures unknown devices meet predefined requirements. And if not, are isolated to an internet only segment. It can leverage rules and Active Directory groups to automate access controls.
- Internal Policies: A new Information Security and Acceptable Use Policies have been written and are beginning the process for review and eventual board approval. These policies will provide the necessary framework for controlling systems and the use of those systems.

Graduation Trend Data

2016-2017: 237 Graduates with 250 Awards

2017-2018: 280 Graduates with 329 Awards

2018-2019: 274 Graduates with 294 Awards

2019-2020: 277 Graduates with 303 Awards

*2020-2021: 287 Graduates with 327 Awards
(*Tentative, Pending Final Grades)

84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or

for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury

to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual. X

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if

the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring

an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Sec. 15, Legislative Bill 83, One Hundred Seventh Legislature, First Session, 2021. (*The Revisor of Statutes will assign a statute number after the Legislature adjourns sine die.*) No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.