

CENTRAL COMMUNITY COLLEGE BOARD OF GOVERNORS MEETING
Thursday, May 18, 2023, 11:00 AM, Central Community College, Ord Learning Center
Work Session begins at 11 a.m.

A G E N D A

Central Community College reserves the right to make changes to the agenda up to 48 hours prior to the scheduled meeting. A current copy of the agenda may be obtained in the College President's Office, 3134 W. Highway 34, Grand Island, Nebraska.

1. Agenda
Information Item
2. Program Reviews
Action Item
3. Capital Improvement Projects
Action Item
4. Policies and Procedures Updates
Action Item

**Board Work Session Agenda
May 18, 2023, Ord**

11 a.m. – Program Reviews – Walton

11:45 a.m. – Capital Improvement Projects – King

12:30 p.m. – Policies and Procedures Updates - Gotschall

12:50 p.m. – Break before 1 p.m. meeting

Lunch will be provided.

Program Reviews 2022-2023

Board of Governors
May 18, 2023



Central
COMMUNITY
COLLEGE

BSAD/ACCT

Business Administration
and Accounting
including

- Entrepreneurship
- Logistics
- Business Technology

- Enrollment in the program is strong with a 5-year average of 213.8 unduplicated graduates.
- On average, during the same period, students in BSAD program courses completed an impressive 7,956.2 credit hours per year.
- During the Fall 2022 semester, 14% more first-year students enrolled on a full-time basis than the prior year.
- Many jobs in this career area qualify as H3.
- These job areas have an average projected growth of 13.41% with average annual openings of 382 in Nebraska.

CRIM

Criminal Justice AAS
degree, diploma, and
certificates:

- Corrections
- Criminal Justice
- Police

- The CRIM program has grown from one full-time instructor with adjuncts to three full-time instructors, a program director, and adjuncts.
- The CRIM program earned the Metallica Scholars grant from the All Within My Hands Foundation for the past two years. We are planning to submit for a third year.
- Crime House has been built and opened for instructional and recruiting use and planned to be used by area agencies.
- Program enrollment has a five-year average of 1,915 credit hours per academic year (553.53 per instructor).
- The number of graduates (unduplicated) over the past five years is 54 with 97 awards earned annually.

DSGN

Drafting and Design
Technology AAS
Specializations:

- Architectural Design
- Manufacturing Drafting & Design
- Structural Detailing & Design

- The DSGN program has three specializations to meet a wide range of industry needs.
- Recently added two certificates- Manufacturing and Civil Drafting
- Three full-time instructors, partnerships with other program areas – AMDT, CNST, WELD, including a dual degree option with AMDT.
- Program enrollment has a five-year average of 1,178 credit hours enrolled annually (327 per instructor).
- Average of 36 graduates annually earning 62 awards - balanced distribution of degrees, diplomas, and certificates
- Current technology including 3D scanners, 3D printers for plastic, as well as a metal 3D printer

ENHS

Environmental Health
and Safety AAS degree,
diploma, and certificate

- Began in Fall 2017 with initial enrollment and no graduates the first year. First certificates earned 2018-2019 and first degree awarded 2019-2020.
- Primarily an online program
- Many students are part-time and already working in industry and needing to upskill and earn credentials.
- We award some credits through credit for prior learning which allows students that work in industry and/or complete customized training classes through CCC to earn program credits.
- Completely taught by adjunct (part-time) instructors
- This program is needed through our role and mission at CCC to serve our area industry need for graduates.

HMRM

Hospitality Management
and Culinary Arts AAS
Specializations:

- Culinary Arts
- Hospitality Management

- HMRM is a single campus program with two specializations – culinary and hospitality with two instructors, a director, and a kitchen manager.
- Dining room serves as outlet for dishes prepared by students and allows hospitality students to gain experience. Evening dining service each semester for additional experience in fine dining and cuisine.
- Recently added a food truck to provide additional student experience with serving and preparing meals for larger groups and specialty events.
- HMRM averages 729 credit hours earned by students annually over the past five years (290 per instructor).
- Twenty-eight graduates (unduplicated) annually with an average of 38 awards earned (five-year averages).
- 16% increase in jobs expected over the next five years.

INDT

Mechatronics AAS Specializations:

- Electromechanical
- Process Instrumentation and Control

- Mechatronics is offered in Columbus and Kearney with the AAS degree available in Columbus with two specializations – Electromechanical and Process Instrumentation. Kearney offers courses for two certificates and the diploma.
- Four full-time instructors with additional adjuncts
- Five-year average of 1,328 credit hours enrolled annually (277 per instructor)
- Program growth from NSF grant – iMEC 2.0 allowing high school students to earn 12 credits with facilitator
- Over the past five-years, 46 graduates (unduplicated) annually earning 97 awards

QUCT

Quality Technology AAS degree, diploma, and certificates:

- Lean Six Sigma
- Quality Auditor
- Quality Calibration
- Quality Inspection

- Largely an online program serving mostly part-time students already employed and needing credentials.
- Animal harvesting and manufacturing of medical equipment, motor vehicle parts, machinery and plastic parts are the largest need for Quality assurance.
- Five-year average of 157 credits enrolled annually largely impacted last year being without a full-time instructor for the past two years and limited course offerings.
- Five graduates annually (unduplicated) earning ten awards over the past five –years.
- This program is needed through our role and mission at CCC to serve our area industry need for graduates.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Business Administration & Accounting

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on **May 18, 2023**
- the governing board's action was:

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

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		7930	7745	7295	8349	8462	7956.2
Faculty Full-time Equivalency (FTEF)*		13.88	13.69	15.77	12.07	12.26	13.53
SCH/Faculty FTE		570.91	565.74	462.59	776.54	690.21	588.05
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	72	78	84	90	78	80.4
	Diploma	95	100	89	123	121	105.6
	Certificate	116	125	154	226	177	159.6
	Total Awards	283	303	327	439	376	345.6
	# of Unduplicated Graduates	180	196	210	268	215	213.8

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

For CCPE use: reviewer/date

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

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

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

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

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

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

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

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

Other (detailed explanation).



Business Administration and Accounting

Coordinating Commission Seven-Year Review 2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Renaë Allen, M.S. – Program Faculty
Sara Bennett, M.B.A. – Program Faculty
Britt Blackwell, M.B.A. – Program Faculty
Laura Bulas, M.A.T. – Program Faculty
Janis DeHaven, M.B.A. – Program Faculty
Lori Hodtwalker, M.B.A. – Program Faculty
Kim Hurt, M.B.A., C.P.A. – Program Faculty
Kellie Jacobs, M.S.E. – Program Faculty
Venus King, M.A. – Program Faculty
Michelle Konen, M.A.M. – Program Faculty
Shelly Kort, M.B.A. – Program Faculty
Theresa Powell, B.S., C.P.A. – Program Faculty
Shayla Stock, M.B.A. – Program Faculty

Daniel Deffenbaugh, Ph.D. – Associate Dean of Instruction, Arts, Sciences, and Business
Tod Heier, Ed.S. – Associate Dean of Instruction, Arts, Sciences, and Business
Michelle Setlik, M.A. – Associate Dean of Instruction, Arts, Sciences, and Business
Kyle Sterner, M.S. – Associate Dean of Instruction, Arts, Sciences, and Business

Amy Mancini, Ed.D. – Dean of Instruction, Arts, Sciences, and Business
Kathy J. Fuchser, Ed.D. – Division Vice President, Arts, Sciences, and Business

Business Administration and Accounting *Program Review Summary – Dr. Amy Mancini*

The Business Administration/Accounting (BSAD/ACCT) program continues to be popular within the Arts, Sciences, and Business division at Central Community College. Within Central Community College's 25-county service area, the Business program fills a critical need for students and employers. AAS and Diploma students choose between two specializations within the Business program: Business Administration or Accounting. To enhance student learning and prepare students for future careers, certifications in Bookkeeping, Business Administration, Business Technology, Entrepreneurship, Logistics, Social Media Specialist, or Supervisory Management can be earned independently or as part of an AAS.

Employment outlook for careers in the Business program is strong nationally and within Nebraska, which should continue to drive enrollment within the Business program. According to the Nebraska Department of Labor, 9 occupations within the Business, Management and Administration Cluster are identified as H3 jobs and have an average projected growth of 13.41% with average annual openings of 382 in Nebraska. Nationally, the U.S. Bureau of Labor Statistics found that 22% of all U.S. jobs are in the Business field and the overall employment in business and financial occupations is projected to grow 7% from 2021-2031. Source: Nebraska Department of Labor www.h3.ne.gov; US Bureau of Labor Statistics Occupational Outlook Handbook. (2019)

Enrollment in the program is strong with a 5-year average of 213.8 unduplicated graduates. On average, during the same period, students in BSAD program courses completed an impressive 7,956.2 credit hours per year.

The Business Administration program exceeds the minimum thresholds for student credit hours, student credit hours to full-time equivalent faculty (FTEF) ratio, and number of graduates. The Arts, Sciences, and Business leadership team recommends continuation of the program.

I. **Program:** **Business Administration and Accounting**

II. **College Mission:** Central Community College maximizes student and community success.

III. **College Vision: The Best Choice –**

for students to achieve their educational goals.

- quality education
- personal service and individualized attention
- exceptional and passionate faculty and staff
- extraordinary value

for developing a skilled workforce.

- employability and/or successful credit transfers
- graduates who advocate for CCC
- business and industry partnerships
- state-of-the-art facilities and technologies

for advancing communities.

- educational partnerships
- strong alumni support
- foster economic development
- sustainability leaders

IV. **Program Mission Statement:** To nurture a collaborative and inclusive educational community which prepares students for the future through strong partnerships with business and industry; available transfer options; and up-to-date technology. Students will obtain skills to be flexible, adaptable, accountable, innovative, and lifelong learners.

V. **Program Vision Statement:** To nurture a collaborative and inclusive educational community.

We Value:

- Using continuous quality improvement principles to assure employment for graduates.
- Meeting employer/employee training needs to upgrade or develop new skills.
- Increasing student and staff awareness of transfer agreements with four-year institutions.
- Building relationships with high schools, community colleges, and 4-year institutions.
- Providing quality learning experiences regardless of delivery mode or location.
- Professional development goals and certification of faculty and staff.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics.

Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

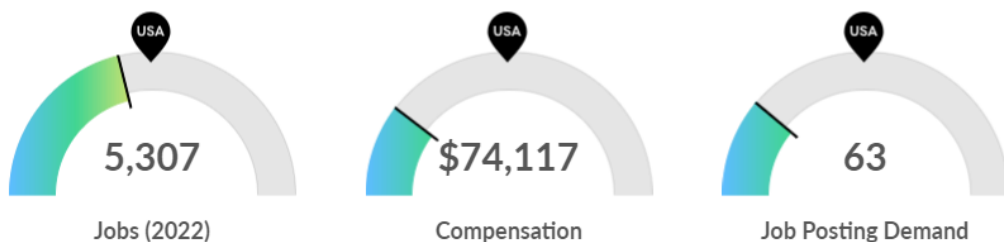
Report Parameters

11 Occupations

Chief Executives (11-1011)
Operations Managers (11-1021)
Managers (11-2022)
Administrative Services Managers (11-3012)
Facilities Managers (11-3013)
Industrial Production Managers (11-3051)
Transportation, Storage, and Distribution Managers (11-3071)
Construction Managers (11-9021)
Social and Community Service Managers (11-9151)
Cost Estimators (13-1051)
Management Analysts (13-1111)

Executive Summary

Light Job Posting Demand Over a Thin Supply of Regional Jobs



Your area is not a hotspot for this kind of job. The national average for an area this size is 6,691* employees, while there are 5,307 here.

Earnings are low in your area. The national median salary for your occupations is \$95,873, compared to \$74,117 here.

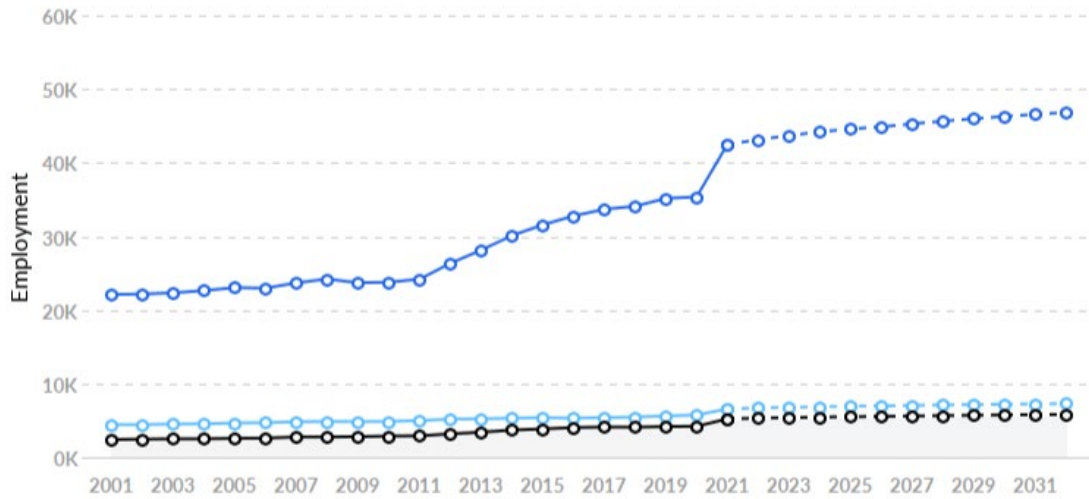
Job posting activity is low in your area. The national average for an area this size is 173* job postings/mo, while there are 63 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

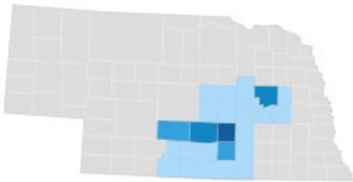
An average area of this size typically has 6,691* jobs, while there are 5,307 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	5,307	5,605	298	5.6%
● National Average	6,691	7,042	351	5.2%
● Nebraska	43,137	45,276	2,138	5.0%

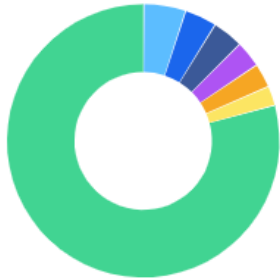
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Regional Breakdown



County	2022 Jobs
Hall County, NE	1,326
Buffalo County, NE	987
Platte County, NE	834
Adams County, NE	535
Dawson County, NE	338

Most Jobs are Found in the Local Government, Excluding Education and Hospitals Industry Sector



Industry	% of Occupation in Industry (2022)
Local Government, Excluding Education and Hospitals	5.0%
Building Equipment Contractors	3.8%
Animal Slaughtering and Processing	3.6%
Nonresidential Building Construction	3.1%
Medical Equipment and Supplies Manufacturing	2.9%
Management of Companies and Enterprises	2.3%
Other	79.3%

Compensation

Regional Compensation Is 23% Lower Than National Compensation

For your occupations, the 2021 median wage in your area is \$35.63/hr, while the national median wage is \$46.09/hr.



Job Posting Activity



752 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



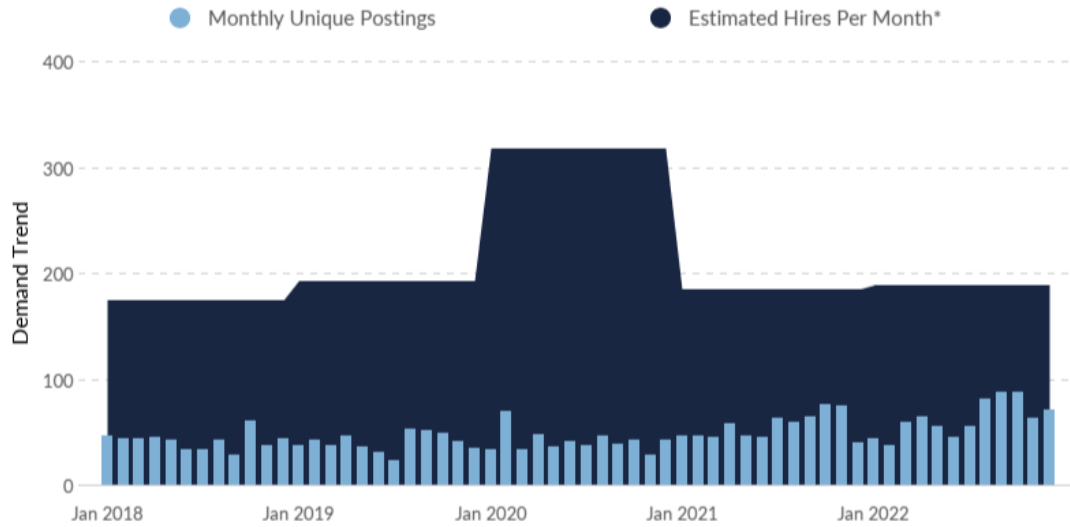
294 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.



30 Day Median Duration

Posting duration is 3 days longer than what's typical in the region.

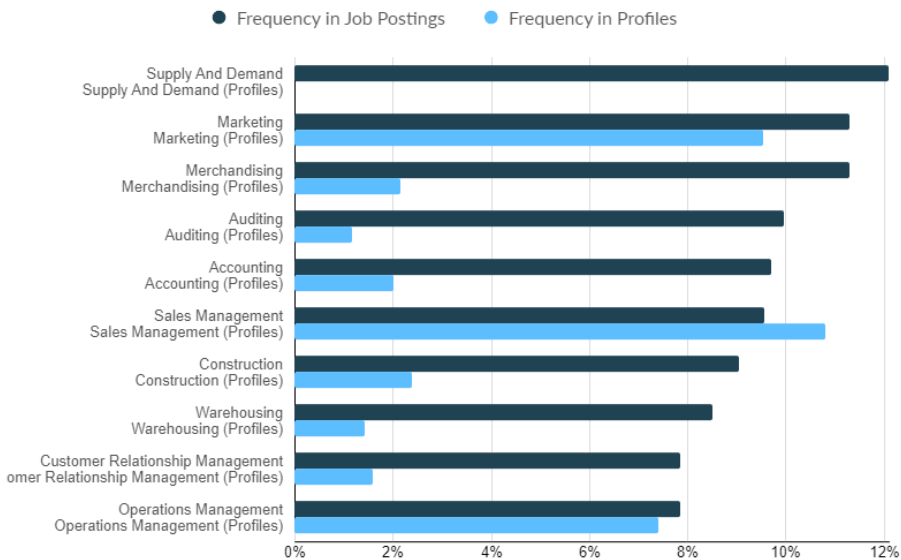


Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
General and Operations Managers	21	114
Sales Managers	11	9
Construction Managers	7	17
Industrial Production Managers	7	8
Transportation, Storage, and Distribution Managers	3	3
Facilities Managers	3	3
Management Analysts	3	7
Administrative Services Managers	2	5
Chief Executives	3	6
Cost Estimators	1	10

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings	Top Job Titles	Unique Postings
Bosselman Enterprises	36	Managers-in-Training	46
Dollar Tree	18	Assistant Operations Mana	25
CHS	17	Operations Supervisors	22
Nelnet	16	Operations Managers	18
GPAC	15	Sales Managers	16
Chief Industries	13	Territory Managers	15
State of Nebraska	13	Freight Operations Supervi:	13
XPO Logistics	13	Quality Managers	13
Allstate	12	Agency Owners	12
Mosaic	12	General Managers	12

Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Supply And Demand	91	12%	0	0%
Marketing	85	11%	826	10%
Merchandising	85	11%	187	2%
Auditing	75	10%	102	1%
Accounting	73	10%	175	2%
Sales Management	72	10%	936	11%
Construction	68	9%	207	2%
Warehousing	64	9%	123	1%
Customer Relationship Management	59	8%	137	2%
Operations Management	59	8%	641	7%

Demographics

Retirement Risk Is About Average, While Overall Diversity Is Low

1,619

Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 1,481* employees 55 or older, while there are 1,619 here.

490

Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 1,349* racially diverse employees, while there are 490 here.

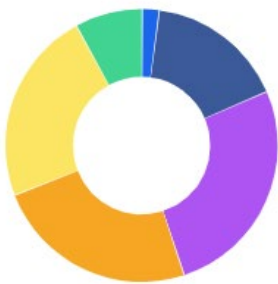
1,623

Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 1,720* female employees, while there are 1,623 here.

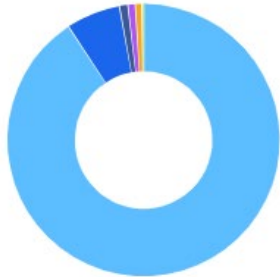
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Occupation Age Breakdown



	% of Jobs	Jobs
14-18	0.1%	3
19-24	2.0%	102
25-34	16.4%	859
35-44	26.4%	1,379
45-54	24.1%	1,261
55-64	23.0%	1,201
65+	8.0%	418

Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	90.6%	4,734
Hispanic or Latino	6.5%	337
Black or African American	1.0%	52
Asian	0.9%	45
Two or More Races	0.8%	41
American Indian or Alaska Native	0.3%	14
Native Hawaiian or Other Pacific Islander	0.0%	1

Occupation Gender Breakdown

Occupation Gender Breakdown



	% of Jobs
Males	68.9%
Females	31.1%

Graduate Pipeline



16 Programs

Of the programs that can train for this job, 16 have produced completions in the last 5 years.



1,098 Completions (2021)




The completions from all regional institutions for all degree types.



507 Openings (2021)

The average number of openings for an occupation in the region is 27.

CIP Code	Top Programs	Completions (2021)
52.0201	Business Administration and Management, General	614 
24.0101	Liberal Arts and Sciences/Liberal Studies	182 
19.0708	Child Care and Support Services Management	75 
24.0102	General Studies	58 
44.0701	Social Work	44 
52.0205	Operations Management and Supervision	43 
30.9999	Multi-/Interdisciplinary Studies, Other	28 
15.0702	Quality Control Technology/Technician	12 
49.0101	Aeronautics/Aviation/Aerospace Science and Technology, C	10 
31.0399	Parks, Recreation, and Leisure Facilities Management, Othe	8 

Top Schools	Completions (2021)
Central Community College	714 
University of Nebraska at Kearney	298 
Hastings College	86 

2023 Summary of EMSI Q4 2022 Data Set:

The report parameters above reflect jobs listed in CIP Code 52.0201 (Business Administration and Management). CCC Business program graduates can also obtain jobs listed in CIP Code 52.0301 (Accounting). Based on the data provided in this section, we find that the job growth rate is higher in the CCC service area of +5.6% annually versus the national average of +5.2% and the Nebraska average of +5.0%. The average hourly rate of \$35.63/hr. is lower in the CCC service area versus the national average of \$46.09/hr. due to higher concentration of lower paying governmental, animal processing, and construction jobs. These three sectors represent 580 jobs in the service area or 17.2%. Advertisements of job openings for business related activities accounted for 59% of total jobs available in the service area. The most sought-after skills were management, communications, and leadership. The report indicates a huge disparity in racial diversity of only 9% versus the national average of 25%. Gender diversity lags behind the national average. Graduates of CCC represent 65% (642/976) of total graduates in the service area.

A. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	72	78	84	90	78	80.4
Diploma	95	100	89	123	121	105.6
Certificate	116	125	154	226	177	159.6
Total Awards	283	303	327	439	376	345.6
# Of Unduplicated Graduates	180	196	210	268	215	213.8

2023 Summary of Awards (2021-2022 data):

The total awards decreased by 14.35% from last year, but this can be attributed to actions taken during the pandemic the year before. AAS decreased by 13.3%; diplomas decreased by 1.6%; and certificates decreased by 21.68%. This was not surprising as many workers were displaced during the COVID lockdown in 2020-2021 and were given federal funding to pursue a certificate during the shutdown, which accounted for the 46.8% jump in certificates in 2020-2021. This anomaly skews the statistics from 2020-2021 to 2021-2022. The overall 5-year average for total awards is 8.8% higher. The number of AAS degrees declined by 2.99% in 2021-2022 over the 5-year average; the number of diplomas increased by 14.58% compared to the 5-year average; and certificates increased by 10.9% in 2021-2022 compared to the 5-year average.

b. Student Credit Hours Produced per Faculty FTE

		2017-18	2018-19	2019-20	2020-21	2021-22	5-year average*
BSAD	Student Credit Hours (SCH)	4987	5000	4878	5538	5357	5152.0
	Faculty Full-Time Equivalency (FTE)	7.78	7.16	8.97	7.95	7.45	7.86
	SCH/ Faculty FTE	641.00	698.32	543.81	696.60	719.06	655.47
ACCT	Student Credit Hours (SCH)	2514	2310	1988	2088	2391	2258.2
	Faculty Full-Time Equivalency (FTE)	5.30	5.31	5.26	3.13	3.96	4.59
	SCH/ Faculty FTE	474.34	435.03	377.95	643.52	603.79	491.98
ENTR	Student Credit Hours (SCH)	378	351	363	630	654	475.2
	Faculty Full-Time Equivalency (FTE)	.59	.93	1.27	.70	.56	.81
	SCH/ Faculty FTE	640.68	377.42	285.83	900.00	1167.85	586.67
TDWL	Student Credit Hours (SCH)	51	84	66	93	60	70.8
	Faculty Full-Time Equivalency (FTE)	.21	.29	.27	.29	.29	.27
	SCH/ Faculty FTE	242.85	289.66	244.44	320.69	206.90	262.22
TOTAL	Student Credit Hours (SCH)	7930	7745	7295	8349	8462	7956.2
	Faculty Full-Time Equivalency (FTE)	13.88	13.69	15.77	12.07	12.26	13.53
	SCH/ Faculty FTE	570.91	565.74	462.59	776.54	690.21	588.04

Source: Program Stats by Alpha and Instructor-Student FTE reports.

*By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

BSAD and TDWL had a decrease in student credit hours (SCH) -3.27% and -24.73% respectively, while ACCT and ENTR increased by 14.51% and 3.8% respectively. Faculty Full-Time Equivalency (FTE) for BSAD decreased -6.29% from the prior year; ACCT increased by 26.52%; ENTR decreased by -20%; and FTE for TDWL was unchanged from the prior year. Compared to 5-year average across all four alphas SCH increased by 6.36%; FTE decreased by 9.39%; and SCH/FTE increased by 17.38%. The dramatic increase in SCH of all alphas in 2020-2021 can be attributed to workers displaced during the pandemic, so that year was an anomaly.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Criminal Justice

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on **May 18, 2023**
- the governing board's action was:

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

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		806	1257	1854	2800	2859	1915.2
Faculty Full-time Equivalency (FTEF)*		1.91	1.96	4.53	4.41	4.48	3.46
SCH/Faculty FTE		421.99	641.33	409.27	634.92	638.17	553.53
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	6	8	12	22	18	13.2
	Diploma	7	13	17	18	35	18.0
	Certificate	20	40	59	106	105	66.0
	Total Awards	33	61	88	146	158	97.2
	# of Unduplicated Graduates	15	32	51	82	93	54.6

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

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

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

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

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

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

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

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

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

Other (detailed explanation).



Criminal Justice

Coordinating Commission Seven-Year Review 2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Michael David, M.P.S. – Program Faculty
John Sumsion, M.S. – Program Faculty
Wendy Baumeister, M.S.E. – Program Faculty

Alison Feeney, M.A.E. – Associate Dean of Instruction, Career & Technical Sciences
Brian Hoffman, M.A. – Associate Dean of Instruction, Career & Technical Sciences
John McKinney, M.Div. – Associate Dean of Instruction, Career & Technical Sciences

Nate Allen, Ed.D. – Dean of Instruction, Career & Technical Sciences
Chris Waddle, J.D. – Division Vice President, Career & Technical Sciences

Criminal Justice

Program Review Summary – Dr. Nate Allen

The Criminal Justice (CRIM) program at Central Community College (CCC) has grown from a single faculty member to three full-time instructors with multiple adjuncts each semester. The program has established articulation agreements with the University of Nebraska at Kearney (UNK), a well-developed pathway program at Grand Island Public Schools, and a newly built Crime House on the Grand Island campus that can be used for hands-on learning for several Criminal Justice classes.

The CRIM program has shown steady growth over the past few years, with higher completion rates, improved retention, and development of a pathway program at GIPS. Additionally, the program is seeing increased employer and graduate satisfaction. Recent data shows that the job growth rate in the CCC service area is higher than the national average at +3.6% annually but lower than the Nebraska average of +4.9%. While fewer jobs exist in the area, advertisements for CRIM-related activities accounted for 41% of the total jobs available in the service area. The most sought-after skills by employers were emergency response, social sciences, access controls, case management, probation, mental health, and law enforcement patrolling.

The program has seen a significant increase in awards granted, including degrees, diplomas, and certificates. Graduates have also significantly grown from 15 students in 2017-2018 to 93 students in 2021-2022. This is due to higher enrollment and course completion rates (5-year avg. 74.4%), hands-on learning experiences, and increased faculty involvement. The program has also seen strong full-time and part-time enrollment numbers due to faculty focusing on student engagement and course completion rates. Employer surveys show that students are learning career requirements in this diverse field of career opportunities and demonstrate competency, emphasizing professional skills and communication. According to employer surveys, graduates also have confidence in technical and professional skills, but there is room for improvement in personal confidence. The program will continue using employer and graduate surveys to improve curriculum and program delivery.

The program review plan indicates a disparity in racial diversity, with 12% of the student population being racially diverse compared to the national average of 25%. There is also a lack of gender diversity. Graduates of CCC represent only 16% of total graduates in the service area, with Criminal Justice degree graduates representing 13% (146/1098) of all CCC programs. Despite these challenges, the program has shown promise regarding job growth and market wages for our graduates. The program has also partnered with the University of Nebraska-Kearney for a 2+2 program to help students continue their education and increase their marketability.

In conclusion, the Criminal Justice program at CCC has shown promising enrollment growth and student success. We recommend the continuation of this successful program that serves all three campuses and the centers.

- I. **Program:** **Criminal Justice**
- II. **College Mission: Central Community College maximizes student and community success.**
- III. **College Vision: The Best Choice –**
for students to achieve their educational goals.
 - quality education
 - personal service and individualized attention
 - exceptional and passionate faculty and staff
 - extraordinary value**for developing a skilled workforce.**
 - employability and/or successful credit transfers
 - graduates who advocate for CCC
 - business and industry partnerships
 - state-of-the-art facilities and technologies**for advancing communities.**
 - educational partnerships
 - strong alumni support
 - foster economic development
 - sustainability leaders
- IV. **Program Mission Statement:** The Central Community College Criminal Justice program will provide the education necessary for students to be successful in working in the criminal justice profession locally and across the state and/or continue with their higher education.
- V. **Program Vision Statement:** In order to meet the growing employment needs of the Criminal Justice field along with providing a quality and stimulating educational experience the Criminal Justice program will:
 - Provide quality learning experience regardless of delivery mode or location.
 - Meet annually with professionals in the field for program input, evaluation, and modification.
 - Use continuous quality improvement principles to assure employment for graduates.
 - Build a relationship with high school counselors and educators along with participating in career fairs.
 - Utilize subject matter experts currently working in the field along with field trips to combine what is learned in the classroom with real life Criminal Justice.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics.

Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States.

This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

Report Parameters

6 Occupations

Probation Officers and Correctional Treatment Specialists (21-1092)

Correctional Officers and Jailers (33-3012)

Police and Sheriff's Patrol Officers (33-3051)

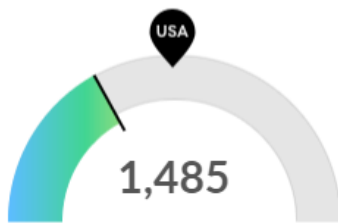
Security Guards (33-9032)

School Bus Monitors (33-9094)

Protective Service Workers, All Other (33-9099)

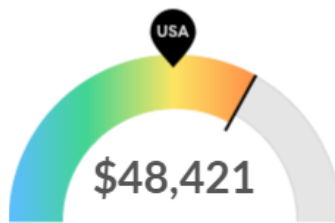
Executive Summary

Light Job Posting Demand Over a Thin Supply of Regional Jobs



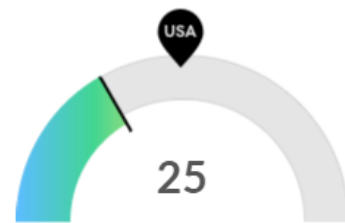
Jobs (2022)

Your area is not a hotspot for this kind of job. The national average for an area this size is 2,481* employees, while there are 1,485 here.



Compensation

Earnings are high in your area. The national median salary for your occupations is \$41,387, compared to \$48,421 here.



Job Posting Demand

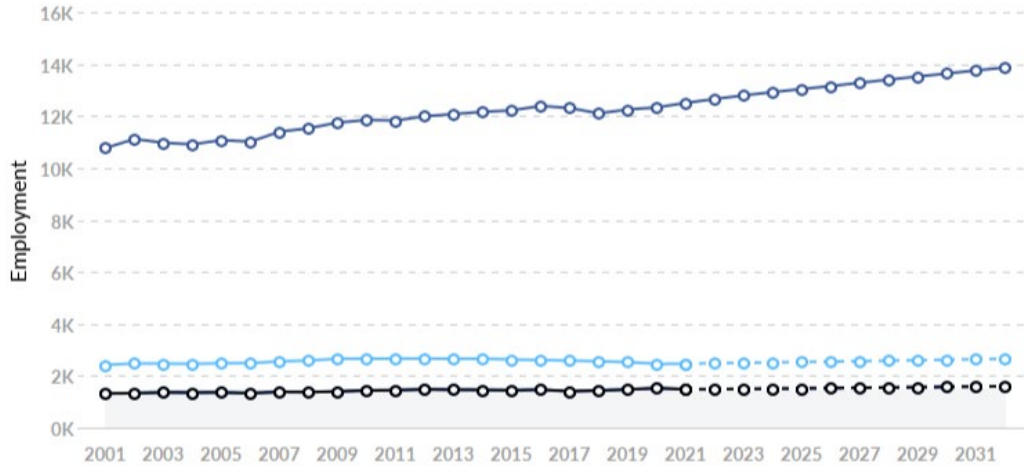
Job posting activity is low in your area. The national average for an area this size is 43* job postings/mo, while there are 25 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

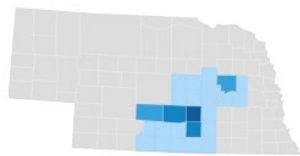
An average area of this size typically has 2,481* jobs, while there are 1,485 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	1,485	1,539	54	3.6%
● National Average	2,481	2,564	83	3.4%
● CCC	1,485	1,539	54	3.6%
● State of Nebraska	12,653	13,279	625	4.9%

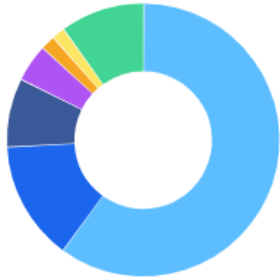
*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2022 Jobs
Hall County, NE	331
Buffalo County, NE	239
Adams County, NE	204
Platte County, NE	142
Dawson County, NE	107

Most Jobs are Found in the Local Government, Excluding Education and Hospitals Industry Sector

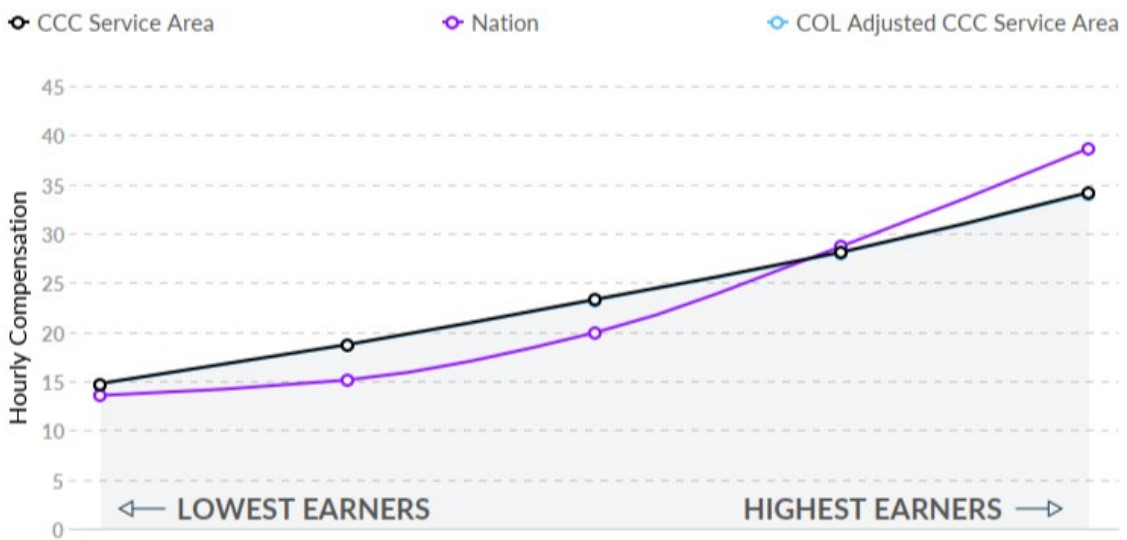


Industry	% of Occupation in Industry (2022)
Local Government, Excluding Education and Hospitals	59.9%
State Government, Excluding Education and Hospitals	14.2%
Investigation and Security Services	8.2%
Education and Hospitals (Local Government)	4.5%
Education and Hospitals (State Government)	1.7%
Federal Government, Military	1.5%
Other	10.0%

Compensation

Regional Compensation Is 17% Higher Than National Compensation

For your occupations, the 2021 median wage in your area is \$23.28/hr, while the national median wage is \$19.90/hr.



Job Posting Activity



303 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



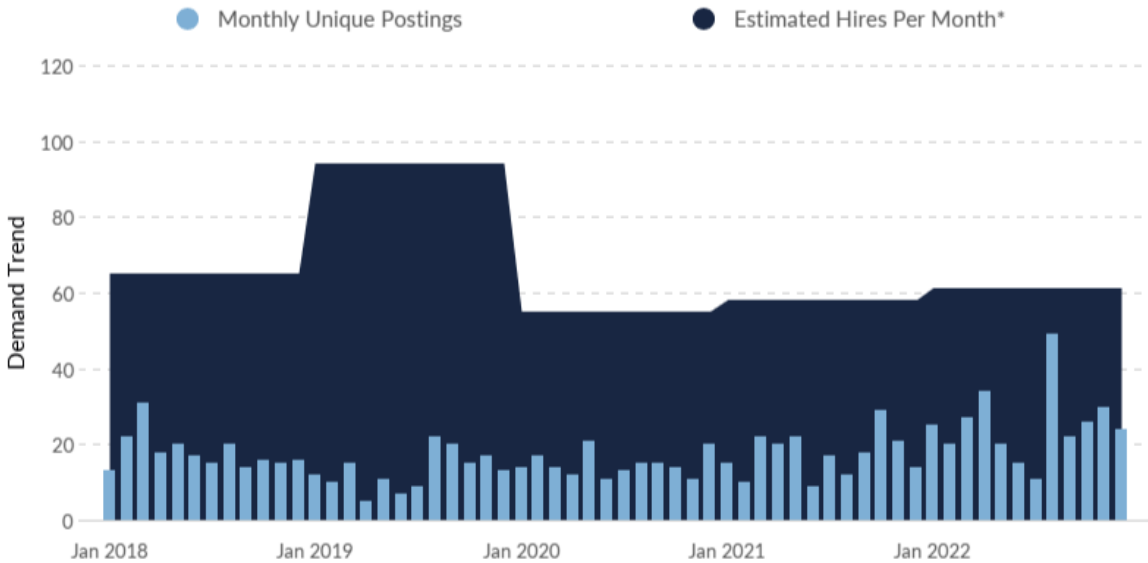
30 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.



22 Day Median Duration

Posting duration is 5 days shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
Security Guards	15	29
Probation Officers and Correctional Treatment Specialists	5	3
Police and Sheriff's Patrol Officers	4	16
Protective Service Workers, All Other	1	4
Correctional Officers and Jailers	1	9

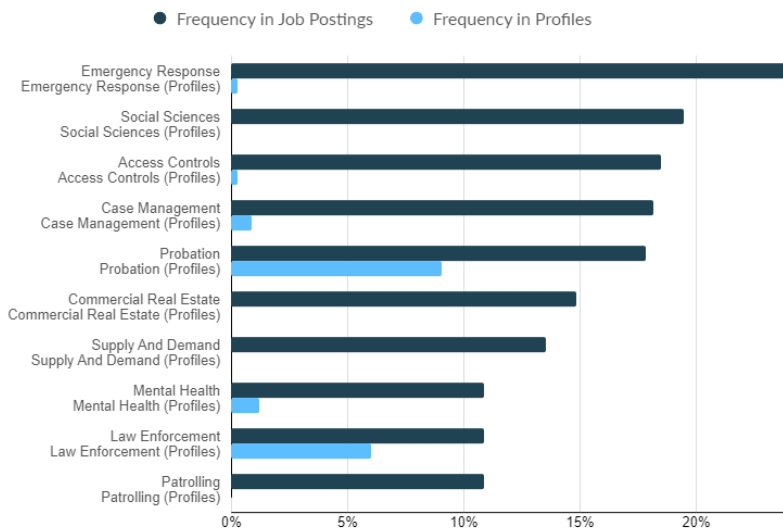
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Allied Universal	71
State of Nebraska	56
GardaWorld	27
Hastings College	26
Securitas	17
U.S. Customs And Border P	11
Agtac Services	8
SOC	7
American Security & Invest	5
Hall County Sheriff Deputy	4

Top Job Titles	Unique Postings
Security Officers	59
Campus Safety Officers	26
Probation Officers	20
Campus Security Officers	17
Specialized Probation Offic	17
Hospital Security Officers	16
Juvenile Probation Officers	15
Security Guards	15
Deputy Sheriffs	11
Police Officers	10

Top Specialized Skills

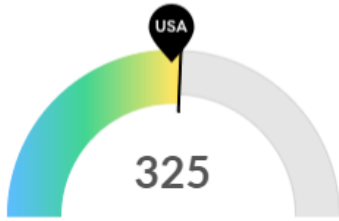
Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Emergency Response	73	24%	1	0%
Social Sciences	59	19%	0	0%
Access Controls	56	18%	1	0%
Case Management	55	18%	3	1%
Probation	54	18%	30	9%
Commercial Real Estate	45	15%	0	0%
Supply And Demand	41	14%	0	0%
Mental Health	33	11%	4	1%
Law Enforcement	33	11%	20	6%
Patrolling	33	11%	0	0%

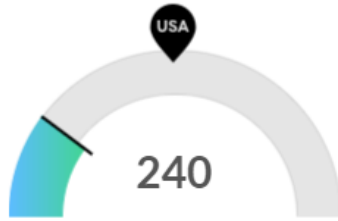
Demographics

Retirement Risk Is About Average, While Overall Diversity Is Low



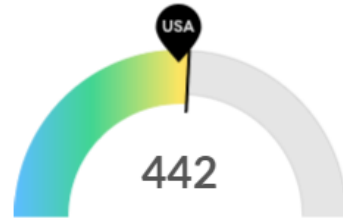
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 312* employees 55 or older, while there are 325 here.



Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 730* racially diverse employees, while there are 240 here.



Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 421* female employees, while there are 442 here.

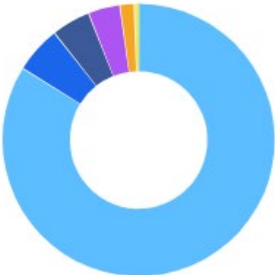
*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



	% of Jobs	Jobs
14-18	0.9%	13
19-24	9.6%	142
25-34	26.5%	392
35-44	24.1%	357
45-54	16.8%	249
55-64	16.3%	242
65+	5.7%	84

Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	83.8%	1,238
Hispanic or Latino	5.6%	83
Black or African American	4.6%	68
Two or More Races	3.8%	56
American Indian or Alaska Native	1.7%	25
Asian	0.6%	9
Native Hawaiian or Other Pacific Islander	0.0%	0

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	70.1%	1,037
Females	29.9%	442

Graduate Pipeline



3 Programs

Of the programs that can train for this job, 3 have produced completions in the last 5 years.



222 Completions (2021)

The completions from all regional institutions for all degree types.



165 Openings (2021)

The average number of openings for an occupation in the region is 27.

CIP Code	Top Programs	Completions (2021)
43.0104	Criminal Justice/Safety Studies	171
44.0701	Social Work	44
45.0401	Criminology	7

Top Schools	Completions (2021)
Central Community College	146
University of Nebraska at Kearney	69
Hastings College	7

2023 Summary of EMSI Q4 2022 Data Set:

While there are fewer jobs in our area, the job growth rate is higher in the CCC Service area of +3.6% annually versus National Average of +3.4% but is lower than the Nebraska Average of +4.9%. The average hourly rate of \$23.28/hr. is higher in the CCC service area versus National Average of \$19.90/hr. Advertisements of job openings for the CRIM related activities accounted for 41% of total jobs available in the Service Area. The most soft-after skills were Emergency Response, Social Sciences, Access Controls, Case Management, Probation, Mental Health, Law Enforcement Patrolling. The report indicates a large disparity in Racial Diversity of only 12% versus National Average of 25%. Also lack of Gender Diversity. Graduates of CCC represent 16% of total graduates in the Service Area. Criminal Justice Degree graduates in Service Area represent 13% (146/1098) of all Programs.

A. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	6	8	12	22	18	13.2
Diploma	7	13	17	18	35	18.0
Certificate	20	40	59	106	105	66.0
Total Awards	33	61	88	146	158	97.2
# Of Unduplicated Graduates	15	32	51	82	93	54.6

2023 Summary of Awards (2021-22 data):

We continue to see growth in total awards granted with a slight fluctuation between the different category of awards. Over the last 5 years we have seen more than a triple in all categories of awards that include Degrees, Diplomas and Certificates. The gains can be attributed to higher enrollment along with higher completion rates caused by focusing on student success and engagement. Hands on as well as Instructor involvement on all campuses and learning centers also helped grown these numbers.

b. Student Credit Hours Produced per Faculty FTE

	2017-18	2018-19	2019-20	2020-21	2021-22	5-year average*
Student Credit Hours (SCH)	806	1257	1854	2800	2859	1915.2
Faculty Full-time Equivalency (FTE)	1.91	1.96	4.53	4.41	4.48	3.46
SCH/Faculty FTE	421.99	641.33	409.27	634.92	638.17	553.53

Source: Program Stats by Alpha and Instructor-Student FTE reports.

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

We have seen more than a doubling of the Student Credit Hours per Faculty even with growing from one full-time instructor to 3 which was filled last year. This can be continued to continued enrollment which has grown more than three times as what it was 5 years ago.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Drafting and Design 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 **May 18, 2023**
- the governing board's action was:

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

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		1094	1077	1248	1182	1290	1178.2
Faculty Full-time Equivalency (FTEF)*		3.67	3.76	3.89	3.32	3.37	3.6
SCH/Faculty FTE		298.09	286.44	320.82	356.02	382.79	327.28
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	17	17	20	12	25	18.2
	Diploma	18	27	21	25	33	24.8
	Certificate	21	17	21	26	11	19.2
	Total Awards	56	61	62	63	69	62.2
	# of Unduplicated Graduates	33	41	34	36	39	36.6

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

For CCPE use: reviewer/date

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

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

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

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

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

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

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

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

Other (detailed explanation).



Drafting and Design Technology

Coordinating Commission Seven-Year Review 2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Renee DeWyke – Program Faculty
Gene Friesen – Program Faculty
Amy Stuart – Program Faculty

Alison Feeney, M.A.E. – Associate Dean of Instruction, Career & Technical Sciences
Brian Hoffman, M.A. – Associate Dean of Instruction, Career & Technical Sciences
John McKinney, M.Div. – Associate Dean of Instruction, Career & Technical Sciences

Nate Allen, Ed.D. – Dean of Instruction, Career & Technical Sciences
Chris Waddle, J.D. – Division Vice President, Career & Technical Sciences

Drafting and Design Technology

Program Review Summary – Dr. Nate Allen

The Drafting and Design Technology (DSGN) program continues to be a successful program within the Career and Technical Sciences division at Central Community College serving the architectural, manufacturing, and structural steel industries across our twenty-five-county service area with three full-time instructors located on the Hastings and Grand Island campuses.

Students are exposed to several software programs while progressing through the program course sequence, AutoCAD, Computer-Aided Design, SolidWorks, Bill of Materials, Autodesk Revit, Manufacturing Processes, 3D Modeling, AutoCAD Civil 3D, Calipers, and Supply and Demand. Three program specializations in architectural, manufacturing, and structural steel prepare drafting students to be marketable and prepared to work in the variety of drafting and design industries. The number of available jobs in our service area has increased significantly for the Drafting and Design career field over the last two years according to our advisory board members, despite the data showing the need for jobs in this program area has decreased slightly according to ESMI data.

The awards within the DSGN program at CCC have had a steady increase with a five-year average of 62 total awards received by our graduates. The program continues to provide a ladder structure of program awards with the addition of two certificates in 2023 totaling three certificates, one diploma, and an AAS degree. Over the past five years, the number of degrees awarded annually have ranged from 12-25 with a five-year average of 18.2.

The faculty are working with local industry to reach a more comparable pay wage compared to the state and national averages. Discussions about pay increases have helped increase part-time students, apprenticeship opportunities and dual degrees within our DSGN and Advanced Manufacturing Design Technology (AMDT) programs. Our DSGN Manufacturing faculty and AMDT programs are working on more efficient paths of crossover training to allow our students to have an enhanced resume upon graduation with dual AAS degrees. Also, on the Hastings campus the DSGN program has purchased a handheld 3D scanner along with the metal 3D printer. These processes are being incorporated into the DSGN program.

The Drafting and Design Technology program meets the minimum thresholds for student credit hours, student credit hours to full-time equivalent faculty (FTEF) ratio, and number of graduates. Career and Technical Sciences leadership recommends continuation of the program.

I. **Program:** **Drafting & Design Technology (DSGN)**

II. **College Mission:** Central Community College maximizes student and community success.

III. **College Vision: The Best Choice –**

for students to achieve their educational goals.

- quality education
- personal service and individualized attention
- exceptional and passionate faculty and staff
- extraordinary value

for developing a skilled workforce.

- employability and/or successful credit transfers
- graduates who advocate for CCC
- business and industry partnerships
- state-of-the-art facilities and technologies

for advancing communities.

- educational partnerships
- strong alumni support
- foster economic development
- sustainability leaders

IV. **Program Mission Statement:** The Drafting & Design Technology program will provide highly skilled technicians to the local and area workforce.

V. **Program Vision Statement:** The Drafting & Design Technology program will have a clearly defined program of study with specializations in Architectural Design and Documentation, Structural Steel Detailing, Manufacturing Drafting & Design Technology, and academic transfer. The curriculum will be designed to produce associate degree graduates that are ready to enter employment or transfer to 4-year engineering, architectural, or educational programs.

The Drafting & Design Technology program will use state-of-the-art hardware and software in attractive lab environments that are well maintained and reflect a professional working environment.

The Drafting & Design Technology program will be a regional leader in the delivery of graphical communications curriculum.

The Drafting & Design Technology program will implement and integrate new areas of study in parametric design, scanning and reverse engineering, 3-dimensional drawing, computer aided design and manufacturing, structural steel detailing, and online learning.

The Drafting & Design Technology program will be a significant contributor for the economic development of Central Nebraska by providing highly skilled technicians who can bring new technologies to the region.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics.

Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

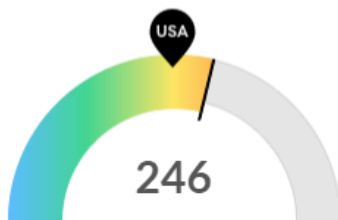
Report Parameters

1 Occupation

Drafters (17-3010)

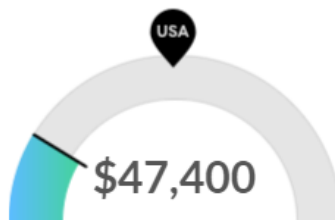
Executive Summary

Light Job Posting Demand Over a Deep Supply of Regional Jobs



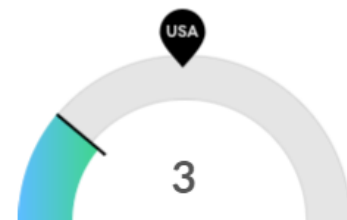
Jobs (2022)

Your area is a hotspot for this kind of job. The national average for an area this size is 199* employees, while there are 246 here.



Compensation

Earnings are low in your area. The national median salary for Drafters is \$59,546, compared to \$47,400 here.



Job Posting Demand

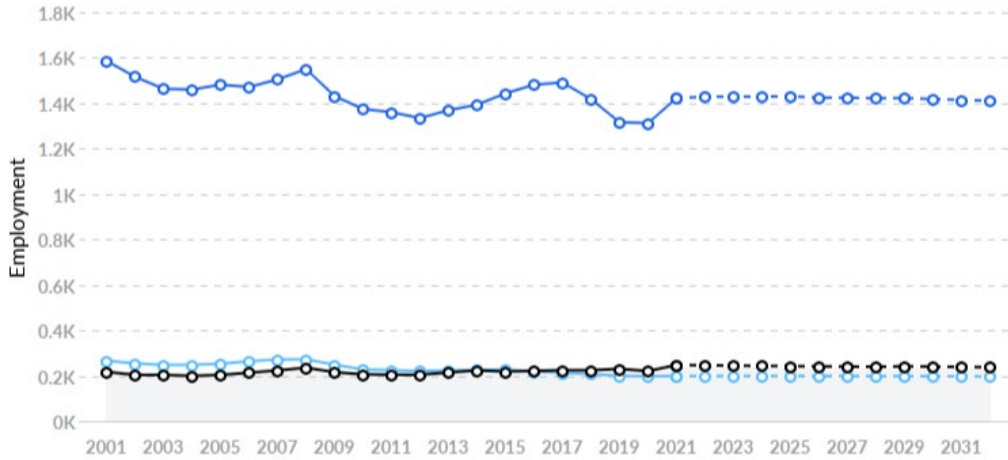
Job posting activity is low in your area. The national average for an area this size is 7* job postings/mo, while there are 3 here.

*National average values are derived by taking the national value for Drafters and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Higher Than the National Average

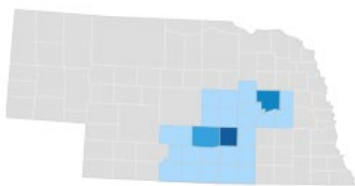
An average area of this size typically has 199* jobs, while there are 246 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	246	240	-6	-2.3%
● National Average	199	199	0	0.0%
● Nebraska	1,428	1,424	-4	-0.3%

*National average values are derived by taking the national value for Drafters and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2022 Jobs
Hall County, NE	100
Platte County, NE	78
Buffalo County, NE	33
Adams County, NE	<10
Hamilton County, NE	<10

Most Jobs are Found in the Architectural, Engineering, and Related Services Industry Sector

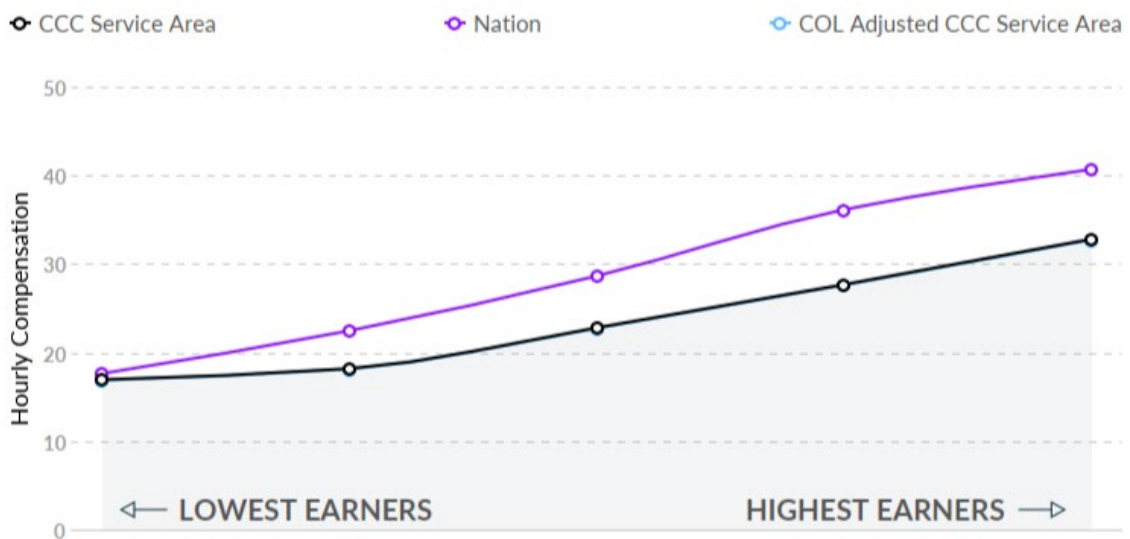


Industry	% of Occupation in Industry (2022)
Architectural, Engineering, and Related Services	26.9%
Architectural and Structural Metals Manufacturing	18.0%
Agriculture, Construction, and Mining Machinery Manufacturing	14.0%
Building Equipment Contractors	5.6%
Veneer, Plywood, and Engineered Wood Product Manufacturing	4.4%
Other Fabricated Metal Product Manufacturing	3.9%
Other	27.1%

Compensation

Regional Compensation Is 20% Lower Than National Compensation

For Drafters, the 2021 median wage in your area is \$22.79/hr, while the national median wage is \$28.63/hr.



Job Posting Activity



31 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



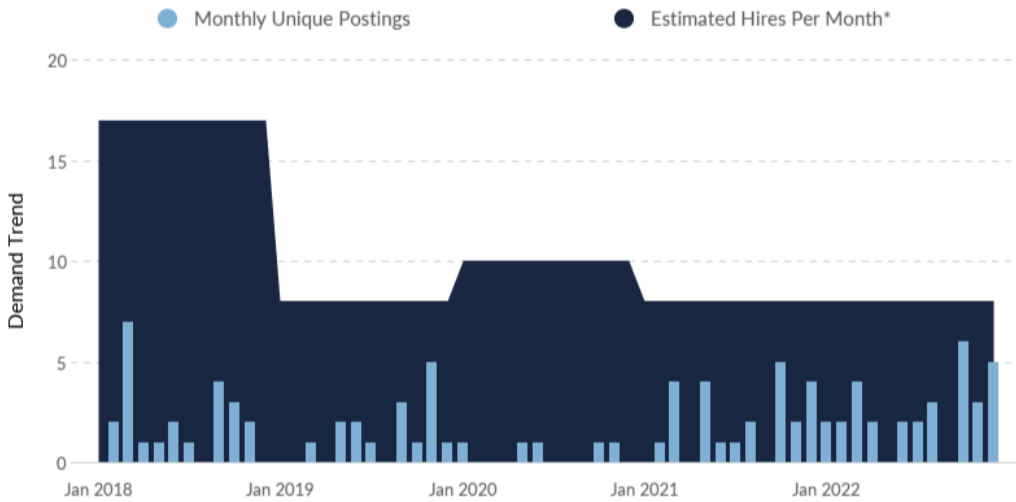
15 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.



22 Day Median Duration

Posting duration is 5 days shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
Drafters	3	8

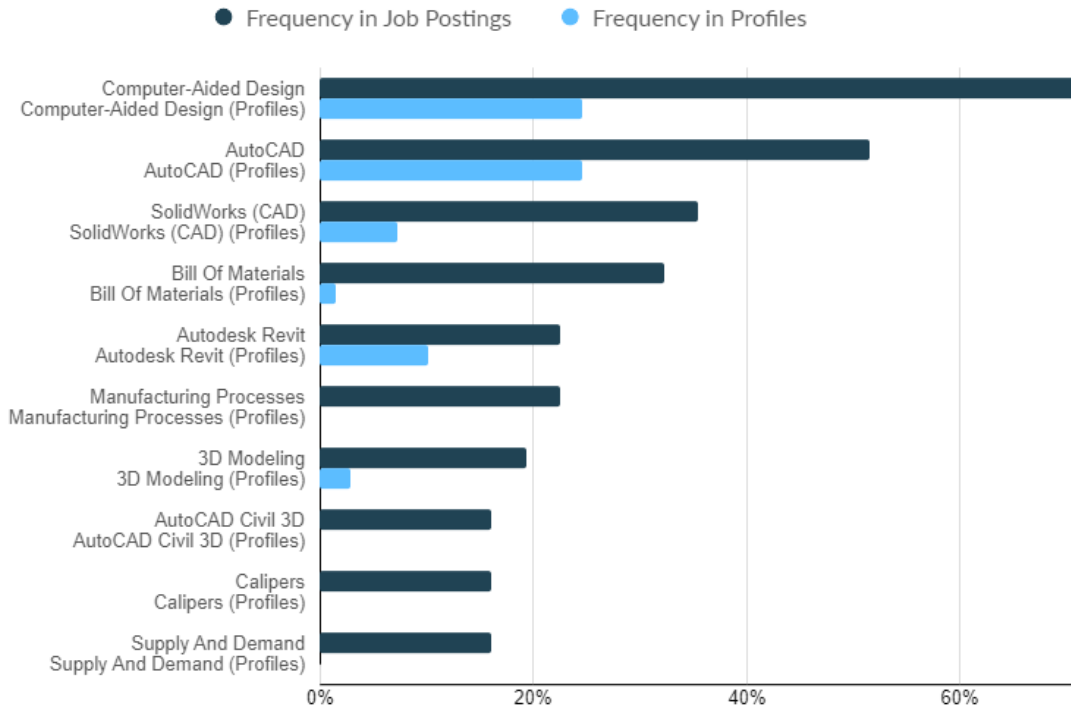
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Chief Industries	5
Olsson	3
Actalent	2
Nebraska Public Power Dis	2
Olsson Associates	2
Timpte	2
Associated Staffing	1
BD	1
Columbus Hydraulics Com	1
Essential Personnel	1

Top Job Titles	Unique Postings
Drafters	12
Development Technicians	3
Structural Drafters	3
BIM Detailers	2
Mechanical Designers	2
Survey CAD Technicians	2
Additive Manufacturing En	1
Architectural CAD Techni	1
CAD Drafters	1
Controls Designers	1

Top Specialized Skills

Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Computer-Aided Design	22	71%	17	25%
AutoCAD	16	52%	17	25%
SolidWorks (CAD)	11	35%	5	7%
Bill Of Materials	10	32%	1	1%
Autodesk Revit	7	23%	7	10%
Manufacturing Processes	7	23%	0	0%
3D Modeling	6	19%	2	3%
AutoCAD Civil 3D	5	16%	0	0%
Calipers	5	16%	0	0%
Supply And Demand	5	16%	0	0%

Demographics

Retirement Risk Is About Average, While Overall Diversity Is Low

68

Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 62* employees 55 or older, while there are 68 here.

28

Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 62* racially diverse employees, while there are 28 here.

50

Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 52* female employees, while there are 50 here.

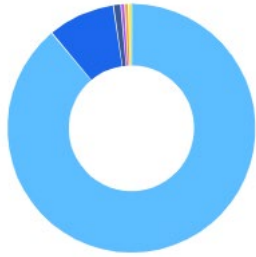
*National average values are derived by taking the national value for Drafters and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



	% of Jobs	Jobs
14-18	0.5%	1
19-24	7.7%	19
25-34	24.0%	59
35-44	22.0%	54
45-54	18.3%	45
55-64	21.0%	52
65+	6.4%	16

Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	88.8%	219
Hispanic or Latino	8.8%	22
Asian	1.0%	2
Two or More Races	0.5%	1
Black or African American	0.5%	1
American Indian or Alaska Native	0.4%	1
Native Hawaiian or Other Pacific Islander	0.0%	0

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	79.9%	197
Females	20.1%	50

Graduate Pipeline



2 Programs

Of the programs that can train for this job, 2 have produced completions in the last 5 years.



63 Completions (2021)

The completions from all regional institutions for all degree types.



26 Openings (2021)

The average number of openings for an occupation in the region is 27.

CIP Code	Top Programs	Completions (2021)
15.1301	Drafting and Design Technology/Technician, General	63 <div style="width: 100%; height: 10px; background-color: #0070C0;"></div>

Top Schools	Completions (2021)
Central Community College	63 <div style="width: 100%; height: 10px; background-color: #0070C0;"></div>

2023 Summary of EMSI Q4 2022 Data Set:

Our service area is a unique area in that it is a hotspot for drafting careers, yet it falls well below the national average for salary. Approximately, around 2019 there was a dip in employment for the drafting career field, creating a well-known shortage of drafters to fill a multitude of spots left open by early retirements, illness and other reasons. The EMSI data provided above proves that not only were many drafting jobs created in the region and unfulfilled, but it also displayed that the drafting careers in our service area pay approximately \$12,000 less a year than the national average. With 178 jobs in Hall and Platte Counties alone, this represents the need for drafting programs in our mid-Nebraska service area to support these career vacancies. Currently we provide these programs in Hall and Adams County only. In the data provided it shows advertisements of job openings for DSGN/Drafting has only one related activity so all 38 unique job postings under 24 employers represents the total jobs available in the service area. Even though there is only one main related activity, there is a list of desired specialized skills which consist of; Computer-Aided Design, AutoCAD, SolidWorks (CAD), Bill of Materials, Autodesk Revit, Manufacturing Processes, 3D Modeling, AutoCAD Civil 3D, Calipers, and Supply and Demand. No matter the specialty requested, there is still evidence indicating a huge disparity in racial diversity of only 11% versus national average of 25%, as well as a lack of gender diversity. The 69 Graduates of CCC represent all graduates in the Service Area. DSGN/Drafting degree graduates in our service area represent 2.2% (69/1640) of all programs.

B. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	17	17	20	12	25	18.2
Diploma	18	27	21	25	33	24.8
Certificate	21	17	21	26	11	19.2
Total Awards	56	61	62	63	69	62.2
# Of Graduates	33	41	34	36	39	36.6

Awards

2023 Summary of Awards (2021-22 data):

The number of available jobs in our service area has increased significantly for the Drafting and Design career field over the last two years. The awards within the DSGN program at CCC have had a steady increase, unfortunately not enough to cover the immediate high demand from our local employers. Evidence provided by the EMSI Q4 2022 indicates the hourly income for drafters in our service area are not increasing as fast as the national level. This slow increase in hourly wages is creating a situation for our students to seek additional degrees along with the DSGN awards to increase their job prospects. Over the past six months local employers have reached out to the faculty at CCC on how they can increase their incentives for new employees. Many of these

employers are following through with different incentive programs such as the CCC apprenticeship program that allows for students to work while going to school and receive full benefits. Another incentive that multiple local employers are taking initiative in is raising their starting wage by an average of \$5.00 an hour. The faculty at CCC along with the local employers hope these incentives will increase the rate of availability to fill the high demand of open drafting positions. In retrospect the increase of the drafting shortage was enhanced by the onset of COVID-19. During the pandemic, many employers lost employees due to illness, early retirement or simply wanting a more positive work environment. The faculty of the DSGN program at CCC hope that the increase in wages will continue to rise and close the gap with the national standards so the needs of our local employers can be met with our graduating students.

b. Student Credit Hours Produced per Faculty FTE

	2017-18	2018-19	2019-20	2020-21	2021-22	5-year average
Student Credit Hours (SCH)	1094	1077	1248	1182	1290	1178.2
Faculty Full-time Equivalency (FTE)	3.67	3.76	3.89	3.32	3.37	3.6
SCH/Faculty FTE	298.09	286.44	320.82	356.02	382.79	327.28

Source: Program Stats by Alpha and Instructor-Student FTE reports.

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

Student Credit Hours per Faculty FTE

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

The student credit hours continued to increase for the 2021-2022 academic year in conjunction with a steady increase of awards being completed within the DSGN program. Faculty is encouraged to see the number of students enrolling and completing the program. This will help support the industry need and reward the local industry for their increase in hourly wages for the incoming drafters.

2023 Summary Statement:

The DSGN faculty continue to grow the dialogue with students on how to enhance their resume by obtaining dual degrees or taking additional elective alpha's. As we witnessed with COVID, any student or employee that can demonstrate multiple skillsets will have a stronger rate of retention with an employer. Taking these multitude of vast skills with them could allow for a higher pay that could assist in bridging the gap from our service area into the national average. The faculty will also continue to have an open discussion with employers in our service area on how to increase that hourly wage, so students and prospective employees see a desire to enter the workforce with a degree in the DSGN area.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Environmental Health and Safety

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on **May 18, 2023**
- the governing board's action was:

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

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		30	78	99	75	135	83.4
Faculty Full-time Equivalency (FTEF)*		.14	.36	.21	.43	.43	.31
SCH/Faculty FTE		214.29	216.67	471.43	174.42	313.95	269.03
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	0	0	1	0	2	.8
	Diploma	0	0	1	1	1	.8
	Certificate	0	2	2	5	1	2.5
	Total Awards	0	2	4	6	4	4.0
	# of Unduplicated Graduates	0	2	3	6	3	3.5

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

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).

The Environmental Health and Safety (ENHS) Program is critical to Central Community College's mission of maximizing community and student success through preparing student for employment as front-line health and safety technicians and managers in industries throughout Nebraska. The program is designed for students instructed in careers in safety, industrial environmental regulations and compliance, hazardous materials handling and safe storage in industrial, medical and educational environments. The ENHS program at Central is relatively new beginning in Spring 2016. Central began the program with two part-time faculty members and partners with another program to assist with recruiting to the program. Health and safety are a priority for all leaders and employers in our communities and is therefore an essential component in the program of work at Central Community College. Students enrolled in the ENHS program are already in the workforce and are working full-time. These students have identified that environmental and safety related positions are an interest and also an opportunity for advancement to excel in their workplace and are enrolled at Central to improve their skillset. Because these students are working full-time, the students are able to enroll at Central on a part-time basis for 6 credit hours per semester. Central has developed a plan for students to complete the ENHS program at 6 credits per semester. Central continues to be committed to our ENHS program.

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

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

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

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

—

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

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

Other (detailed explanation).



Environmental Health and Safety
Coordinating Commission Seven-Year Review
2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Alison Feeney, M.A.E. – Associate Dean of Instruction, Career & Technical Sciences
Brian Hoffman, M.A. – Associate Dean of Instruction, Career & Technical Sciences
John McKinney, M.Div. – Associate Dean of Instruction, Career & Technical Sciences

Nate Allen, Ed.D. – Dean of Instruction, Career & Technical Sciences
Chris Waddle, J.D. – Division Vice President, Career & Technical Sciences

Environmental Health and Safety

Program Review Summary – Dr. Nate Allen

The Environmental Health and Safety (ENHS) program is one of twenty programs in the Career and Technical Sciences division at Central Community College (CCC), serving the Environmental Health and Safety industry with two adjunct instructors teaching courses online. This program is designed for students interested in pursuing a career in safety, industrial environmental regulations and compliance, hazardous materials handling and safe storage in industrial, medical, and educational environments. Many of the students in the program are already in the field and enrolled part-time.

Economic Modeling Specialist International (EMSI) data suggests a steady increase in opportunity for students of Environmental Health and Safety (ENHS). As noted previously, most are already employed.

EMSI data indicates that the number of ENHS jobs is higher in the Central Community College (CCC) service area than the national average of ENHS jobs in similar sized areas. In the CCC service area, 52 unique job postings were generated, by 25 employers, for job openings for ENHS related activities. The professional skills that are most in demand were Environment Health and Safety, Occupational Safety and Health Administration (OSHA), Food Safety and Sanitation, Hazard Analysis, Safety Training, Auditing, Occupational Safety and Health Hazard Analysis and Critical Control Points (HACCP), Animal Health, and Consumer Protection. This data demonstrates a need for a continual stream of qualified ENHS workers, which the CCC ENHS program can provide.

The CCC ENHS program is retaining students at a consistent rate and employers need skilled ENHS workers, and are willing to assist them, by giving them funds for their tuition and encouraging them to complete their degrees. Because of its convenient online format, the CCC ENHS program continues to appeal especially to nontraditional students and attract students from not only the CCC service area but also students from outside of the area, and even from out of state. The ENHS program continues to provide a ladder structure of program awards with a certificate, a diploma, and an AAS degree.

Based upon the number of needed jobs, support from local industry by way of incentives for ENHS students, the convenient online class format, and its appeal to nontraditional students and students wanting to advance their careers, Career and Technical Sciences leadership recommends continuation of the program.

I. Program: **Environmental Health and Safety (ENHS)**

II. College Mission: *Central Community College maximizes student and community success.*

III. College Vision: **The Best Choice –**

for students to achieve their educational goals.

- quality education
- personal service and individualized attention
- exceptional and passionate faculty and staff
- extraordinary value

for developing a skilled workforce.

- employability and/or successful credit transfers
- graduates who advocate for CCC
- business and industry partnerships
- state-of-the-art facilities and technologies

for advancing communities.

- educational partnerships
- strong alumni support
- foster economic development
- sustainability leaders

IV. **Program Mission Statement:** The Environmental Health and Safety Technology Program strives to maximize student and industry success.

V. **Program Vision Statement:** The Environmental Health & Safety program will prepare students for employment as front-line health & safety technicians or managers required in many industries throughout the Midwest. This program is designed for students interested in pursuing a career in safety, industrial environmental regulations and compliance, hazardous materials handling and safe storage in industrial, medical, and educational environments. The Environmental Health & Safety (ENHS) coursework is available through on-line blended delivery leading to certificate, diploma, and degree award options focused on advanced programming in industrial safety.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics.

Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States.

This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

Report Parameters

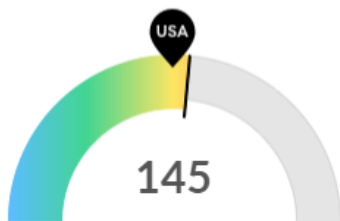
2 Occupations

Occupational Health and Safety Specialists (19-5011)

Occupational Health and Safety Technicians (19-5012)

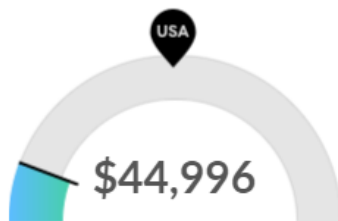
Executive Summary

Light Job Posting Demand Over an Average Supply of Regional Jobs



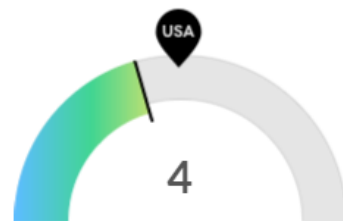
Jobs (2022)

Your area is about average for this kind of job. The national average for an area this size is 133* employees, while there are 145 here.



Compensation

Earnings are low in your area. The national median salary for your occupations is \$73,787, compared to \$44,996 here.



Job Posting Demand

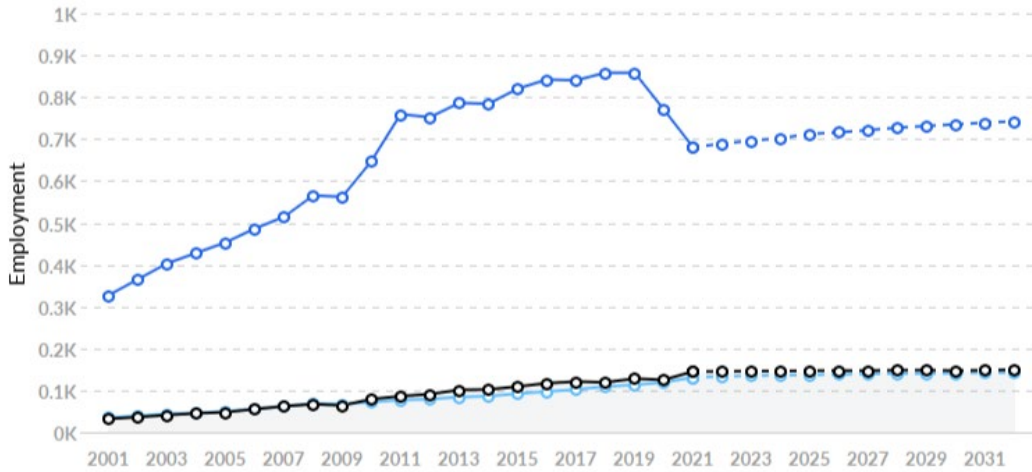
Job posting activity is low in your area. The national average for an area this size is 6* job postings/mo, while there are 4 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is About Equal to the National Average

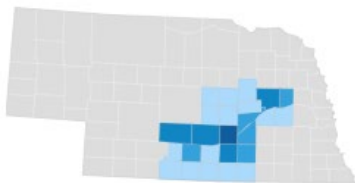
An average area of this size typically has 133* jobs, while there are 145 here.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	145	147	2	1.4%
● National Average	133	139	5	4.0%
● Nebraska	689	721	32	4.7%

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2022 Jobs
Hall County, NE	52
Buffalo County, NE	20
Platte County, NE	16
Dawson County, NE	14
Adams County, NE	11

Most Jobs are Found in the Animal Slaughtering and Processing Industry Sector



Industry	% of Occupation in Industry (2022)
Animal Slaughtering and Processing	23.4%
Local Government, Excluding Education and Hospitals	13.0%
Management, Scientific, and Technical Consulting Services	6.5%
Federal Government, Civilian	5.7%
Basic Chemical Manufacturing	5.4%
General Freight Trucking	4.6%
Other	41.5%

Compensation

Regional Compensation Is 39% Lower Than National Compensation

For your occupations, the 2021 median wage in your area is \$21.63/hr, while the national median wage is \$35.47/hr.



Job Posting Activity



52 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



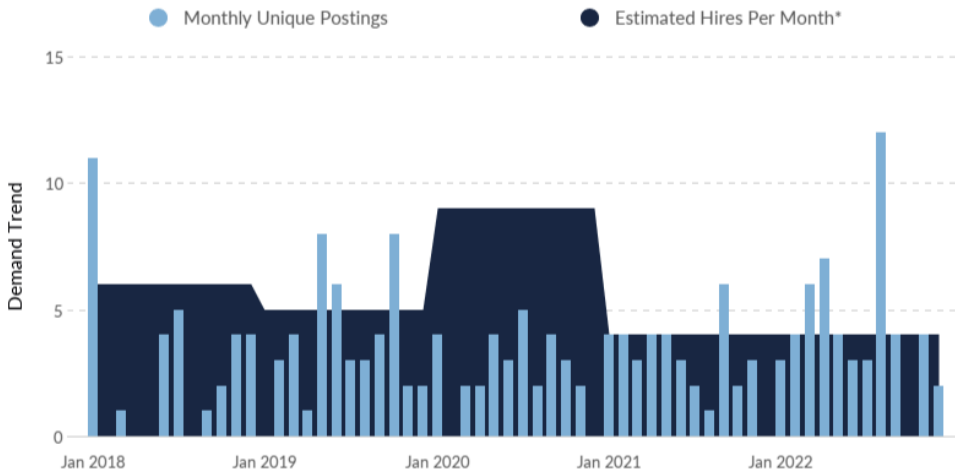
25 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.



22 Day Median Duration

Posting duration is 5 days shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
Occupational Health and Safety Specialists	3	4
Occupational Health and Safety Technicians	1	0

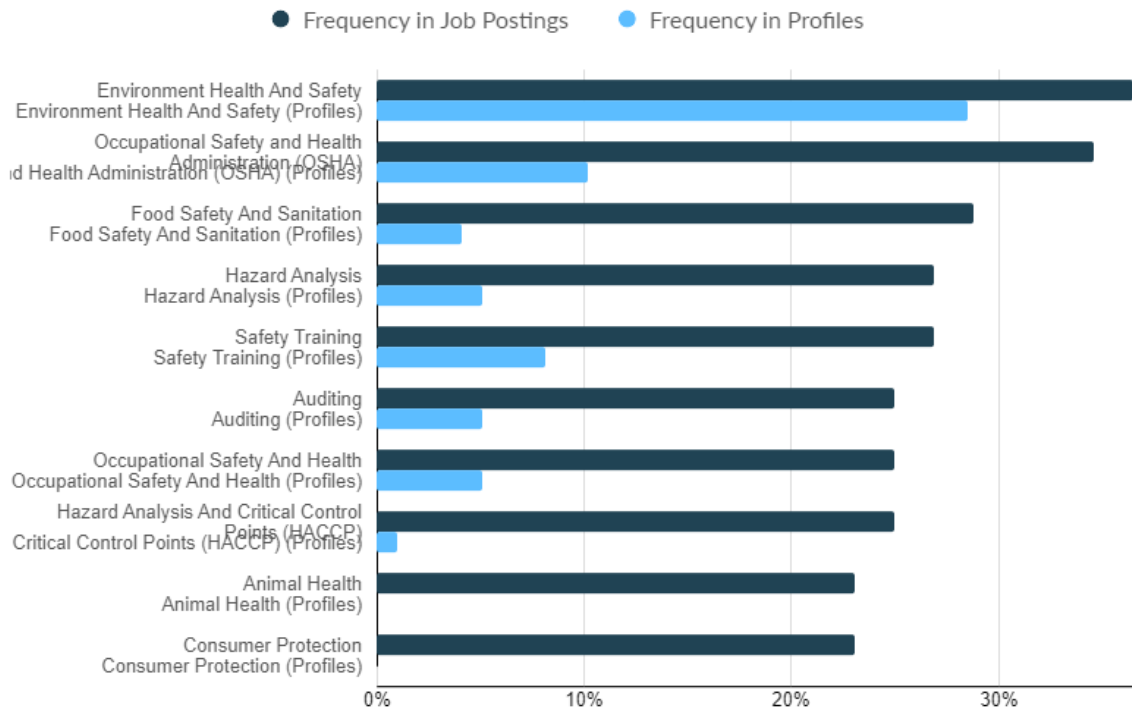
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Food Safety And Inspector	9
State of Nebraska	4
PSSI International	3
Chief Industries	2
Farm Service Agency	2
Green Plains	2
Valero Energy	2
Vishay Intertechnology	2
Associated Staffing	1
BD	1

Top Job Titles	Unique Postings
Consumer Safety Inspector	13
Safety Specialists	7
Environmental Health and S	4
Environmental Health and S	4
Safety Program Managers	4
Field Safety Managers	3
Safety Directors	3
Health and Safety Coordinat	2
Safety Coordinators	2
Safety Managers	2

Top Specialized Skills

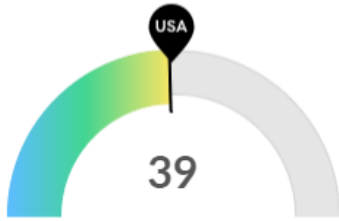
Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Environment Health And Safety	19	37%	28	29%
Occupational Safety and Health Administration (OSHA)	18	35%	10	10%
Food Safety And Sanitation	15	29%	4	4%
Hazard Analysis	14	27%	5	5%
Safety Training	14	27%	8	8%
Auditing	13	25%	5	5%
Occupational Safety And Health	13	25%	5	5%
Hazard Analysis And Critical Control Points (HACCP)	13	25%	1	1%
Animal Health	12	23%	0	0%
Consumer Protection	12	23%	0	0%

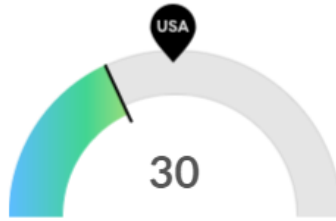
Demographics

Retirement Risk Is About Average, While Overall Diversity Is Low



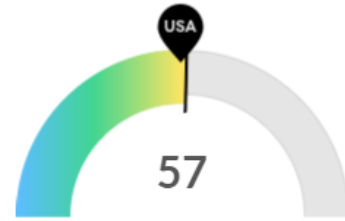
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 40* employees 55 or older, while there are 39 here.



Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 47* racially diverse employees, while there are 30 here.



Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 56* female employees, while there are 57 here.

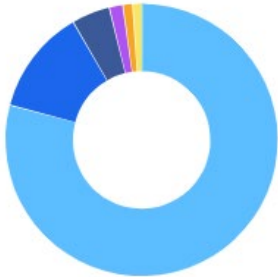
*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



	% of Jobs	Jobs
14-18	0.3%	0
19-24	6.4%	9
25-34	23.8%	34
35-44	19.7%	29
45-54	22.8%	33
55-64	22.0%	32
65+	5.1%	7

Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	79.1%	114
Hispanic or Latino	12.5%	18
Black or African American	4.5%	7
Two or More Races	1.6%	2
Asian	1.2%	2
American Indian or Alaska Native	1.1%	2
Native Hawaiian or Other Pacific Islander	0.0%	0

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	60.2%	87
Females	39.8%	57

Graduate Pipeline



1 Program

Of the programs that can train for this job, 1 has produced completions in the last 5 years.

CIP Code **Top Programs**

15.0701 Occupational Safety and Health Technology/Technician



6 Completions (2021)

The completions from all regional institutions for all degree types.



11 Openings (2021)

The average number of openings for an occupation in the region is 27.

Completions (2021)

6

Top Schools

Completions (2021)

Central Community College 6

2023 Summary of EMSI Q4 2022 Data Set:

There has been a slight increase of jobs in our area, the job growth rate is higher in the CCC Service area of +1.4% annually versus the National Average of +4.0% and Nebraska’s Average of +4.7%. The average hourly rate of \$21.63/hr. is lower in the CCC service area versus National Average of \$35.47/hr. due to a higher concentration of lower pay in the service area. In the service area, 52 unique job postings were generated, by 25 employers, for job openings for ENHS related activities. The sectors that are most in demand were Environment Health and Safety, Occupational Safety and Health Administration (OSHA), Food Safety and Sanitation, Hazard Analysis, Safety Training, Auditing, Occupational Safety and Health Hazard Analysis and Critical Control Points (HACCP), Animal Health, and Consumer Protection. The report indicates that Racial Diversity is low, 30% versus the National Average of 57%. Also, Gender Diversity compares closely to the National Average. Graduates of CCC represent all completers in the Service Area. ENHS Degree graduates in Service Area represent .5% (6/1098) of all Programs.

B. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	0	-	1	-	2	0.8
Diploma	0	-	1	1	1	0.8
Certificate	0	2	2	5	1	2.5
Total Awards	0	2	4	6	4	4.0
# Of Unduplicated Graduates	0	2	3	6	3	3.5

2023 Summary of Awards (2021-22 data):

A total of 2 AAS awards given out in 2021-22 which is above the 5-yr avg of 0.8. In addition to this, 1 diploma and 1 certificate were also awarded for a total of 4 awards for 2021-22.

b. Student Credit Hours Produced per Faculty FTE

	17-18	18-19	19-20	20-21	22-22	5 yr avg*
Student Credit Hours (SCH)	30	78	99	75	135	83.4
Faculty Full-time Equivalency (FTE)	.14	.36	.21	.43	.43	.31
SCH/Faculty FTE	214.29	216.6	471.43	174.42	313.95	269.03

Source: Program Stats by Alpha and Instructor-Student FTE reports.

*By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

The number of student credit hours in the ENHS program grew from a total of 75 in 2020-2021 to a total of 135 in 2021-2022, this resulted in an increase over the 5-year average of 83.4 credit hours. The ratio then for student contact hours verses faculty full-time hours increased as well.

2023 Summary Statement:

The ENHS technology program has three primary needs. First, to continue updates in the curriculum so that student resource materials stay current, as well as promotional items for trade shows. Second, professional development of faculty have potential positive impacts in all current goals from recruitment, student success, and curriculum relevancy. And third, increase program enrollments, graduations rates, and awards.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Hospitality Management and Culinary Arts

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on **May 18, 2023**
- the governing board's action was:

Signed: _____
(Chief Academic Officer or designated representative)

_____ (Date)

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		720	842	824	680	581	729.4
Faculty Full-time Equivalency (FTEF)*		2.61	2.22	2.20	2.73	2.79	2.51
SCH/Faculty FTE		275.86	379.28	374.55	249.08	208.24	290.60
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	7	7	3	13	5	7.0
	Diploma	13	5	17	8	6	9.8
	Certificate	7	26	26	23	23	21.0
	Total Awards	27	38	46	44	34	37.8
	# of Unduplicated Graduates	21	34	34	27	24	28.0

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

For CCPE use: reviewer/date

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

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

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

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

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

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

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

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

Other (detailed explanation).



Hospitality Management and Culinary Arts

Coordinating Commission Seven-Year Review 2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Lindsay Higel – Program Director
Dylan Krings – Program Faculty
Kimberly Milovac – Program Faculty

Alison Feeney, M.A.E. – Associate Dean of Instruction, Career & Technical Sciences
Brian Hoffman, M.A. – Associate Dean of Instruction, Career & Technical Sciences
John McKinney, M.Div. – Associate Dean of Instruction, Career & Technical Sciences

Nate Allen, Ed.D. – Dean of Instruction, Career & Technical Sciences
Chris Waddle, J.D. – Division Vice President, Career & Technical Sciences

Hospitality Management and Culinary Arts *Program Review Summary – Dr. Nate Allen*

The Hospitality Management and Culinary Art (HMRM) program at Central Community College (CCC) is located on the Hastings campus and provides curriculum specializations in both Culinary Arts and Hospitality Management.

The job demand has grown in the CCC service area, with a higher job growth rate of 16.4% annually compared to the national average of 9.1% and a slightly lower rate than the Nebraska average of 17.5%. However, the average hourly rate of \$20.65/hr. in the CCC service area is lower than the national average of \$23.61/hr. The most desirable skills for potential employees are restaurant operation, restaurant management, supply and demand, food preparation, food safety and sanitation, food services, marketing, inventory management, operations management, and cooking. The program review plan indicates a slight disparity in racial diversity of 18% versus the national average of 25%, and the data also covers a balanced gender diversity.

Enrollment for the fall 2022 semester shows that more than half of the full-time students are incoming first-year students, and a small percentage of students are part-time. The HMRM department continues to focus on retention efforts to keep students enrolled full-time each semester and complete their AAS in two years. The retention rate improved from the previous year, but there is still room for improvement. Recruiting efforts to increase enrollment are also a focus of the HMRM program.

The HMRM program faculty and staff focus on increasing enrollment and retention of current students. The HMRM completion rate is 77%, up 4% from the previous year. The HMRM program is diligent in student early alert reporting for early intervention which is particularly important in the first semester courses. The faculty and staff are also evaluating rubrics to create a similar look for all HMRM classes. The culinary instructor plans to improve the mystery baskets by being more specific in cooking methods expected during the culinary final to show proficiency in cooking techniques.

HMRM graduates leave the program confident in their professional and technical skills based on graduate surveys but as with many programs there appears to be a gap between graduate perception of skills and perceptions of employers. The program is also working to increase the number of returned employer surveys. The 2019-2020 graduates in the service area are employed full-time at a higher rate rather than continuing their education or gaining part-time employment. HMRM degree graduates in the service area represent 5.2% of all programs, and CCC graduates account for 77% of HMRM completers.

In conclusion, we recommend continuing the HMRM program. The program is committed to increasing enrollment, retention, and ensuring graduates are prepared for successful careers in the hospitality management and culinary arts industries.

- I. **Program:** **Hospitality Management and Culinary Arts**
- II. **College Mission:** Central Community College maximizes student and community success.
- III. **College Vision: The Best Choice –**
- for students to achieve their educational goals.**
- quality education
 - personal service and individualized attention
 - exceptional and passionate faculty and staff
 - extraordinary value
- for developing a skilled workforce.**
- employability and/or successful credit transfers
 - graduates who advocate for CCC
 - business and industry partnerships
 - state-of-the-art facilities and technologies
- for advancing communities.**
- educational partnerships
 - strong alumni support
 - foster economic development
 - sustainability leaders
- IV. **Program Mission Statement:** The Hospitality Management and Culinary Arts program will provide students an education using the cutting edge of culinary practice and reflecting the needs of the hotel and restaurant industry.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics.

Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States.

This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

Report Parameters

6 Occupations

Food Service Managers (11-9051)

Lodging Managers (11-9081)

Meeting, Convention, and Event Planners (13-1121)

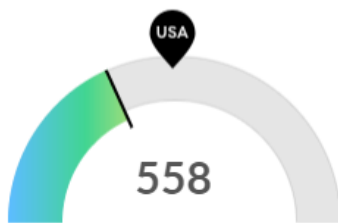
Chefs and Head Cooks (35-1011)

First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services (39-1014)

First-Line Supervisors of Personal Service Workers (39-1022)

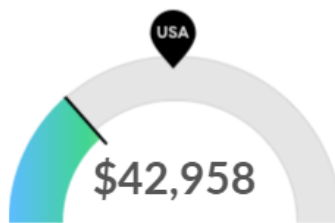
Executive Summary

Light Job Posting Demand Over a Thin Supply of Regional Jobs



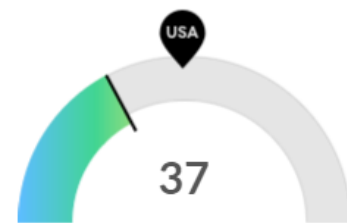
Jobs (2022)

Your area is not a hotspot for this kind of job. The national average for an area this size is 850* employees, while there are 558 here.



Compensation

Earnings are low in your area. The national median salary for your occupations is \$49,112, compared to \$42,958 here.



Job Posting Demand

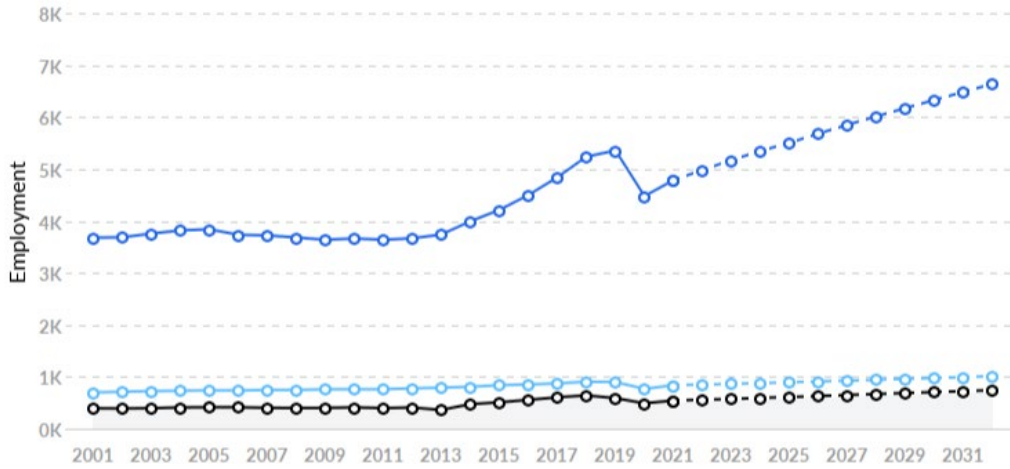
Job posting activity is low in your area. The national average for an area this size is 60* job postings/mo, while there are 37 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

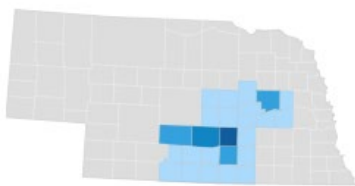
An average area of this size typically has 850* jobs, while there are 558 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	558	649	91	16.4%
● National Average	850	927	78	9.1%
● Nebraska	4,980	5,850	870	17.5%

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2022 Jobs
Hall County, NE	170
Buffalo County, NE	124
Platte County, NE	60
Adams County, NE	56
Dawson County, NE	32

Most Jobs are Found in the Restaurants and Other Eating Places Industry Sector



Industry	% of Occupation in Industry (2022)
Restaurants and Other Eating Places	38.6%
Traveler Accommodation	11.9%
Local Government, Excluding Education and Hospitals	8.3%
Other Amusement and Recreation Industries	7.4%
Drinking Places (Alcoholic Beverages)	3.4%
Special Food Services	3.3%
Other	27.0%

Compensation

Regional Compensation Is 13% Lower Than National Compensation

For your occupations, the 2021 median wage in your area is \$20.65/hr, while the national median wage is \$23.61/hr.



Job Posting Activity



438 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



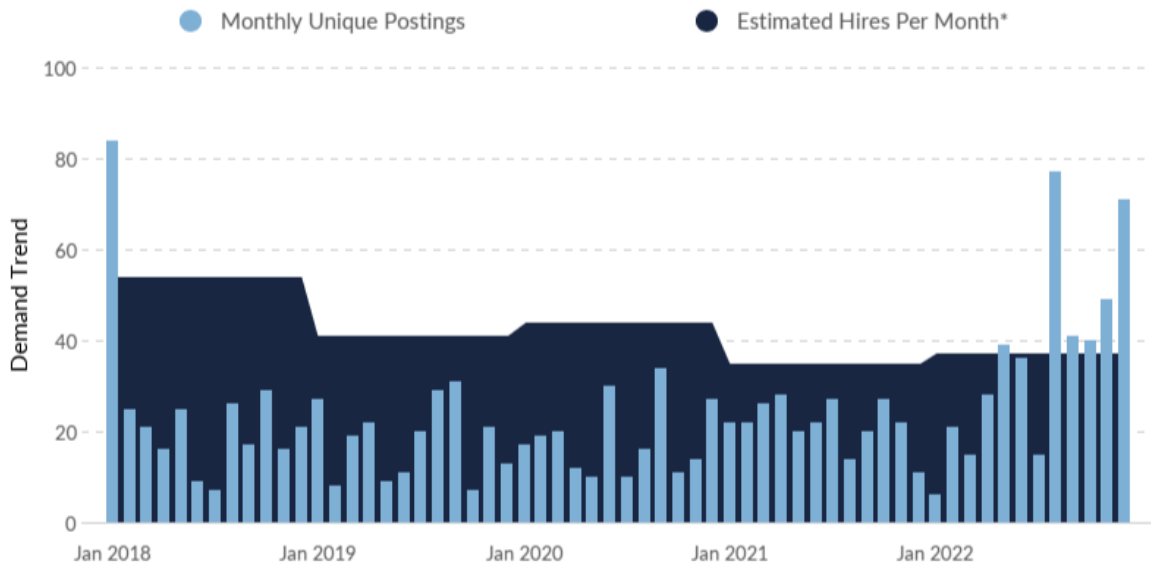
86 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.













32 Day Median Duration

Posting duration is 5 days longer than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
Food Service Managers	32	15
Meeting, Convention, and Event Planners	2	4
Chefs and Head Cooks	1	7
Lodging Managers	1	4
First-Line Supervisors of Personal Service Workers	0	2

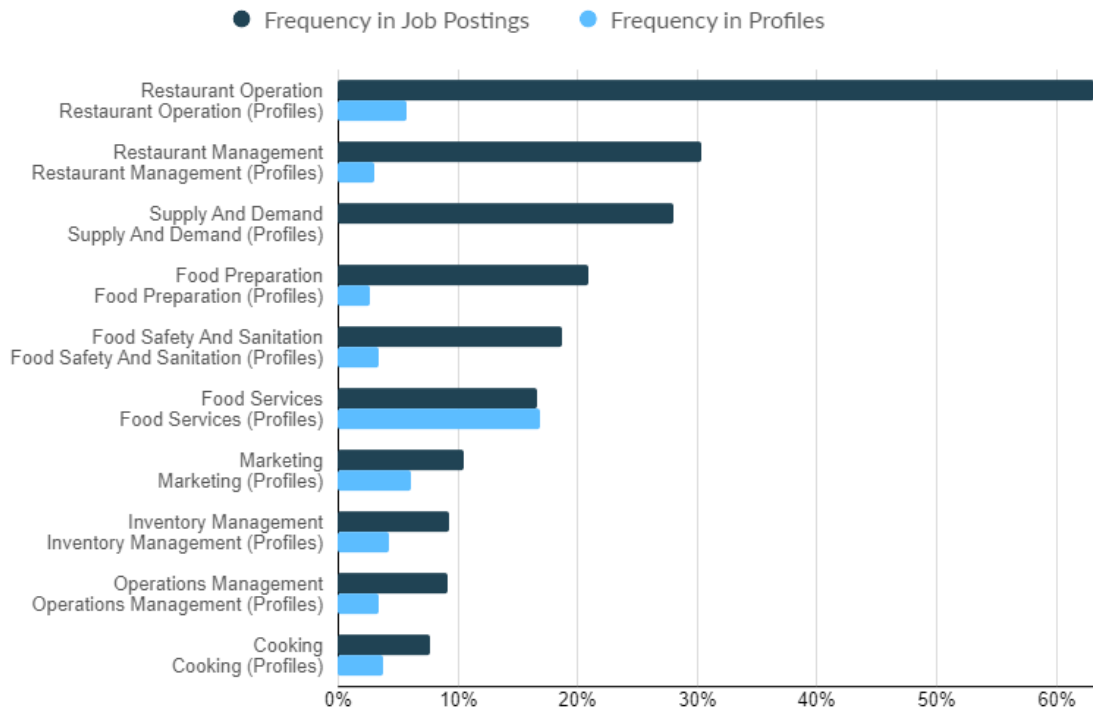
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Pizza Hut	76 
Staab Management	26 
Bosselman Enterprises	21 
Pacpizza	20 
Raising Cane's	20 
Sonic Drive-In	18 
Taco Bell	16 
Arby's	13 
McDonald's	12 
Starbucks	10 

Top Job Titles	Unique Postings
Pizza Cooks	54 
Assistant Managers	49 
Restaurant General Manager	45 
Shift Managers	35 
General Managers	26 
Assistant Restaurant Manager	20 
Restaurant Managers	16 
Assistant General Manager	14 
Food Service Directors	10 
Food Court Managers	9 

Top Specialized Skills

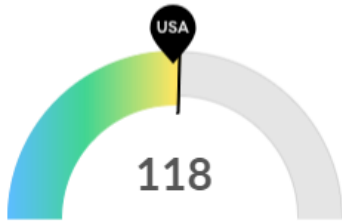
Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Restaurant Operation	277	63%	15	6%
Restaurant Management	133	30%	8	3%
Supply And Demand	123	28%	0	0%
Food Preparation	92	21%	7	3%
Food Safety And Sanitation	82	19%	9	3%
Food Services	73	17%	44	17%
Marketing	46	11%	16	6%
Inventory Management	41	9%	11	4%
Operations Management	40	9%	9	3%
Cooking	34	8%	10	4%

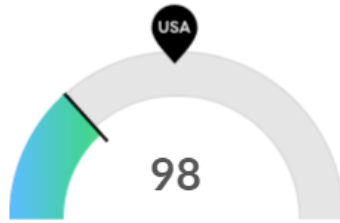
Demographics

Retirement Risk Is About Average, While Overall Diversity Is Low



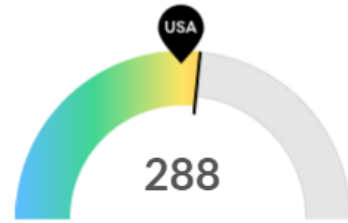
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 115* employees 55 or older, while there are 118 here.



Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 219* racially diverse employees, while there are 98 here.

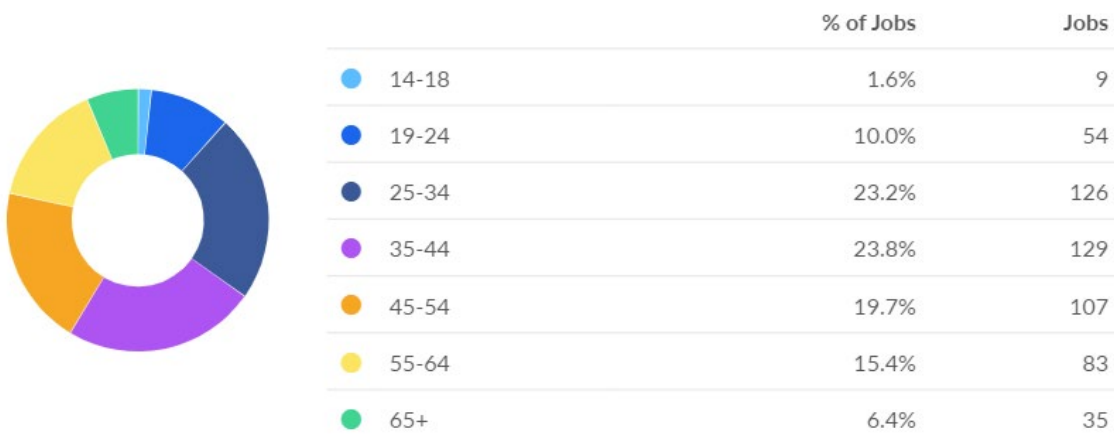


Gender Diversity

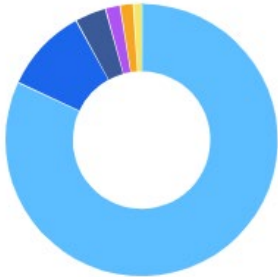
Gender diversity is about average in your area. The national average for an area this size is 262* female employees, while there are 288 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	81.9%	444
Hispanic or Latino	10.1%	54
Asian	3.7%	20
Black or African American	1.7%	9
Two or More Races	1.6%	9
American Indian or Alaska Native	1.0%	5
Native Hawaiian or Other Pacific Islander	0.1%	0

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	46.8%	253
Females	53.2%	288

Graduate Pipeline



5 Programs

Of the programs that can train for this job, 5 have produced completions in the last 5 years.






57 Completions (2021)


The completions from all regional institutions for all degree types.



78 Openings (2021)

The average number of openings for an occupation in the region is 27.

CIP Code	Top Programs	Completions (2021)
12.0504	Restaurant, Culinary, and Catering Management/Manager	44 
52.0101	Business/Commerce, General	7 
52.1401	Marketing/Marketing Management, General	6 

Top Schools	Completions (2021)
Central Community College	44 
Hastings College	13 

2023 Summary of EMSI Q4 2022 Data Set:

Job demand has grown in our area: the job growth rate is higher in the CCC Service area with +16.4% annually versus National Average of +9.1% and slightly under the Nebraska Average of +17.5%. The average hourly rate of \$20.65/hr. is lower in the C.C.C. Service Area versus the National Average of \$23.61/hr. due to higher concentrations of lower pay for all fields in the CCC Service area and lower number of available openings. Advertisements of job openings for HMRM related activities accounted for 438 job postings, from 86 employers in the Service Area. The most desirable skills for potential employees were Restaurant Operation, Restaurant Management, Supply and Demand, Food Preparation, Food Safety and Sanitation, Food Services, Marketing, Inventory Management, Operations Management, and Cooking. The report indicates a small disparity in Racial Diversity of only 18% versus National Average of 25%, and a balanced Gender Diversity. HMRM Degree graduates in Service Area represent 5.2% (57/1098) of all Programs and CCC graduates account for 77% of HMRM completers.

A. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	7	7	3	13	5	7.0
Diploma	13	5	17	8	6	9.8
Certificate	7	26	26	23	23	21.0
Total Awards	27	38	46	44	34	37.8
# Of Graduates	21	34	34	27	24	28.0

2023 Summary of Awards (2021-22 data):

HMRM total awards was down slightly from the previous year. Certificates remained the same as in the previous four years, but AAS and diplomas were down. Some of this decline could be from the natural peaks and valleys that our program is used to seeing in the data which we attribute to our students working full time in industry and taking more than two years to complete the program's requirements. We also saw a decline in both enrollments and struggled with retention, despite our efforts of early reporting of student struggles.

b. Student Credit Hours Produced per Faculty FTE

	2017-18	2018-19	2019-20	2020-21	2021-22	5-year average*
Student Credit Hours (SCH)	720	842	824	680	581	729.4
Faculty Full-time Equivalency (FTE)	2.61	2.22	2.20	2.73	2.79	2.51
SCH/Faculty FTE	275.86	379.28	374.55	249.08	208.24	290.60

Source: Program Stats by Alpha and Instructor-Student FTE reports.

*By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

The 5-year average is within the CCPE standards due to two higher years and two lower years for student credit hours. Work must be done in HMRM to increase credit hours to stay within the guidelines for credit hours per faculty. The Program Director is working to evaluate the elective credits that students currently take within the business division for a customized plan of study that is limiting credits taken from HMRM. Increasing overall enrollment and retention of current students is a focus of the faculty and staff.

2023 Summary Statement:

Retention and recruitment were a focus for the past academic year and will continue to be for years to come. The event planning courses have applied for and received funding from both the CCC mini-grant, humanities Nebraska and partnered with UNMC to secure funding for events hosted by our program students. Culinary Chef Instructor received training to make course improvements in Confections and Decorating class. HMRM Program director is taking a review of current course offerings and our course matrix to maximize our efforts for completion in two years, and to evaluate our current plan of study that includes many elective credits from other business division courses. Research and development of the desired international component will be completed.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Mechatronics

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on **May 18, 2023**
- the governing board's action was:

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

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		979	1167	1381	1249	1864	1328
Faculty Full-time Equivalency (FTEF)*		4.06	4.22	5.63	5.01	4.96	4.78
SCH/Faculty FTE		241.13	276.54	245.29	249.3	375.81	277.82
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	9	8	11	20	16	12.8
	Diploma	9	15	14	23	20	16.2
	Certificate	33	64	87	80	78	68.4
	Total Awards	51	87	112	123	114	97.4
	# of Unduplicated Graduates	32	45	53	52	48	46.0

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

For CCPE use: reviewer/date

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

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

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

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

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

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

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

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

Other (detailed explanation).



Mechatronics

Coordinating Commission Seven-Year Review 2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Brent Konwinski – Program Faculty
Jared Pettit – Program Faculty
Allen Stenzel – Program Faculty
Dan Davidchik – Program Faculty

Alison Feeney, M.A.E. – Associate Dean of Instruction, Career & Technical Sciences
Brian Hoffman, M.A. – Associate Dean of Instruction, Career & Technical Sciences
John McKinney, M.Div. – Associate Dean of Instruction, Career & Technical Sciences

Nate Allen, Ed.D. – Dean of Instruction, Career & Technical Sciences
Chris Waddle, J.D. – Division Vice President, Career & Technical Sciences

Mechatronics

Program Review Summary – Dr. Nate Allen

The Mechatronics (INDT) program continues to be a successful program within the Career and Technical Sciences division at Central Community College, serving the manufacturing industry with three full-time instructors at the Columbus campus, one full-time instructor at the Kearney Center and one adjunct instructor in Columbus. The program offers specializations in both electromechanical systems and process instrumentation and controls. The Kearney Center offers certificates and diplomas.

Economic Modeling Specialist International (EMSI) data suggests the industry needs for electromechanical and instrumentation technicians is growing and will continue to grow within the CCC service area, the state of Nebraska, and nationally. Technicians to construct systems, repair and maintain equipment and facilities will be needed as long as we are manufacturing and operating facilities.

The Mechatronics program continues to be an important program that produces graduates in demand and supported by business and industry in the area. As systems become more and more complex, employees with this kind of background are and will be in high demand. The Mechatronics program enjoys a good reputation in the service area and will continue to do so with continuously updated instructional proficiency, curriculum, equipment, and facilities. Faculty are continually working with local industry to ensure our curriculum and our hands-on learning/training equipment is relevant and current.

A grant funding provided by the National Science Foundation (NSF) through our Community and Workforce Education (CWE) division has been utilized to provide a pathway for high school students to be introduced to electronics, instrumentation, programmable logic controllers (PLCs), and industrial sensors while earning college credit. This pathway allows students to continue to the Mechatronics program upon high school graduation with as many as 12 credits completed in the Mechatronics Associate of Applied Science (AAS) degree. This has begun to establish a pipeline for students into the INDT program.

New for 2023: the INDT program has purchased new equipment which includes an Industry 4.0 MPS 402-1 Station. This station is a miniature factory that allows students to learn hands-on programming and troubleshooting of automation in a manufacturing environment. Other new equipment includes the addition of Fluke TRMS Multimeters (12), Festo Lasers Alignment Shafts (2), and Oscilloscopes (2). This new equipment gives the students experience with the latest equipment that they will encounter after graduation and upon entering the workforce.

The Mechatronics program exceeds the minimum threshold for award. Career and Technical Sciences leadership recommends continuation of the program.

I. **Program:** **Mechatronics (INDT)**

II. **College Mission:** Central Community College maximizes student and community success.

III. **College Vision: The Best Choice –**

for students to achieve their educational goals.

- quality education
- personal service and individualized attention
- exceptional and passionate faculty and staff
- extraordinary value

for developing a skilled workforce.

- employability and/or successful credit transfers
- graduates who advocate for CCC
- business and industry partnerships
- state-of-the-art facilities and technologies

for advancing communities.

- educational partnerships
- strong alumni support
- foster economic development
- sustainability leaders

IV. **Program Mission Statement:** The Mechatronics program maximizes student and industry success.

V. **Program Vision Statement:** Central Community College's Mechatronics program will be recognized as a leader in creating progressive and current educational experiences for students entering the industrial technology and robotics industry. The program will become the educator of choice among students and incumbent workers in this industry.

The Mechatronics program will support economic development in the area by developing and training technicians and updating existing skills in the workforce. The program will offer a cutting-edge level of technology to assist in maintaining and providing a high-level craftsperson in the available labor pool to encourage area economic development and redevelopment.

Due to the scope and the complexity of the Mechatronics program, faculty specialization and expertise will be maintained through regular training opportunities.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics.

Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

Report Parameters

10 Occupations

Electrical and Electronic Engineering Technologists and Technicians (17-3023)

Electro-Mechanical and Mechatronics Technologists and Technicians (17-3024)

Industrial Engineering Technologists and Technicians (17-3026)

Calibration Technologists and Technicians (17-3028)

Engineering Technologists and Technicians, Except Drafters, All Other (17-3029)

Insulation Workers, Mechanical (47-2132)

Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094)

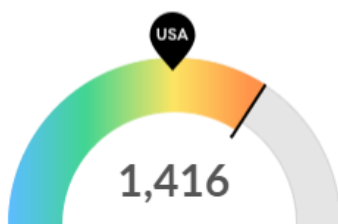
Control and Valve Installers and Repairers, Except Mechanical Door (49-9012)

Industrial Machinery Mechanics (49-9041)

Power Plant Operators (51-8013) Chief Executives (11-1011)

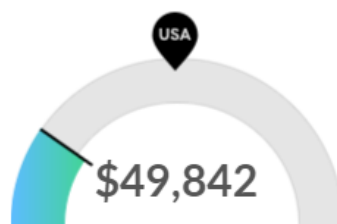
Executive Summary

Average Job Posting Demand Over a Deep Supply of Regional Jobs



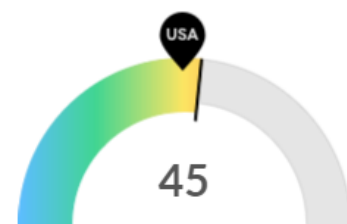
Jobs (2022)

Your area is a hotspot for this kind of job. The national average for an area this size is 852* employees, while there are 1,416 here.



Compensation

Earnings are low in your area. The national median salary for your occupations is \$60,598, compared to \$49,842 here.



Job Posting Demand

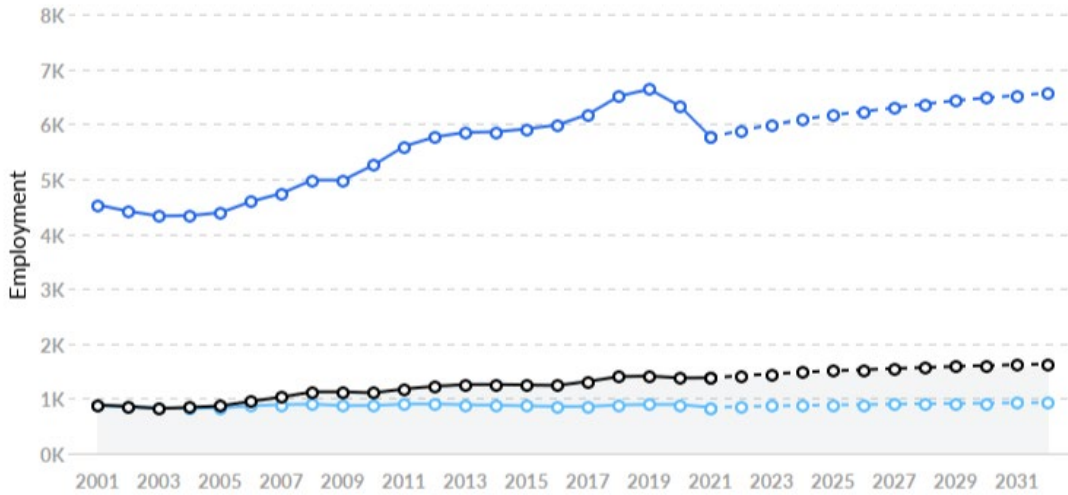
Job posting activity is about average in your area. The national average for an area this size is 40* job postings/mo, while there are 45 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Higher Than the National Average

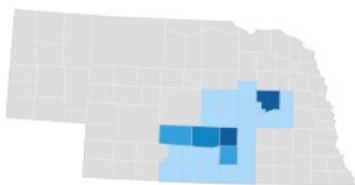
An average area of this size typically has 852* jobs, while there are 1,416 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	1,416	1,545	129	9.1%
● National Average	852	897	45	5.3%
● Nebraska	5,884	6,298	415	7.1%

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2022 Jobs
Platte County, NE	347
Hall County, NE	305
Buffalo County, NE	215
Adams County, NE	129
Dawson County, NE	124

Most Jobs are Found in the Animal Slaughtering and Processing Industry Sector



Industry	% of Occupation in Industry (2022)
Animal Slaughtering and Processing	15.6%
Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	12.1%
Motor Vehicle Parts Manufacturing	7.3%
Medical Equipment and Supplies Manufacturing	6.5%
Basic Chemical Manufacturing	5.3%
Building Equipment Contractors	4.6%
Other	48.6%

Compensation

Regional Compensation Is 18% Lower Than National Compensation

For your occupations, the 2021 median wage in your area is \$23.96/hr, while the national median wage is \$29.13/hr.



Job Posting Activity



534 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



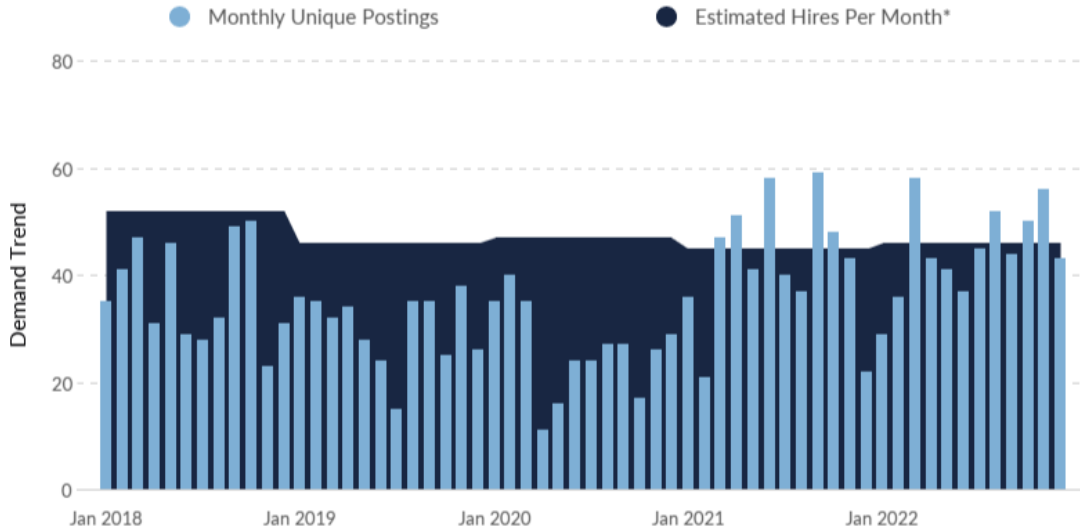
112 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.













26 Day Median Duration










Posting duration is 1 day shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
Industrial Engineering Technologists and Technicians	30	1
Industrial Machinery Mechanics	5	35
Electrical and Electronic Engineering Technologists and Technicians	4	1
Engineering Technologists and Technicians, Except Drafters, All Other	1	2
Electro-Mechanical and Mechatronics Technologists and Technicians	1	0
Control and Valve Installers and Repairers, Except Mechanical Door	2	0
Power Plant Operators	1	0

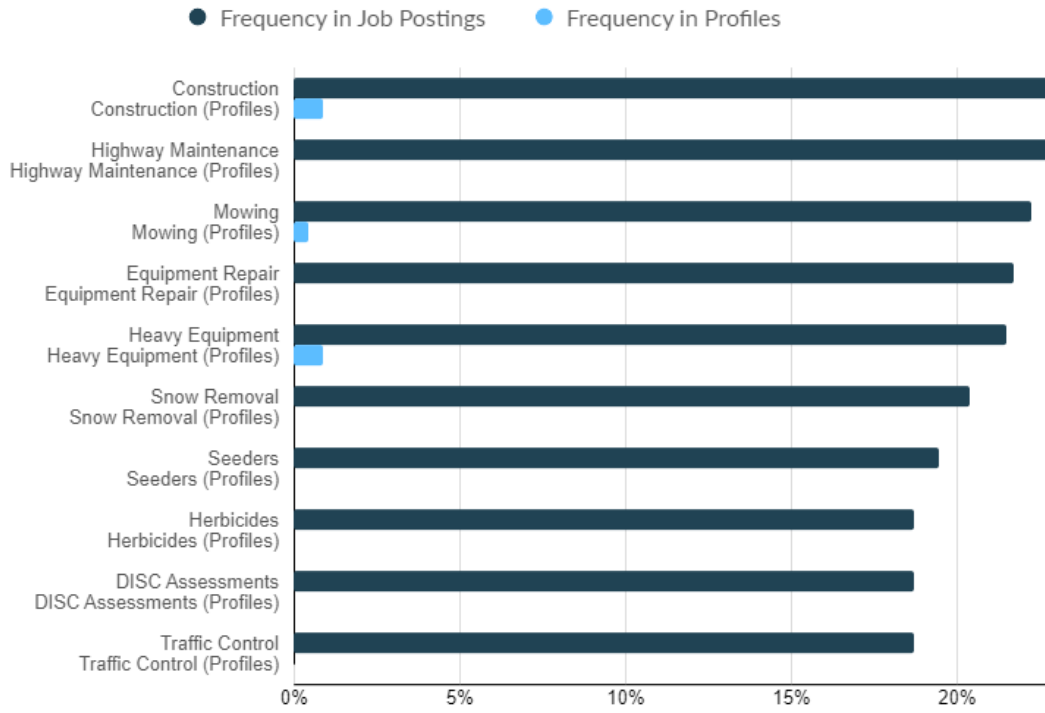
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
State of Nebraska	100 
Vishay Intertechnology	29 
BD	27 
Green Plains	25 
Essential Personnel	15 
Nebraska Department Of T	12 
Chief Industries	10 
Valero Energy	10 
American Foods Group	9 
Bass Pro Corporate	9 

Top Job Titles	Unique Postings
Highway Maintenance Wor	122 
Maintenance Technicians	81 
Maintenance Mechanics	24 
Process Operators	24 
Production Technicians	16 
Controls Technicians	13 
Electrical Controls Technici:	9 
Maintenance Workers	9 
Process Technicians	9 
Equipment Maintenance Te	8 

Top Specialized Skills

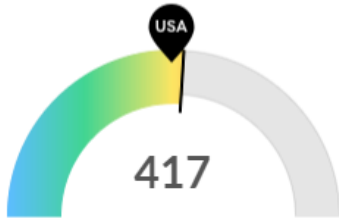
Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Construction	122	23%	2	1%
Highway Maintenance	122	23%	0	0%
Mowing	119	22%	1	0%
Equipment Repair	116	22%	0	0%
Heavy Equipment	115	22%	2	1%
Snow Removal	109	20%	0	0%
Seeders	104	19%	0	0%
Herbicides	100	19%	0	0%
DISC Assessments	100	19%	0	0%
Traffic Control	100	19%	0	0%

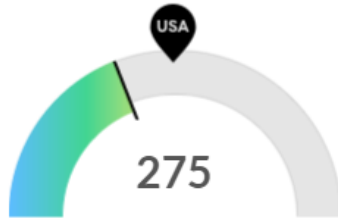
Demographics

Retirement Risk Is About Average, While Overall Diversity Is Low



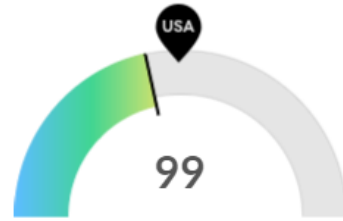
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 394* employees 55 or older, while there are 417 here.



Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 398* racially diverse employees, while there are 275 here.

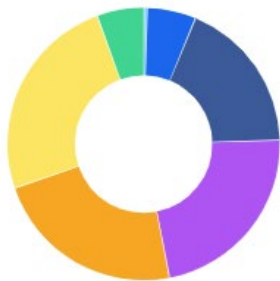


Gender Diversity

Gender diversity is low in your area. The national average for an area this size is 122* female employees, while there are 99 here.

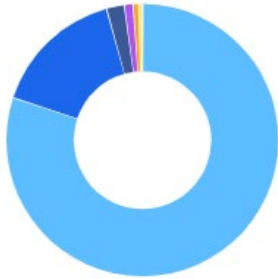
*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



	% of Jobs	Jobs
14-18	0.4%	5
19-24	5.8%	80
25-34	18.3%	252
35-44	22.4%	308
45-54	22.8%	314
55-64	24.7%	340
65+	5.6%	77

Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	80.0%	1,101
Hispanic or Latino	15.7%	216
Black or African American	2.1%	29
Asian	1.0%	14
Two or More Races	0.6%	9
American Indian or Alaska Native	0.4%	6
Native Hawaiian or Other Pacific Islander	0.1%	2

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	92.8%	1,277
Females	7.2%	99

Graduate Pipeline



5 Programs

Of the programs that can train for this job, 5 have produced completions in the last 5 years.



257 Completions (2021)

The completions from all regional institutions for all degree types.



162 Openings (2021)

The average number of openings for an occupation in the region is 27.

CIP Code	Top Programs	Completions (2021)
47.0303	Industrial Mechanics and Maintenance Technology/Technic	123
48.0501	Machine Tool Technology/Machinist	109
47.0201	Heating, Air Conditioning, Ventilation and Refrigeration Mai	19
15.1701	Energy Systems Technology/Technician	6
Top Schools		Completions (2021)
Central Community College		257

2023 Summary of EMSI Q4 2022 Data Set:

Job growth in the CCC service area has outpaced both the state (7.1%) and the national average (5.3%) with a total growth of 9.1%. Projections indicate more than 129 new jobs in the service area over the next five years. The average hourly rate of \$23.96/hr. is lower in the CCC service area versus the national average of \$29.13/hr. This may be due to higher concentration of generally lower salaries in the Midwest. Advertisements of job openings for INDT related activities accounted for 534 unique job postings from 112 competing employers. The most desirable skills employers are looking for include construction, highway maintenance, mowing, equipment repair, heavy equipment operation, snow removal, and seeding. The report indicates a disparity in racial diversity of only 20% versus the national average of 25% and a lack of gender diversity with males representing 93% of all students in the field. Graduates of the CCC INDT program represent all graduates in the service area, and completers in this program represent 6.8% of award recipients last year.

A. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	9	8	11	20	16	12.8
Diploma	9	15	14	23	20	16.2
Certificate	33	64	87	80	78	68.4
Total Awards	51	87	112	123	114	97.4
# Of Graduates	32	45	53	52	48	46.0

2023 Summary of Awards (2021-22 data):

Although we see a slight decrease in diploma and certificates. The five-year average is still on the upswing (+25%).

b. Student Credit Hours Produced per Faculty FTE

	2017-18	2018-19	2019-20	2020-21	2021-22	5-year average*
Student Credit Hours (SCH)	979	1167	1381	1249	1864	1328
Faculty Full-time Equivalency (FTE)	4.06	4.22	5.63	5.01	4.96	4.78
SCH/Faculty FTE	241.13	276.54	245.29	249.3	375.81	277.82

Source: Program Stats by Alpha and Instructor-Student FTE reports.

*By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

The SCH/FTE is well above the average for the last five years. This is concerning with the implementation of the IMEC program, as this should only increase further with a lot more potential students enrolling into the program. This brings up the concern about adding faculty to support the program further. The FTE to SCH ratio is too large to maintain a quality program. Additional qualified faculty are needed to provide a quality learning experience in the ever-changing world of mechatronics.

There was a significant increase in SCH in 2021-22 well above the 5-year average. This helped to boost SCH/faculty FTE also above the 5-year average.

2023 Summary Statement:

Our Mechatronics program continues to be an important program that produces graduates in demand and supported by business and industry in the area. As systems become more and more complex, employees with this kind of background are and will be in high demand. The Mechatronics program enjoys a good reputation in the service area and will continue to do so with continuously updated instructional proficiency, curriculum, equipment, and facilities. We are continually working with local industry to make sure what we are using and teaching is up-to-date.

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: Central Community College **Program:** Quality 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 **May 18, 2023**
- the governing board's action was:

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

Evidence of Demand and Efficiency

		17-18	18-19	19-20	20-21	21-22	5 yr avg
Student Credit Hours (SCH)		159	189	201	162	75	157.2
Faculty Full-time Equivalency (FTEF)*		.93	1.14	1.21	.90	.30	.90
SCH/Faculty FTE		170.96	165.79	166.12	180.00	250.00	174.67
Number of Degrees and Awards <i>(list degrees/awards separately)</i>	AAS	2	1	3	0	1	1.4
	Diploma	2	1	4	3	2	2.4
	Certificate	4	7	9	9	5	6.8
	Total Awards	8	9	16	12	8	10.6
	# of Unduplicated Graduates	3	6	6	6	6	5.4

**By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)*

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

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

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).

The Quality Technology Program is critical to Central Community College’s mission of maximizing community and student success through developing quality technicians who use a variety of scientific processes to guarantee the quality of the products are manufactured. The program is designed to meet the needs of both students and industry in manufacturing and manufacturing-related fields like welding, electrical, and mechanical fields that require high quality standards to be met. Central has just hired a full-time quality instructor to begin in Fall 2023 after searching for 2 years to fill the position. The quality instructor role at Central has been filled by part-time faculty and/or qualified full-time faculty from other disciplines who are teaching in overload. Recruiting in the program has been very limited. Most of the students in the program are already in the workforce and are working full-time. These students are in a quality related position or have identified quality as an opportunity to excel in their workplace and are seeking to improve their skillset. Because these students are working full-time, the students are enrolled at Central on a part-time basis and Central has developed a plan for students to complete the quality program 6 credits per semester. This results in lower completion rates as found in the data. Central continues to be committed to our Quality Technology program.

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

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

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

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

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

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

Other (detailed explanation).



Quality Technology

Coordinating Commission Seven-Year Review 2023

Information in this report reviewed and recommended to cabinet:

Central Community College Educational Services, 4/27/2023

Recommended continuation of programs without monitoring:

Central Community College College Cabinet, 05/4/2023
Central Community College Board of Governors, 05/18/2023-pending

Doug Holt – Program Faculty
Rhett Psota – Program Faculty

Alison Feeney, M.A.E. – Associate Dean of Instruction, Career & Technical Sciences
Brian Hoffman, M.A. – Associate Dean of Instruction, Career & Technical Sciences
John McKinney, M.Div. – Associate Dean of Instruction, Career & Technical Sciences

Nate Allen, Ed.D. – Dean of Instruction, Career & Technical Sciences
Chris Waddle, J.D. – Division Vice President, Career & Technical Sciences

Quality Technology

Program Review Summary – Dr. Nate Allen

The Quality Technology (QUCT) program is one of twenty programs within the Career and Technical Sciences division at Central Community College (CCC), serving industry with one instructor at the Grand Island campus by providing adaptable and flexible online courses for the varied quality systems educational needs of stakeholders throughout the region.

Economic Modeling Specialist International (EMSI) data suggests the industry needs for quality technicians is growing and will continue to grow within the CCC service area, the state of Nebraska, and nationally.

The program has seen steady growth in the number of graduates who, in turn, are employed in the Quality Technology field. Many students have a plan of employment when they enter the program. Many students are already employed in the field and are reaching for a degree to help with promotions.

QUCT student course completion reached a high of 88% compared to the five-year average of 74.6%. This shows that the students taking Quality Technology courses are very successful in completing their courses due to a variety of factors: students tend to be working adults with current work experience in quality control, companies giving incentives to complete the degree or by giving tuition assistance for successful completion of a course, and smaller classes that allow more interaction between students and faculty.

The QUCT program continues to provide a ladder structure of program awards with four certificates, one diploma, and an associate of applied science (AAS) degree. The online instructional format makes this program very appealing to nontraditional students. Employers of quality workers are supportive of them continuing their education by offering tuition reimbursement for employees to be part-time students.

Of the QUCT graduate students surveyed, in the 2021-22 Graduate Survey, all perceived that their perception of preparation received by their education at Central Community College was advanced.

Based on the number of jobs needing to be filled in our 25-county service-area, the number of workers desiring to get additional training in their field, the format of the QUCT program delivery, the number of continued awards earned, and the impact our QUCT program has on our businesses and communities, Career and Technical Sciences leadership recommends continuation of the program.

I. **Program:** **Quality Technology (QUCT)**

II. **College Mission:** Central Community College maximizes student and community success.

III. **College Vision: The Best Choice –**

for students to achieve their educational goals.

- quality education
- personal service and individualized attention
- exceptional and passionate faculty and staff
- extraordinary value

for developing a skilled workforce.

- employability and/or successful credit transfers
- graduates who advocate for CCC
- business and industry partnerships
- state-of-the-art facilities and technologies

for advancing communities.

- educational partnerships
- strong alumni support
- foster economic development
- sustainability leaders

IV. **Program Mission Statement:** The Quality Technology Program strives to maximize student and industry success.

V. **Program Vision Statement:** Central Community College's Quality Technology program will be recognized as a leader in creating a new culture of manufacturing and industry education that is responsive to the technological changes of the businesses we serve by providing adaptable and flexible courses, workshops, and seminars to meet the varied quality systems training needs of the stakeholders throughout the region. Four strategies will guide the program vision:

- Create a technical education that is flexible to the needs of business and industry
- Establish improved technical curricula and learning environments
- Attract and retain a more diverse student body that represents education, industry and business
- Graduate Quality Technicians who possess those transforming skills that fully reflect business needs.

EMSI Q4 2022 Data Set

EMSI data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumes, and job postings to give you a complete view of the workforce.

Report Parameters

4 Occupations

Industrial Production Managers (11-3051)

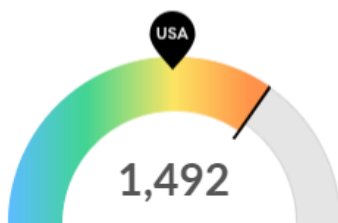
Calibration Technologists and Technicians (17-3028)

Engineering Technologists and Technicians, Except Drafters, All Other (17-3029)

Inspectors, Testers, Sorters, Samplers, and Weighers (51-9061)

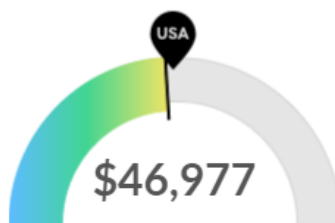
Executive Summary

Light Job Posting Demand Over a Deep Supply of Regional Jobs



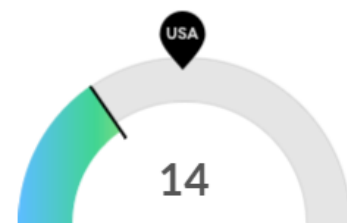
Jobs (2022)

Your area is a hotspot for this kind of job. The national average for an area this size is 872* employees, while there are 1,492 here.



Compensation

Earnings are about average in your area. The national median salary for your occupations is \$47,316, compared to \$46,977 here.



Job Posting Demand

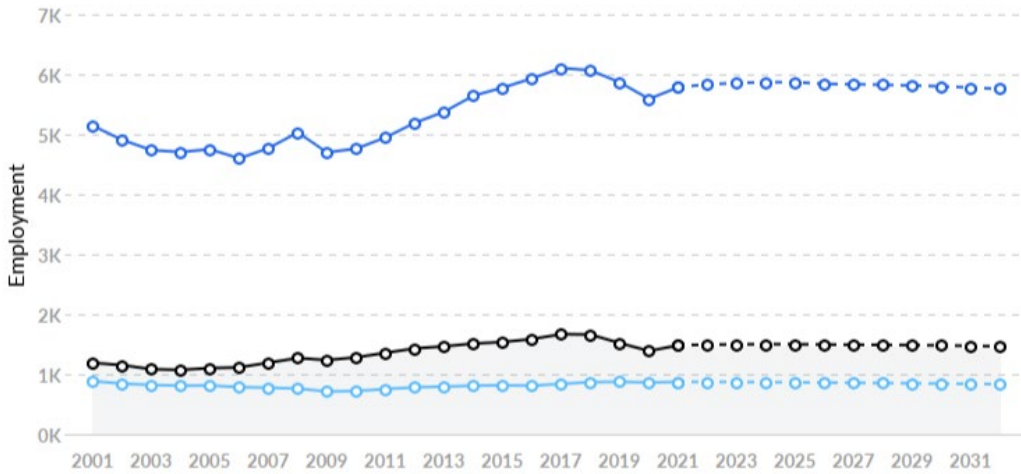
Job posting activity is low in your area. The national average for an area this size is 26* job postings/mo, while there are 14 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Higher Than the National Average

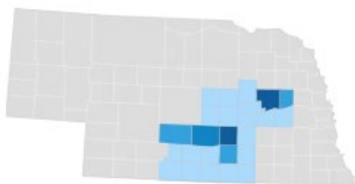
An average area of this size typically has 872* jobs, while there are 1,492 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● CCC Service Area	1,492	1,491	-2	-0.1%
● National Average	872	855	-17	-1.9%
● Nebraska	5,833	5,835	2	0.0%

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2022 Jobs
Platte County, NE	379
Hall County, NE	320
Buffalo County, NE	229
Dawson County, NE	155
Adams County, NE	138

Most Jobs are Found in the Animal Slaughtering and Processing Industry Sector

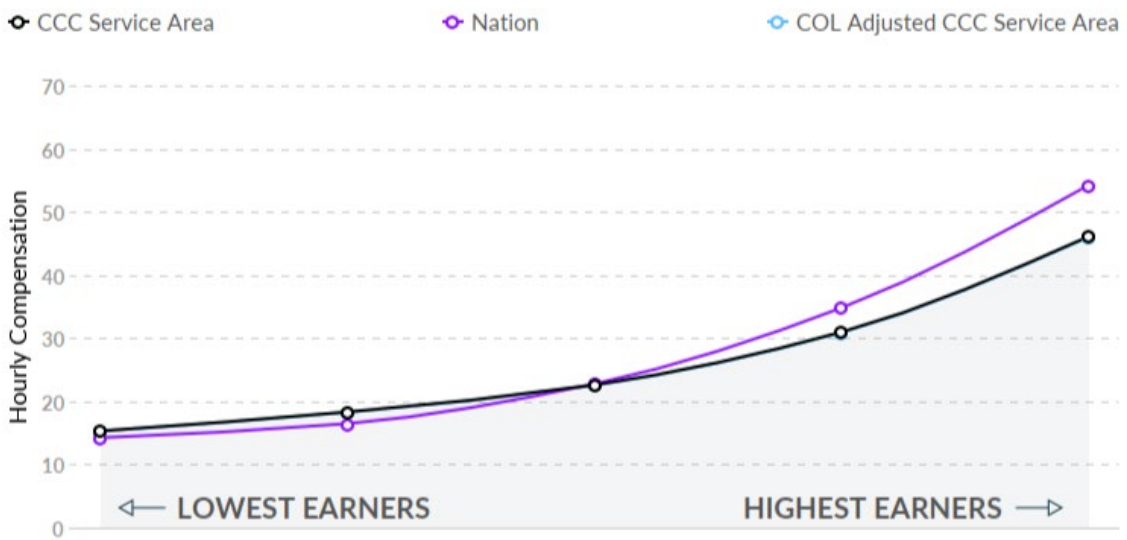


Industry	% of Occupation in Industry (2022)
Animal Slaughtering and Processing	25.0%
Medical Equipment and Supplies Manufacturing	11.7%
Motor Vehicle Parts Manufacturing	9.8%
Other Fabricated Metal Product Manufacturing	4.2%
Agriculture, Construction, and Mining Machinery Manufacturing	4.0%
Plastics Product Manufacturing	3.7%
Other	41.6%

Compensation

Regional Compensation Is the Same Cost as the Nation

For your occupations, the 2021 median wage in your area is \$22.59/hr, while the national median wage is \$22.75/hr.



Job Posting Activity



167 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Dec 2022.



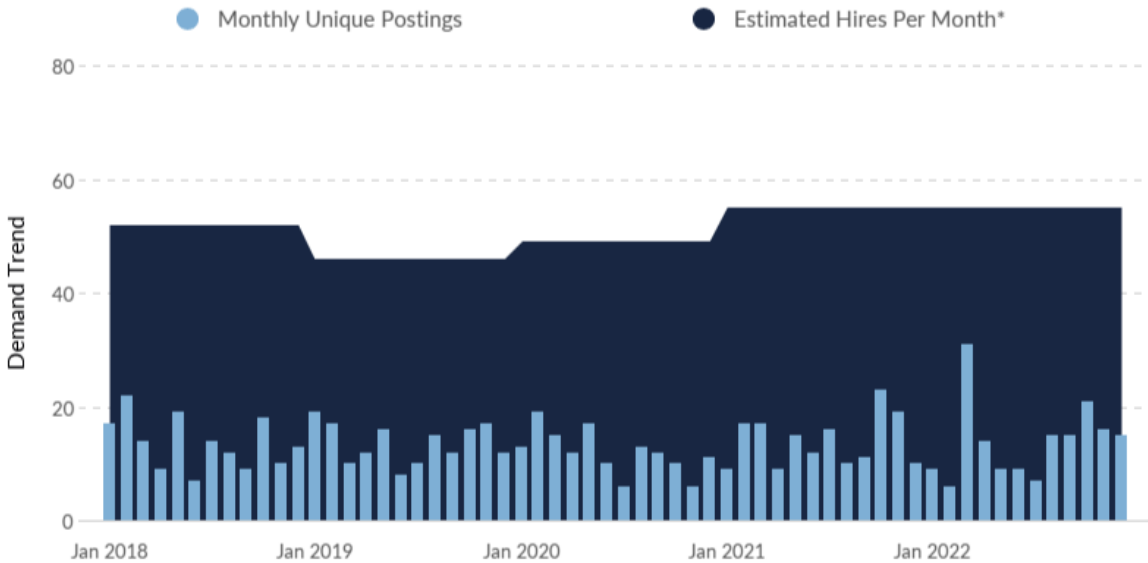
60 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Dec 2022.



38 Day Median Duration

Posting duration is 11 days longer than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2022 - Dec 2022)	Avg Monthly Hires (Jan 2022 - Dec 2022)
Industrial Production Managers	7	8
Inspectors, Testers, Sorters, Samplers, and Weighers	6	44
Engineering Technologists and Technicians, Except Drafters, All Other	1	2

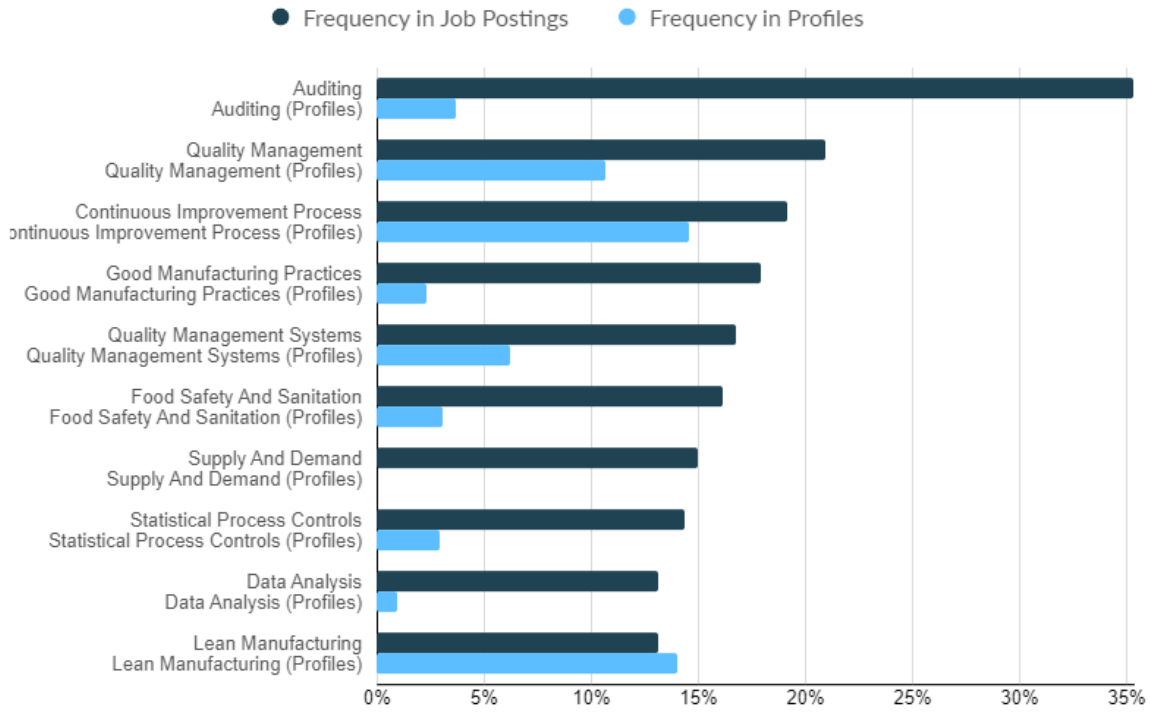
*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
McCain Foods	12
Vishay Intertechnology	11
BD	9
Parker Meggitt	8
Lindsay Corporation	7
Mosaic	6
American Foods Group	5
Alamon	4
Grifols	4
Overhead Door Corporatio	4

Top Job Titles	Unique Postings
Quality Managers	13
Quality Technicians	10
Quality Assurance Manager	9
Quality Inspectors	8
Production Managers	6
Samplers	6
Value Stream Managers	6
Engineering Technicians	5
Construction Quality Mana	4
Industrial Managers	4

Top Specialized Skills

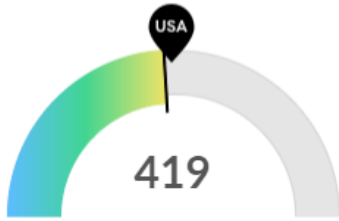
Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Auditing	59	35%	19	4%
Quality Management	35	21%	55	11%
Continuous Improvement Process	32	19%	75	15%
Good Manufacturing Practices	30	18%	12	2%
Quality Management Systems	28	17%	32	6%
Food Safety And Sanitation	27	16%	16	3%
Supply And Demand	25	15%	0	0%
Statistical Process Controls	24	14%	15	3%
Data Analysis	22	13%	5	1%
Lean Manufacturing	22	13%	72	14%

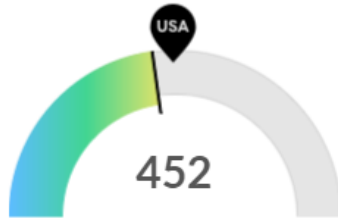
Demographics

Retirement Risk Is About Average, While Overall Diversity Is About Average



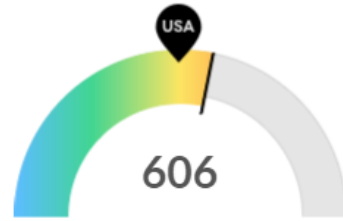
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 443* employees 55 or older, while there are 419 here.



Racial Diversity

Racial diversity is low in your area. The national average for an area this size is 514* racially diverse employees, while there are 452 here.



Gender Diversity

Gender diversity is high in your area. The national average for an area this size is 507* female employees, while there are 606 here.

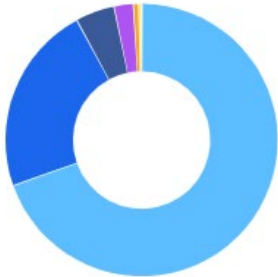
*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



	% of Jobs	Jobs
14-18	0.2%	4
19-24	5.6%	84
25-34	19.1%	283
35-44	22.8%	338
45-54	23.9%	353
55-64	23.2%	343
65+	5.1%	76

Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	69.5%	1,029
Hispanic or Latino	22.5%	334
Black or African American	4.6%	69
Asian	2.3%	34
Two or More Races	0.6%	9
American Indian or Alaska Native	0.3%	5
Native Hawaiian or Other Pacific Islander	0.1%	2

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	59.0%	874
Females	41.0%	606

Graduate Pipeline



6 Programs

Of the programs that can train for this job, 6 have produced completions in the last 5 years.





191 Completions (2021)

The completions from all regional institutions for all degree types.



167 Openings (2021)

The average number of openings for an occupation in the region is 27.

Top Schools	Completions (2021)
Central Community College	141 
University of Nebraska at Kearney	43 
Hastings College	7 

CIP Code	Top Programs	Completions (2021)
47.0303	Industrial Mechanics and Maintenance Technology/Technician	123 
52.0205	Operations Management and Supervision	43 
15.0702	Quality Control Technology/Technician	12 
52.0101	Business/Commerce, General	7 
15.1701	Energy Systems Technology/Technician	6 

2023 Summary of EMSI Q4 2022 Data Set:

While there are available jobs in our area some positions have been lost over recent years. Our CCC service area has seen a flat job growth rate and the national rate is down just under 2%. The average hourly rate of \$22.59/hr. is only slightly lower in the CCC service area versus National average of \$22.75/hr. Advertisements of job openings for QUCT related activities accounted for 167 unique job postings from 60 competing employers. The most desired skills for students in this field includes Auditing, Quality Management, Continuous Improvement Process, Good Manufacturing Practices, Quality Management Systems, Food Safety And Sanitation, Supply and Demand, Statistical Process Controls, Data Analysis, and Lean Manufacturing. The report indicates a good diversity with 31% versus National Average of 25%. Also Gender Diversity is well balanced with 41% female and 59% male mix. Graduates of CCC represent 74% of all awards generated in the CCC Service Area are generated at CCC (other colleges: Hastings College, University of Nebraska Kearney).

A. Supporting Data

a. Awards

Degree/ Credential Awarded	17-18	18-19	19-20	20-21	21-22	5-yr avg
AAS	2	1	3	-	1	1.4
Diploma	2	1	4	3	2	2.4
Certificate	4	7	9	9	5	6.8
Total Awards	8	9	16	12	8	10.6
# of Graduates	3	6	6	6	6	5.4

2023 Summary of Awards (2021-22 data):

The total number of awards given in the 2021-22 time period was down from the previous year from 12 to 8 and was a little under the 5-year average of 10.6. However, 6 students graduated from the program, 1 with a AAS degree, and the overall average was still slightly above the 5-year average of graduates at 5.4.

b. Student Credit Hours Produced per Faculty FTE

	17-18	18-19	19-20	20-21	21-22	5 yr avg*
Student Credit Hours (SCH)	159	189	201	162	75	157.20
Faculty Full-time Equivalency (FTE)	0.93	1.14	1.21	0.90	.30	.90
SCH/Faculty FTE	170.96	165.79	166.12	180.00	250.00	174.67

Source: Program Stats by Alpha and Instructor-Student FTE reports.

*By term analysis combined to conduct an annual review. Numbers reported reflect 2 different negotiated contract periods (FA17-SU20 and FA20-SU22)

2023 Summary of the Student Credit Hours per Faculty FTE (2021-22 data):

The number of student credit hours in the QUCT program declined from a total of 162 in 2021 to a total of 75 in 2022, this was about half of the 5 year average of 157.20 credit hours. As a result, Faculty Full-time Equivalency (FTE) was only .30 for this year comparing to .90 for the 5-year average.

2023 Summary Statement:

The Quality program has three primary needs. First, to continue updates in the curriculum so that student resource materials stay current, as well as promotional items for trade shows. Second, Professional development of faculty have potential positive impacts in all current goals from recruitment, student success and curriculum relevancy. And third, increase program enrollments, graduations rates, and awards.

Registered Sex Offender Policy

~~Any person required by the state of Nebraska to register as a sex offender shall not be permitted to reside in any College residence hall.~~

Registered sex offenders who plan to attend classes ~~at on~~ any ~~location campus~~ of the College must register with ~~the Associate Dean of Students Office or his/her designee a campus counselor~~ within ten (10) days of enrolling or on the first day of class attendance, whichever is earlier. Failure to register within this time frame constitutes a basis for exclusion from the College. The College reserves the right to deny admission or continued enrollment to any student who may create an unreasonable risk of harm to the health, safety, welfare, or prosperity of CCC, members of its community, or themselves.

~~The College reserves the right to deny or place conditions on admissions of applicants, if the College determines that such person represents a safety risk to persons or property.~~

Individuals who are required by the state of Nebraska to register as a sex offender shall also not be permitted to reside in any College residence hall.

Anyone who disagrees with a decision made pursuant to this policy may appeal that decision to the Vice President of Student Success and Enrollment Management ~~Campus President~~, by making a request in writing for review within seven (7) calendar days of the date of any decision made pursuant to this policy.

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g does not prevent educational institutions from disclosing information concerning registered sex offenders provided under the Wetterling Act, October 25, 2000, including information made available under the Campus Sex Crimes Preventions Act (CSCPA) 42 U.S.C. 14071(j), amendment (October 28, 2002) to that Act, and as any of the foregoing statutes may from time to time be amended.

Inventory Policy

The College shall maintain an inventory system of fixed assets and annually provide accountability for those items having a cost of at least \$105,000.00, have a useful life of at least a year, are repairable, and are not considered consumable.

Inventory Procedure

CCC property includes all furniture, equipment, and instruments purchased or otherwise acquired for use by CCC or any of its components or projects. Title to such property belongs to the College as a whole and not to any department to which it has been allotted, unless otherwise agreed and stated in writing at the time of acquisition.

Title to federally purchased equipment may be retained by the federally sponsored agency or vested in the college, depending on the regulations of the agency and the requirements of the research project.

Materials consumed in the day-to-day operation of college are considered supplies and are not managed or accounted for as property, equipment, or any other designation of inventory.

The rules and procedures for the use of CCC property are outlined in Nebraska State Statutes and CCC Board Policies and Procedures.

A. Acquisition of Property

1. Purchase of Capital Equipment

a. By submission of a requisition to Purchasing and the subsequent preparation of a purchase order to a vendor.

b. Capital vs. Noncapital Equipment

1) Capitalization of college property is accomplished through screening of Purchase Orders made by the CCC Administrative Services. If an item has an acquisition cost of \$5,000 or more, and a useful life in excess of one year, it is considered for capitalization.

2) Items to be capitalized will be added to the departmental inventory showing department center, date purchased, building, room, cost, item description, and purchase order number.

3) All capitalized items receive CCC identification numbers.

c. Non capital Equipment Items

1) Regardless of the cost, the following items are not capitalized:

i. Blinds, shades, wall-to-wall carpeting, and similar items.

ii. Software not purchased in conjunction with related hardware.

iii. Equipment which is permanently built-in or installed.

iv. Library books, art, and museum objects.

v. Cubicle walls, shelving, locker, and trophies

vi. Repair or replacement parts or components

2. Donations/Gifts

- a. Non-monetary donations and gifts (equipment, land, textiles, manuscripts, etc.) with a value greater than \$5,000 that are received from outside sources need to be reported by completing the Gifts in Kind form. The donor must provide a dollar value of the gift when it is donated. If the donor refuses to provide a value, the department/college is responsible for obtaining an appraisal so a value can be established. Donations cannot be valued by CCC staff/faculty. If the value of the donation or gift meets the criteria in the capitalization policy, it will be tagged and capitalized. Departments receiving non-monetary donations directly (not through the Foundation) should provide the Foundation Office the donor contact information, description of the item(s) donated, and value. The Foundation Office will send a letter to the donor acknowledging receipt of the item(s) and thanking them for their generosity.
- b. If the College plans to dispose of the donated property with three (3) years of the date of the donation, IRS requirements related to Form 8282 must be followed. Such disposal may have a negative impact on the charitable income tax deduction claimed by the Donor.

3. By Transfer

- a. With prior approval from inventory, departments may transfer items for which they no longer have use to another CCC department.
- b. Once approved, fill out the Transfer Form located under College Forms.

B. Federal Property Management

The following are property management standards for capital equipment (single item with unit acquisition cost greater than \$5,000.00) which is Federally-owned.

1. Records for Federally-owned equipment at CCC will include the following:
 - a. A description of the item
 - b. The manufacturer's serial number, model number, and CCC's inventory asset tag number
 - c. Fund source of equipment, including a Grant account number
 - d. "Owner" with whom title is vested, usually a federal agency if possible
 - e. Item acquisition date
 - f. Information for determining the calculation of Federal participation in cost of item, usually 100%.
 - g. Location and condition of equipment and date the information was last reported
 - h. Unit acquisition cost of the item
 - i. The ultimate disposition data, including the date of disposal.
2. Equipment owned by the Federal Government is identified to indicate Federal ownership on the equipment inventory data base when purchased with Federal Grand Funds.
3. A physical inventory of all government –furnished equipment will be taken and results reconciled with equipment records at least once every year. Any differences between physical inspection and accounting records will be pursued to

determine the causes of the difference.

- a. Inventory will verify the existence of the equipment and make inquiries and observations to determine whether the equipment appears to be currently used.
4. Any loss, theft, or proposed disposal activity of Federally owned equipment must be reported to the Vice President of Administrative Services immediately after the loss or prior to voluntary disposition.
- a. Inventory will contact Grants Compliance (GC) department for disposal instruction of such equipment.
 - b. Actual disposition of such equipment will occur within the property standards of OMB Circular A-110, Subpart C.34g, and F.A.R., part 45.
5. Reporting Procedures for Federally-Owned Equipment
- a. Annual Inventory Reports
 - 1) Once yearly, Grants Compliance will prepare and submit Annual Inventory Reports for contracts, grants, and cooperative agreements where required. These reports will be submitted in accordance with the requirements of the various agencies that provide the Federally-owned equipment.
 - 2) Grants Compliance will send out letters to all sub-contractors after September 1 of each year requesting an inventory of equipment be submitted with the next invoice for the sub-contractor.
 - b. Final Inventory Reports
 - 1) When a final inventory report is required by an agency, Grants Compliance will provide the report to the sponsoring agency.
 - 2) The final inventory report will be in a format as prescribed by the sponsor. A cover letter should be attached requesting title to the equipment on the newly-closed account and stating that this is the final report.
 - 3) It should be noted that some agencies require negative reports when it is not equipment listed on a specific award.
 - c. Excess Property
 - 1) When equipment is no longer needed in the performance of a contract or grant, it should formally be declared as excess property to the sponsoring agency.
 - 2) Requests to the sponsor will be in the manner and format as defined by the agency and will be handled in the same manner as equipment purchased with government funds where CCC retains the title.
 - d. Marking Government-Owned Equipment
 - 1) Each item of government-titled property should have an inventory identification sticker.
 - 2) Each item of government-titled property should have a "Property of the U.S. Government" sticker affixed to it to identify it as government-

owned.

- 3) Stickers for equipment will be provided by the Business Office.
- 4) Ownership of equipment can be obtained from each contract or grant agreement. Contact the Business Office if there are questions regarding the ownership of the equipment.

C. Property Management

Departmental property managers are a vital link in the college's property management system. Each department which holds college property must appoint an individual to act as its property manager. Inventory must be kept up-to-date as to the person assigned this duty. Departmental property managers serve as the liaison between the department and the Business Office, and have the specific responsibility of maintaining departmental records as to the exact location of college property and responding to the annual inventory process.

1. Audits

Annually (March) departmental supervisors are furnished with a listing of all property assigned to their department. A physical inventory inspection is done by each department. A signed copy including any changes must be returned to the Business Office within the time specified on the listing. The Business Office will update the college equipment database. Departments should review listings prior to fiscal year end to ensure assets are properly recorded prior to financial statement audit.

2. Missing Property

Property that cannot be located must be accounted for by the department. There are several ways to account for missing property:

- a. Produce a copy of a signed Transfer from showing the item was transferred to another college department. Forms are available under College Forms.
- b. Produce a copy of a "Police Report" from the local police departments showing the item reported as stolen.
- c. Attach a letter from the Associate Dean stating that the item cannot be located. Cite specific and valid reasons why the item should be deleted from the inventory listing, this will be reviewed and approved by the Vice-President of Administrative Services prior to deletion from the inventory records.

3. Tag Memos

- a. Newly purchased departmental equipment in excess of \$5,000 must be tagged with a CCC identification number. The Shipping & Receiving Department from the receiving campus will assign this ID tag number and place on the new equipment before it is delivered to the receiving college department.
- b. All pertinent information must be included on the receiving Purchase Order (serial number, manufacturer name, model, building & room number, department cost center, signature of individual that received item in department, and date). This receiving Purchase Order is then sent to the College Business Office for input into the inventory data base and to accounts payable for payment.

4. Surplus Property Disposal

Surplus Property is defined as property which has been declared excess/surplus to

the needs of an administrative unit of the college. The disposal of surplus property may be handled in the following manner.

- a. Return to Shipping and Receiving
 - 1) Returned excess/surplus property becomes available to any college department. There is no charge to a department for items selected.
 - 2) Property not selected for use by the college is then offered for sale to the general public at public auctions, which are held throughout the year as needed.
- b. Transfer
 - 1) Departments may transfer excess/surplus property directly to other departments within the college. No exchange of funding will be completed for these transfers. Transfers need to be documented by completing a "Transfer Form" located under College Forms and forward to the Business Office.
 - 2) For transfer of surplus college property to non-profit organizations call the Vice President of Administrative Services.
- c. Trade-in
 - 1) Departments should note on the purchase requisition or purchase order, when this will be the means of disposing of surplus equipment. Make sure this is noted on the body of the purchase requisition/order. The trade-in will need to be item for item. Please provide the CCC property tag number and/or serial number of the items being traded on the purchase requisition/order.
- d. Sale to General Public
 - 1) All excess/surplus property must be offered to College Departments prior to public offering. Individuals may only purchase College excess/surplus property in a publicly competitive environment.
 - 2) Departments that chose to turn excess/surplus property into the Shipping and Receiving department as described above. If those items are not recycled, traded, or transferred they will be placed on the next available public auction or silent bids.
 - 3) The department may request public sale, via a public formal bid solicitation. This method allows the department to provide a list of potential bidders, if known, for the item. In most instances, an ad is placed in local papers informing the public of the availability and potential sale of the item(s). The Business Office or auctioneer creates a public bid document for disbursement to interested and identified parties. Silent bids are received over a fifteen-day period with the highest responsive bidder being awarded the purchase. All related expenses incurred by the Business Office are deducted from the sale proceeds with the remaining balance transferred to the previous custodial department's designated cost object. Highest bidders on large items are responsible in providing own forklifts for loading and trailers for transportation.

e. Scrap or Salvage

No department/individual is allowed to remove or take scrap metal off campus, or to any recycler without prior authorization from CCC Business Office.

Departments will be able to retain any proceeds from disposal of scrap metal.

When CCC Campus Departments have scrap metal, including valuable metal, e.g. copper, brass, stainless steel, aluminum, iron, it will be the responsibility of the department to contact CCC Business Office to identify the surplus scrap metal and the proper method of removal. One of the following methods will be authorized:

- 1) Local recyclers will be contacted. Arrangements will be made for local recyclers to deliver/pick-up a collection container (bin or box) at a designated departmental site at no charge, if material meets certain criteria.
- 2) For Facilities departments to haul scrap to local recyclers, an email is to be sent to CCC Business Office for authorization and must be received prior to disposal of any scrap. All scrap must be transported by a College Vehicle, no personal vehicles are allowed. Personnel taking scrap to local recyclers will be asked by local recyclers to provide college identification and may be subject to being fingerprinted. When scrap is deposited with local recyclers, they will provide CCC Business Office with a description and weight of the materials deposited, a copy of the scale ticket, documentation regarding department/individual from which scrap was received, and vehicle license number.
- 3) If it is determined that the scrap metal has no value, or otherwise cannot be sold: the department which generated the scrap will be responsible for its disposal and any cost associated with the removal.

All payments from the recycler must be in the form of a check. Check must be made out to Central Community College, identifying the department on the check, and sent to CCC Accounts Receivable unless part of a business/industry agreement for the College use and recycling of their scrap metal. Upon receipt of the check, the Business Office will then reimburse the department, minus any expenses incurred.

The college reserves the right to dispose of scrap metal by bidding through the Purchasing Department with the approval of the Vice President of Administrative Services.

Departments located off the immediate CCC Campuses may use appropriate dealers in their area. Checks still need to be made out to CCC. Off-campus departments can either mail, or drop off checks (along with the scale ticket including pertinent information) to the CCC Business Office. In the case of potentially hazardous property, disposal will be made with the assistance of the

Environmental Health and Safety Department.

- f. Equipment Purchased with Federal Funds
- 1) The Federal definition of equipment is: tangible nonexpendable personal property including exempt property changed directly to the award having a useful life of more than one year and an original purchase price of \$5,000 or more per unit.
 - 2) CCC retains title of equipment purchased with Federal funds unless the awarding agency notifies CCC of its intent to retain title. The equipment can be used in the project or program for which it was acquired as long as needed after the ending date of the grant or contract.
 - 3) Before using the equipment for other activities or disposing of the equipment, the Grants Office, if the equipment had an original purchase price of \$5,000 or more, must be contacted. If appropriate, the Grants Office will assist the department in requesting disposition instructions from the Federal awarding agency. Disposition can include returning the item to the sponsor or compensating the sponsor for the item. Grants Office will assist the department in determining the amount of compensation that needs to be paid to the Federal Agency if the equipment is to be used for other activities.

Civil Rights Policy Statement

Central Community College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All non-employee related policies below are subject to resolution using the Central Community College's Equal Opportunity, Harassment, and Nondiscrimination Procedure. The only employee related policy subject to this procedure is Title IX; all others may be rectified by other policies and procedures for employees. The Policy and Procedure is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

Central Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Central Community College does not discriminate in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, religion, mental or physical disability, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category applicable under local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

As a recipient of federal financial assistance for education activities, Central Community College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes [sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status]. Central Community College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Central Community College policy. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Central Community College community on the basis of sex is in violation of the Discriminatory Policy. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator below.

A report may be made at any time (including during non-business hours) online at https://cm.maxient.com/reportingform.php?CentralCCNeb&layout_id=40

Contact information for reports/concerns:

Individual with Oversight for All Non-Discrimination & Title IX Coordinator:

Dr. Beth Klitz
Vice President of Student Services and Enrollment Management
Location/Address: 4500 63rd St, Columbus, NE 68602
Phone: 402-562-1284
Email: titleixcoordinator@cccneb.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice, and/or the appropriate state agency.

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C.
20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC) Contact:

<http://www.eeoc.gov/contact/>

Nebraska EEOC Contact Information:

State-Level Equal Opportunity Officer
Nebraska Department of
Labor 550 S. 16th Street
P.O. Box 94600
Lincoln, NE 68509-4600
Phone: 402-471-8358
TDD/TTY: 800-833-7352
Email: NDOL.EOComplaints@Nebraska.gov

Within any resolution process related to this policy, Central Community College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with state and federal law.

Benefits Policy

Benefit programs shall include, but are not necessarily limited to, health, dental, vision, flexible spending -account/health savings account, 125 cafeteria, life insurance, long-term disability, retirement, and leave programs for eligible employees subject to available funding and compliance with federal and state law.

State statute requires the appointment of fiduciaries for administering all employee fringe benefit programs. The Senior Director of Human Resources and Human Resources Benefits Manager shall serve as fiduciaries for all College employee benefit programs. The College's retirement plan may have additional fiduciaries.

Recommendations for changing existing programs shall be submitted to the fiduciaries for their review. Such recommendations shall be submitted to the President for review and appropriate action.

Employee Regulatory and Voluntary ~~In-service~~ Training Policy

~~In-service~~ Training shall be defined as faculty and staff development and ~~in-service training~~ shall be designed to enable the participant to perform his/her job responsibilities better than before participating. ~~In-service training shall be a continuous process.~~ Trainings shall be conducted per Federal and State Law or accreditation standards.

Employee Regulatory and Voluntary Training Procedure

Employee Regulatory and Voluntary Training may include, but is not limited to:

- Title IX
- Safety Training
- ADA Americans with Disability Act
- Leadership Training
- Employee Assistance Training
- Emergency Response

Accommodation and Disability Policy

Central Community College is committed to providing equal employment opportunity for qualified individuals with disabilities. Therefore, CCC will provide reasonable accommodation for a qualified individual's disability (as well as to a worker's known limitations related to pregnancy, childbirth, or related medical conditions), unless the accommodation will cause the employer an "undue hardship," where the accommodation is necessary for the employee to perform the essential functions of his or her job.

Accommodation and Disability Procedure

A reasonable accommodation is an adjustment, waiver, change, or modification in CCC's rules, regulations, policies, and/or procedures, which is necessary for a qualified individual with a disability or an individual with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship."

It is CCC's practice to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential in accordance with the requirements of the ADA.
3. Provide disabled employees and those who have known limitations related to pregnancy, childbirth, or related medical conditions, with reasonable accommodation, where necessary, to enable the employee to perform the essential functions of his or her job, except where such an accommodation would create an undue hardship on CCC.

If an employee believes that they require a reasonable accommodation, they must promptly speak to, write, or otherwise contact the Senior Director of Human Resources, who serves as the ADA Coordinator. Requests should not be made to the employee's supervisor as only Human Resources can approve accommodation requests.

The Human Resources Department will be responsible to obtain and evaluate the relevant medical and job information, work with the employee to identify and evaluate possible reasonable accommodations, and ensure appropriate confidentiality in the process. Each request will be evaluated and based on the circumstances of that particular situation. The employee's participation and cooperation in the reasonable accommodation interactive process will be essential and is required, and may include job-related medical assessments.

When considering a reasonable accommodation request, CCC may take the following into consideration:

1. Is the individual (the subject of the requested accommodation) qualified? Is this individual a person with a disability as defined by law? If the disability is not obvious, has the disability been verified by a reliable third party such as a medical professional? Does the worker have a known limitation related to pregnancy, childbirth, or related medical conditions?

2. Is the request for an accommodation necessary because of the individual's disability or pregnancy? CCC may request a certification from a reliable third party, such as a medical health professional, to substantiate the need for the accommodation.
3. Is the request for accommodation reasonable? Are other more reasonable options available? Would the requested accommodation impose an undue financial and/or administrative burden?
4. Would the requested accommodation require a fundamental alteration in the essential job functions?

An employer is entitled to obtain information that is needed to evaluate if a requested reasonable accommodation may be necessary. If a person's disability/pregnancy related condition and the need for the requested accommodation is obvious or otherwise known to the employer, then the employer may choose to not request any additional information about the requester's disability/pregnancy or the disability-related need for the accommodation. If the disability/pregnancy and/or the need for the accommodation is not obvious, CCC may request reliable disability/pregnancy-related information that (1) is necessary to verify that the person meets the laws definition of disability (*i.e.*, has a physical or mental impairment that substantially limits one or more major life activities) or known limitations related to pregnancy, childbirth, or related medical conditions, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability/pregnancy and the need for the requested accommodation.

CCC may also consider whether or not the request is "reasonable" in terms of the cost and alteration of the job, rules, regulations, policies, and/or procedures. Reasonable accommodation may include, but is not limited to:

- making existing facilities used by employees, readily accessible to and usable by persons with disabilities;
- job restructuring, modifying work schedules, reassignment to a vacant position; and
- acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

CCC may decline to make an accommodation when it would be unreasonable, when it would not enable the employee to perform the essential functions of his or her job, when it would present a direct threat to health or safety of self or others, or when it would impose an undue hardship.

Equal Employment Opportunity Policy

Central Community College is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

Equal Employment Opportunity Procedure

CCC strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

All CCC employees, other workers, and representatives are prohibited from engaging in unlawful discrimination during all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

CCC complies with the Americans with Disabilities Act ("ADA"), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, CCC will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer to the Accommodation and Disability policy and procedure.

CCC will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

CCC complies with the Pregnant Workers Fairness Act ("PWFA") and comparable state law. CCC will provide temporary or reasonable accommodations to qualified pregnant job applicants and employees to accommodate the employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship. CCC will not require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided. If you believe you need a pregnancy-related accommodation, refer to the Accommodation and Disability policy and procedure.

Complaint Procedure

If an employee is subjected to any conduct that they believe violates this policy, they must promptly speak to, write, or otherwise contact Human Resources as soon as possible after the offending conduct. The complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. If the employee does not receive a satisfactory response, immediately contact the Senior Director of Human Resources. This individual will ensure that a prompt investigation is conducted.

CCC will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. Additionally, any supervisor who

observes discriminatory conduct must report the conduct to the Senior Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

All reports of discrimination will be promptly and thoroughly investigated; if the report is found to be justified, corrective action appropriate to the circumstances will be taken. All reports and information given during an investigation will be treated as confidentially as possible, consistent with the need to conduct a full and fair investigation and to inform those individuals who will be involved in any disciplinary action.

Retaliation

CCC prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe disciplinary measures up to and including discharge from employment.

Harassment Prevention Policy

Central Community College values civility, professionalism, dignity, and respect for each employee. Therefore, any conduct which has the purpose or effect of mistreating, bullying, taunting, intimidating, ridiculing, denigrating, or embarrassing anyone on the basis of any personal trait or characteristic is not acceptable and will not be tolerated.

More specifically, any form of harassment on the job or related to the job including sexual harassment and also including harassment on the basis of race, ethnicity, religion, pregnancy, age, disability, sexual orientation, gender identity, marital status, military/veteran status, genetic information, or any other personal trait or characteristic, is prohibited and may result in disciplinary measures up to and including discharge from employment. CCC also prohibits any form of harassment by or against other persons (including customers, vendors, and visitors) who interact with CCC in any capacity.

Harassment Prevention Procedure

Harassment is broadly defined to include any conduct which has the purpose or effect of mistreating, bullying, taunting, intimidating, ridiculing, denigrating, or embarrassing anyone on the basis of any personal trait or characteristic. It includes inappropriate conduct which tends to equate a person's worth to their personal trait or characteristic, including their gender, race, nationality, religion, age, disability, sexual orientation, or gender identity, rather than their ability to perform their jobs and contribute to CCC's success. Without limiting the breadth of this definition, harassment specifically includes sexual harassment, which is defined by federal law as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Prohibited acts of sexual harassment can take various forms ranging from subtle pressure for sexual activity to physical assault. Examples of some of the kinds of conduct included in the definition of sexual harassment are:

- Sexual relations, sexual contact, or threats or intimation of sexual relations or sexual contact which are not welcome and freely and mutually agreeable to both parties; and
- Continual or repeated remarks with sexual implications, placing sexually suggestive objects or pictures in the work area, or propositions of a sexual nature; or
- Threats or insinuations that the person's employment, wages, promotional opportunities, job assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances, or promises or insinuations that any conditions of employment may be favorably affected by submitting to sexual advances.

Harassment on the basis of any other factor, such as race, nationality, age, religion, disability, sexual orientation, gender identity, veteran status, marital status, any other personal characteristic is also

prohibited. Any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of one of these factors is improper and is prohibited. This could include, for example, racial epithets, religious jokes, age-related comments, and references to cultural stereotypes.

What is or is not offensive must be viewed from the perspective of the victim. The harasser's harmless intent is irrelevant. Additionally, the fact that no objection is voiced or the other person seems to be "going along" does not mean the conduct is acceptable.

CCC's harassment policy is intended to be broader than what is required by the law. For this reason, any harassing behavior, even if not based upon someone's membership in a protected class, is prohibited and will be dealt with in accordance with this policy.

Complaint Procedure

Any employee who believes that they have been harassed by a supervisor, coworker, customer, student, vendor, or any other person interacting with CCC; or if an employee is subjected to any conduct that they believe violates this policy, must promptly speak to, write, or otherwise contact Human Resources as soon as possible after the offending conduct. The complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. If the employee does not receive a satisfactory response, immediately contact the Senior Director of Human Resources. This individual will ensure that a prompt investigation is conducted.

CCC will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. Additionally, any supervisor who observes discriminatory conduct must report the conduct to the Senior Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

All reports of harassment will be promptly and thoroughly investigated; if the report is found to be justified, corrective action appropriate to the circumstances will be taken. All reports and information given during an investigation will be treated as confidentially as possible, consistent with the need to conduct a full and fair investigation and to inform those individuals who will be involved in any disciplinary action.

Retaliation

CCC prohibits any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe disciplinary measures up to and including discharge from employment.

Prevention

Every employee is empowered and encouraged by CCC to protect our culture and be part of the solution to stop and prevent harassment. It is therefore entirely appropriate for a bystander who witnesses anyone engaging in the harassment of another to politely, but firmly, tell that person that their conduct is inappropriate and should stop. It is likewise entirely appropriate for the bystander to report the harasser's conduct to Human Resources.

Awards Policy

The College in compliance with Neb. Rev. Stat. § 13-2203 (3) hereby sets the following dollar limits for awards given to elected or appointed officials, employees, or volunteers, including persons serving on local government boards or commissions:

- A. Recognition or service awards (such as plaques, pictures, frames/certificates, 5, 10, 15, and 20 year service awards) shall not exceed \$120.00 per individual for each award.
- B. 25, 30, 35, 40, 45, and 50 year service awards shall not exceed \$240.00 per individual award.
- C. CCC clothing apparel shall not exceed \$45.00 per individual (one item per individual is recommended).
- D. CCC promotional items such as pens, key chains, flashlights, clocks, bags, notebooks, etc., shall not exceed \$15.00 each per individual.

This policy shall not be amended more than once in any twelve-month period.

Background Check Policy

The College shall conduct background checks on all full-time employees, part-time employees (including work study students), and applicants (including internals) who are finalists for full-time positions with the College. The College reserves the right to request a background check on an employee at any time.

Background Check Procedure

The Human Resources Hiring Manager (or designee) will order and evaluate all background checks. The Senior Director of Human Resources shall make the final decision on any background check.

The minimum requirement for all background checks shall be:

- A. No felony convictions (where the court's jurisdiction is pending, continuing, or ended less than seven years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses.
- B. No misdemeanor convictions (where court jurisdiction is pending, continuing, or ended less than five years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses.
- C. Convictions are evaluated on a case by case basis. The following criteria shall be used in reviewing criminal background information as a disqualifier from employment:
 1. Nature and gravity of offense
 2. Time since the offense, conduct, and/or completion of the sentence
 3. Nature of the job held or sought

Background checks shall include a federal, state, and county criminal record search for felony and misdemeanor criminal convictions, found active wants and warrants, found protection orders, social security number trace, Global Watch, and the National Sex Offender Registry. The Nebraska State Elder and Child Abuse Registries shall be used when required by the program area. Central Community College may also require additional background searches for specific positions to include but not limited to motor vehicle report, credit history, employment/education verification, reference checks, workers compensation, and/or drug testing.

The College shall contract with an outside vendor to complete background checks.

New employees must have a completed background check no earlier than sixty days prior to start date. Completed background checks receiving approval for involvement with Central Community College are valid for two years from the date that the report is ordered. After two years, all employees will undergo ongoing screening.

Information generated from the background check may impact the employee's employment status in his/her current position, as well as, eligibility for employment in a new position. Additionally, falsification of information is grounds for termination from an employee's existing position and denial

of employment for the new position.

Failure to comply with the procedure will be considered a failure to meet the minimum requirements. This includes, but is not limited to, failure to sign the Applicant Release Authorization/Ongoing Authorization.

Banking Policy

The President and the Vice President of Administrative Services are authorized to:

- A. Establish necessary accounts for the College. Accounts are to be established within the 25-counties in the service area of the College.
- B. Purchase investments or to use savings accounts and negotiate rates for the determined cash available that is not necessary to meet current cash flow requirements. The purchase of investments or establishment of savings accounts shall be with the banks within the 25-counties in the service area of the College paying the highest interest rate within one-half of one percent variation at the time negotiated.
- C. Establish petty cash and change funds within the College and to determine and implement cash processing guidelines.

Building Naming Policy

Naming and/or changing the name of a building or capital facility recognizing a person, requires approval by the College Board of Governors.

Building Naming Procedure

A. Criteria for Naming

1. Naming in Recognition of Distinction

From time to time the College may want to honor the extraordinary, distinguished contributions of individuals to humanity, to the United States, to Nebraska, to the College's twenty-five county area, or to the College.

When a significant area or building is proposed to be named for an individual associated with the College, it is recommended that a period of not less than three years shall have lapsed between the end of the individual's service to the College and a naming proposal.

If a building, room, significant area, or program is to be named in recognition of outstanding service, the President shall determine whether the person is worthy of the honor, whether the recommendation has the support of the occupants of the building or users of the area, as well as the support of the College community, before making a recommendation to the Board of Governors for approval.

2. Naming in Recognition of Financial Support

For naming in recognition of financial gifts, the donor will be expected to provide all or a substantial part of the cost of the entity. "Substantial" is deemed to mean either a significant majority of the cost (51%) or a contribution which, while not being a significant majority, would not have been available from another source or was in some way integral to project completion. A guide for naming may be based on cost of area per square foot with appropriate adjustments based on visibility of space to be named and other considerations.

Donors may be individuals, families, organizations, foundations, or corporations.

The President may request an exception to the College policy requiring 51% contribution of construction cost in order to have naming recognition for a building.

In establishing objectives for a fundraising campaign, the department securing the funds, in consultation with the President and the Executive Director of the Central Community College Foundation, shall establish a schedule of naming opportunities and the level of donation required for each. The Executive Director of the Foundation shall consult with departments to advise whether the gift levels are appropriate and consistent with others on campus.

B. General Provisions

1. No naming will be approved or (once approved) sustained that will call into serious question the public's respect of the College.
2. Names of facilities or areas should lend prestige to the College and to staff, students, and community. The credentials, character, and reputation of each individual, organization, or corporation for whom the naming of a building is being considered shall be carefully accompanied by supporting documentation.
3. When a building or significant area has been named, the College shall continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated, or rebuilt, the College may retain the use of the name, name another comparable room or facility, or discontinue the use of the name.
4. It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.

C. Approvals

1. All proposals for naming will be forwarded to the President who shall make a determination whether the proposed naming conforms to this policy, is otherwise appropriate, and is of sufficient merit.
2. The College's Board of Governors shall consider for approval the naming of buildings, substantial areas or significant landscape features. The Board shall also approve the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus.
3. Commitments made prior to adoption of this policy shall be honored.

D. Naming Conventions

1. A uniform system of signing shall be adopted by location.
2. Buildings and areas shall have names that include their primary function:
 - a. Special use buildings or areas such as an auditorium, physical education center, health center, or such, may bear the functional name separately or in combination with the person's name (e.g. "Gunderson Health Center," "Kondos Gallery")
 - b. Outdoor areas shall bear the name of the individual and a functional description (e.g. "Parnell Drive")
3. Plaques and signage should be tasteful, discrete, and consistent with other campus signage.
4. The naming of a building to honor an individual shall use the surname only, as in "Raef Hall" and "Rodda Hall." In the case of corporations or businesses, the College shall use a shortened name sufficient to recognize the business (as in "Hynix Hall"). The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses, and the like.

College Vehicles Policy

Vehicles are to be driven only by College employees who possess a current driver's license/permit(s). Vehicles are to be checked out on a trip basis with one exception: The President is authorized to assign vehicles to staff whose work assignments are on a continuous basis. Vehicles are to be used only for College-related business.

College Vehicles Procedure

A. Charge and Replacement Schedule

Vehicle charges shall be based upon the actual miles driven. Odometer readings shall be recorded when checking out and returning the College fleet vehicle. Employees who are provided with a College vehicle on a continuous basis shall not use the vehicle for personal use except when commuting to and from work. Odometer readings will be taken at a minimum of once each month.

A requisition listing charge tickets shall be submitted to the Purchasing Department once each month. Charges are determined by government approved rates and provided by Purchasing. Current rates are:

Cars or minivans	Replaced at 100,000 miles
Suburbans or large vans	Replaced at 125,000-150,000 miles
15 passenger minibus	Replaced at 150,000 miles

B. Driving College Vehicles

1. Driving Requirements

Drivers must be:

- a. An employee of the College.
- b. A currently licensed driver. Driving records may be checked annually by the Vice President of Administrative Services. Employees convicted of DUI, 3 speeding tickets in the past 5 years, or similar violations may lose the privilege to drive College vehicles.
- c. At least 18 years old for driving on-campus and local trips. At least 21 years old for driving on off-campus business trips.
- d. Drivers should turn in a manifest, in the college's software, of all passengers prior to leaving for their trip

2. Driver Responsibilities

Drivers shall:

- a. Pay for locksmith fees, other expenses related to lost keys, speeding tickets, and/or traffic violations received while driving College vehicles and report violations to the Facilities Management Director.
- b. Report all accidents immediately (or within 24 hours if the situation prohibits immediate contact). A list of names and phone number of emergency contacts is kept in the glove box of the vehicle.
- c. Ensure all occupants of the vehicle wear seat and lap belts.

- d. Use College vehicles for official use only. State law prohibits using College vehicles for personal business. Mileage deemed “in excess” of the direct route shall be billed to the employee at the current mileage rate per mile.
 - e. Include the license plate number and the odometer reading on all College credit card receipts for vehicle-related expenses and place the receipt in the vehicle packet prior to returning the vehicle.
 - f. Obey all traffic laws and operate College vehicles in a safe and courteous manner. Drivers shall not operate a College vehicle while using a cell phone, wearing headsets, using other devices that may distract the driver, or while under the influence of alcohol or drugs. In addition, use of tobacco or tobacco products is not permitted in College vehicles
 - g. Vehicle Occupancy: Occupancy is limited to the manufacturer’s assigned seating capacity.
 - h. Weather Restrictions: Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. Remember that 15-passenger vans require additional braking time and cannot handle abrupt maneuvers the way cars can
 - i. Seat Belt Requirements: The driver and all passengers must wear seat belts at all times while the vehicle is in operation.
 - j. Return the fleet vehicle after the trip.
3. Returning Fleet Vehicle
- Upon returning to campus, drivers shall:
- a. Park the vehicle in the motor pool parking areas to ensure there is time to service the vehicle for the next scheduled user.
 - b. Complete the checkout form, noting any problems or malfunctions with the vehicle.
 - c. Remove all trash from the vehicle.
 - d. If returning a vehicle after regular hours, drivers should follow the directions below for their respective campus:
 - 1) Place the keys in the vehicle packet, place under the driver’s seat, and lock the vehicle. (Grand Island).
 - 2) Place the keys in the vehicle packet, lock the vehicle, and drop the packet in the drop slot. (Columbus; Hastings Campus – inside the Polk Building)

C. Training and Operations of 15-Passenger Mini-Buses:

- 1. Training:
 - a. A 15-Passenger Mini-Bus Driver Safety Orientation Program is conducted jointly by the Facilities Management, and training through BizLibrary. Successful completion of the course is required before a new driver may be issued a 15-passenger Mini-Bus. The course goal is to familiarize drivers with this policy.

- b. After successful completion of the on-line course, an initial driving experience will be conducted by the Facility's Management Director or designee to further familiarize employee with the characteristics of 15-passenger Mini-Buses including proper backing, braking, obstacle avoidance, and return-to-road techniques.
2. Operating Restrictions:
- a. Distance and Hours Restrictions: No 15-Passenger Mini-Bus may be operated for more than four hours between the hours of 10:00 pm and 7:00 am for any continuous trip. A continuous trip is defined as the point of origin to the final destination.
 - b. Load Evenly: Passengers will be disbursed evenly through the seating area. The roof will not be used for storage for any purpose. Keep luggage on the floor if at all possible.
 - c. No Towing: 15-Passenger Mini-Buses may never tow a trailer.
3. Drivers:
- Drivers must successfully complete the 15-Passenger Mini-Bus Orientation Program before driving a CCC 15-Passenger Mini-Bus. Mini-Bus reservations will not be made for anyone who has not completed the 15-Passenger Mini-Bus Orientation Program.

The CCC 15-Passenger Mini-Bus Orientation program consists of two parts. To participate, the prospective driver must meet the requirements outlined in this policy, and they must contact the Facilities Management Director of their respective campus to be added to the list of authorized drivers

- a. Visual Inspection Before Use: Prior to use, drivers are responsible for making a visual inspection of the mirrors, tires and other safety equipment of the vehicle.
- b. Safety Equipment: As with all other College vehicles 15-passenger vans will be checked regularly for tire wear and serviceability of all safety equipment.
- c. Unsafe Operating Conditions: The Campus President / Administrator in conjunction with the Facilities Management Director are responsible for determining if alternatives to 15-Passenger Mini-Bus travel exist and when driving conditions are unsafe for a 15-Passenger Mini-Bus to be used.

Additional Compensation Policy

A College employee shall be paid only one time for an assigned work period regardless of the source of funding.

Additional Compensation Procedure

If an employee is compensated for participating in/conducting a workshop, teaching a class, consulting, or other activities during a normal assigned work period for which regular compensation is paid, said employee shall take vacation time or leave without pay. An approved leave request must be on file. An appropriate schedule change may be made with approval of the appropriate dean or supervisor for contracted employees.

See jury duty or military leave for other consideration.

Defensive Use of Force by College Employees Policy

- A. Use of Force
The College discourages the use of force by College employees. Employees, when confronted with a threat to themselves, to others, or to College property, should consider every alternative to the use of force, including retreat, whenever possible.
- B. Use of Force in Self-Protection
The use of force by an employee toward another individual may be justifiable when the employee believes that such force is immediately necessary to protect himself/herself from serious bodily injury caused by the actions of another. The use of force is not justified if the employee knows the necessity of using force can be avoided with safety by retreating, or by complying with a demand. The employee shall abstain from any action in which he/she has no responsibility.
- C. Use of Force for the Protection of Others
A College employee may use force on another individual for the protection of a third party under circumstances such that the third party would be justified to use force for self-protection as described in the previous paragraph and the employee believes that intervention is necessary for the protection of the third party. The employee shall not be obligated to retreat, or to comply with a demand before using force, unless the employee believes the complete safety of the third party is assured. If the safety of the third party can be assured if the third party retreats, the employee shall try to cause the third party to retreat prior to using force.
- D. Use of Force for Protection of Property
The use of force toward another person is inappropriate merely to protect the property of the College, including property of employees and students. If an individual appears to be damaging or about to damage College property, or property of employees or a student, and the person cannot be persuaded to cease their destructive behavior, law enforcement should be notified immediately.
- E. Use of Force – Justification
Use of force may be justified to avoid harm to an employee or to another if the harm sought to be avoided by such conduct is greater than the harm sought to be prevented. Use of force must not be used if an employee was reckless or negligent in bringing about the situation.

Any threat of violence should be reported to local law enforcement immediately.

Emeritus Employee Policy

Retired employees in good standing who have served Central Community College for a minimum of twelve (12) years, may refer to themselves as an Emeritus employee by title in public. Examples would be: College President Emeritus, Political Science Instructor Emeritus, Facilities Director Emeritus, etc.

The College may extend the following privileges to Emeritus employees:

- A. Emeritus employees are to have permanent library privileges.
- B. Emeritus employees may continue to use audio-visual equipment and other educational media, including copier facilities, at cost.
- C. Emeritus employees are to be issued a pass from the appropriate Vice President/Dean. It shall admit that person and spouse to all College events.
- D. Emeritus employees are to be invited to all College functions, such as special dinners, employee events, and commencement exercises.
- E. Under certain conditions, Emeritus employees shall continue to receive mail at the College and to use the College mailing address as a professional courtesy.

Upon recommendation of the College Cabinet, the President, with the approval of the Board of Governors, may grant the title of "Distinguished Emeritus" to retired employees in good standing who have served Central Community College for a minimum of twelve (12) years.

The College may extend the following additional privileges to Distinguished Emeritus employees:

- A. Distinguished Emeritus employees will have their names listed on a plaque displayed in the board room.
- B. Distinguished Emeritus employees will be recognized at a ceremony at the campus or location where they served.
- C. Distinguished Emeritus employees will receive business cards with their status listed.
- D. Distinguished Emeritus employees will receive a recognition plaque.

Employees who were recognized as Emeritus Employees under the policy existing prior to the approval of this revision shall have their status changed to Distinguished Emeritus.

Employee Safety and Health Policy

Employees shall comply with all safety and health requirements established by the College or by federal, state, or local law.

Employment Policy

The Board of Governors and Administrative officers of the College retain the right, in accordance with applicable laws and regulations, (a) to hire, promote, transfer, assign, and retain employees in positions within the College, and to suspend, demote, discharge, or take employee disciplinary action, (b) to direct college employees in maintaining the efficiency of the operations of the College and to determine the methods, means, and personnel by which such operations are to be conducted, and (c) to take necessary actions to carry out the mission of the College in situations of emergency.

Employment Procedure

Faculty

Faculty contracts shall be governed by Neb. Rev. Stat. §85-1528, as the same may from time to time be amended.

- A. **Negotiated Agreement**
Items listed in the Faculty's Negotiated Agreement shall supersede the corresponding items listed in College procedures.
- B. **Workload**
Full-time faculty shall use the Workload Document.
- C. **Workspace**
Each campus shall make a reasonable effort (based upon budgetary and facility limitations) to honor faculty requests for adequate non-instructional workspace.

Equipment Breakage/Loss Policy

Students and staff are responsible for the breakage and/or loss of any College supplies or equipment assigned to them when it is apparent that the breakage and/or loss resulted from the neglect or carelessness on the part of the student or staff. College personnel are expected to exercise reasonable care in the use of College-owned equipment.

Ethics and Responsibilities for College Employees Policy

Faculty and staff (herein referenced as “employees”) shall adhere to ethical standards of professional conduct and act in a manner consistent with the College's mission and core values.

Ethics and Responsibilities for College Employees Procedure

Ethical standards should be reflected both in the work product of each employee, and in each employee’s interactions with students, colleagues, customers, and clients of their work. It is the obligation of each College employee to make a good faith effort to understand these standards and to conduct themselves accordingly.

A. Professional conduct

Employees shall conscientiously and professionally fulfill their assigned responsibilities relative to faculty, students, colleagues, customers, and clients. They will meet reasonable standards of work quality and quantity, as established by their supervisor. They will act with honesty and integrity in all matters related to their employment. When fulfilling workplace responsibilities in supervision of other faculty or staff, supervisors shall demonstrate professional conduct through both instruction and example. All employees shall support intellectual freedom among all members of the College. For example:

1. Employees shall report to work free of influence of alcohol and drugs that may impair their performance and able to perform their work in a safe manner.
2. Employees shall maintain regular attendance and provide an acceptable quantity and quality of work.
3. Employees shall refrain from unauthorized use of work effort or resources for non- College business.
4. Where appropriate, employees shall promote and protect diversity of opinion in the workplace, in support of intellectual freedom.
5. Supervisors shall be responsible to encourage the intellectual and professional growth of employees for whom they have supervisory responsibility.
6. Employees shall disclose and manage any real or reasonably perceived conflicts of interest, so as not to interfere with objective judgment.

B. Equality

Employees shall treat members of the College community equitably. For example:

1. Supervisors shall be held accountable for equality related to those employees for whom they have supervisory responsibility, and shall carry out their supervisory responsibilities consistent with the standards outlined in this policy.
2. The equitable treatment of employees shall be based upon consideration of the relevant facts and circumstances to the individual situations, which may lead to differences in treatment based upon these factors.

C. Civility

Employees shall treat members of the College community with dignity and respect. Employees

must not engage in, nor permit incivility in or affecting the workplace or classroom. For example:

1. Employees shall respect the diversity of individuals in the workplace and respect the differences among them.
2. Employees shall not use threatening, intimidating, or abusive language, or otherwise engage in conduct and/or abuse of power that creates a hostile environment that interferes with work of the unit.
3. Employees will comply with College Policy dealing with violence in the workplace.
4. Supervisors shall establish and maintain standards for collaborative interaction among peers and employees that is characterized by respect, honesty, and service, and will constructively manage conflict as it occurs.

D. Compliance

Supervisory staff shall see that those who report to them are informed about, understand, and comply with laws, regulations, policies, or procedures. Employees shall understand and comply with federal, state, and local laws and regulations related to their duties. Staff are responsible for adherence to College policies and procedures. For example:

1. Employees shall comply with health and safety regulations and policies, including those governing the reporting of workplace injuries or illnesses, and use of hazardous materials in the workplace.
2. Employees shall comply with College policies governing the use and protection of College resources.
3. Employees shall report any unsafe workplace conditions or practices to appropriate College authorities.

E. Information and data management

Employees shall act with honesty and integrity with respect to information and data management, and will respect the rights and dignity of all College members by keeping confidential information secure, including patient records, student records, library circulation records, and employee personnel, grievance, and medical files. For example:

1. Employees shall refrain from any breach of confidentiality, falsification, fabrication, destruction, inappropriate and/or unacknowledged appropriation, or other misuse of data, and shall report any violations of such to appropriate administrative authority.
2. Supervisors shall be responsible for establishing appropriate safeguards for the information and data under their authority, and to assure their staff members have the ability and expectation to comply with appropriate expectations for the protection and appropriate use of this information.

F. Stewardship

Employees shall exercise integrity and respect in the use of College resources, and will be responsible and accountable for the appropriate use of College equipment, facilities, and all other College assets. For example:

1. Employees shall safeguard College time and property from inappropriate use, appropriation, or abuse.
2. Employees shall not accept money for programs or gifts on behalf of the College or

- as part of their College activities except as prescribed by College policy.
3. Employees shall assure that all funds provided for programs must be spent in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.
 4. Employees in charge of budgets shall monitor records of expenditures for compliance with College policies and procedures and will allow these records to be viewed by appropriate parties.
 5. Employees are strongly encouraged to report potential financial fraud or other inappropriate use of College assets through their normal line of authority, starting with their supervisor, or anyone above, or, to any financial or Human Resources representative.

Holidays Policy

The following holidays are recognized during the fiscal year for full-time employees and continuous part-time employees:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. Memorial Day
- D. Juneteenth Day
- E. Independence Day
- F. Labor Day
- G. Thanksgiving Day
- H. Christmas Day
- I. The business days between Christmas and New Year's

When a recognized holiday falls on a Thursday, the following Friday shall be recognized as a holiday. When a recognized holiday falls on a Tuesday, the preceding Monday shall be recognized as a holiday.

When a paid holiday falls on a Saturday, the previous Friday is recognized as a holiday. When a paid holiday falls on a Sunday, the following Monday is recognized as a holiday.

Holidays Procedure

All full-time staff and continuous part-time employees shall be paid their scheduled hours for each holiday observed by the College.

If an individual is scheduled to work on a holiday

- A. The employee shall be paid their scheduled hours plus actual hours worked; however, if an employee is not normally scheduled to work, no extra compensation shall be paid for that day.
or
- B. The employee may receive straight pay for the holiday and opt to take another paid day off during the week of the holiday, with supervisor approval.

Immigration Reform & Control Act of 1986 Compliance Policy

All new employees shall be required to present documentation and sign the United States Citizenship and Immigration Service (USCIS) Form I-9 official verification form.

Bereavement Leave Policy

Full-time employees are eligible for bereavement leave in the case of death in the family.

Bereavement Leave Procedure

“Immediate family” shall include the following relationships:

- Spouse
- Children
- Parents
- Siblings
- Grandparents
- Grandchildren

This includes the employee’s family, family of spouse, family of domestic partners, and step-families. Bereavement leave shall not exceed five (5) days for a death in the “immediate family”. If additional time is needed, contact Human Resources to explore options.

“Extended family” shall include the following relationships:

- Uncles/Aunts
- First Cousins
- Nieces/Nephews

This includes the employee’s family only (not family of spouses/domestic partners). Bereavement leave shall not exceed three (3) days for a death in the “extended family”.

Furthermore, bereavement leave may be granted for attendance at the funeral service of an active employee at the College where there has been a personal friendship. The granting of this bereavement leave is subject to the supervisor's determination that the absence shall not create an interruption in essential workflow or services.

Bereavement leave may be used for pallbearer duties.

Proof of bereavement may be required by the College. Bereavement leave is with pay at the employee's regular rate of pay and shall not exceed more than a total of ten (10) days in a fiscal year.

Bereavement Leave Guideline

Domestic partners are those individuals who meet the following criteria:

- At least nineteen (19) years old and mentally competent to consent to a contract.
- Not legally married to anyone.
- Not related by blood to a degree of closeness that would prohibit legal marriage in Nebraska.
- Have entered into the domestic partner relationship voluntarily and without reservation.
- Are jointly responsible for each other's common welfare and shared financial obligations.
- Have entered into the domestic partnership for more than one year and intend to continue the relationship indefinitely, with the understanding that the relationship can be terminated at any time by either partner.

Family and Medical Leave Act (FMLA) Policy

The College follows the Family and Medical Leave Act of 1993 (FMLA), as amended, and requires strict compliance therewith by providing procedures through which the act can be administered.

Family and Medical Leave Act (FMLA) Procedure

All FMLA leaves shall be arranged through Human Resources following these procedures.

Definitions and leave parameters used in the Family and Medical Leave Act of 1993 (FMLA) shall apply to this procedure and any regulations adopted or amended under the FMLA shall also apply.

A. General

Covered Leave - The College shall grant an eligible employee family and medical leave for up to 12 workweeks during a 12-month period, if the procedures are followed and leave is requested for a qualified reason according to the Family Medical Leave Act:

1. For birth of a son or daughter, and to care for the newborn child
2. For placement with the employee of a son or daughter for adoption or foster care
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active-duty status)
6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

The right to take leave under FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption, or foster care of a child.

Except in the case of leave to care for a covered servicemember with a serious injury or illness, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during any 12-month period for any one, or more, of the above reasons.

The 12-Month Period - Available leave shall be calculated by determining the amount of leave used by an employee for the 12 months prior to each day for which FMLA leave is requested and subtracting that number from the total of days equal to 12 workweeks. Employees shall be advised when requesting leave of the amount of FMLA leave they have available. ("rolling" method)

Spousal Exception - If a husband and wife both work for the College and are eligible for leave, they are only entitled to a combined 12 workweeks of FMLA leave taken for birth, adoption,

foster care, and/or to care for a parent. The 12 weeks shall be calculated in the same manner as leave for an individual employee.

State Law - Some employees are covered by state leave laws different than the federal FMLA. The College shall comply with both laws. Any such leave under state law shall run concurrently with FMLA leave under this procedure.

Intermittent Leave – FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, the employer must account for the leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that an employee's FMLA leave entitlement may not be reduced by more than the amount of leave actually taken.

For leave during which the expectant mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition, leave may be granted intermittently or on a reduced leave schedule. When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule, subject to the College's approval.

Reasonable effort in scheduling the intermittent leave should be taken so as to not unduly disrupt the employer's operations. In all cases of intermittent and reduced schedule leaves, the College reserves the right to require the employee to transfer to another position that better accommodates the employee's need for leave and/or the employer's operations. This decision is in the sole discretion of the College.

Confidentiality - The College shall keep confidential all information relating to requests for family medical leave. This information shall be used only to make decisions in regard to the provisions of this procedure. Supervisors must submit all records to Human Resources and shall not retain any copies in their files.

B. Eligibility

An employee is eligible if employed for at least 12 months by the College and has worked at least 1,250 hours during the 12-month period prior to the time leave would begin under this procedure. The College shall make the determination at the time of the leave request.

The College shall use the records of hours worked for all hourly employees. Hours are calculated based upon actual hours worked by the employee, including over-time.

In the case of exempt employees, the College shall assume that anyone employed full-time for seven and one-half (7 ½) months meets the 1,250-hour requirement. Exempt employees who have 12 months of prior service, but less than seven and one-half (7 ½) months full-time

continuous service at the time leave is requested, should include documentation of hours worked with their request.

C. Procedures for Requesting Leave

All requests for family medical leave shall be initiated by contacting Human Resources. After receiving a request for leave, the College shall provide additional information regarding the request for leave, including any additional documents that may be required.

Foreseeable Leaves - If the need for family or medical leave is foreseeable, the employee must provide notice to the College of not less than 30 days.

Unforeseeable Leaves - If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Employees are expected to promptly notify Human Resources as soon as they learn of the need for leave. In emergencies, the employee or his/her designee shall contact Human Resources within five (5) business days of the start of the leave.

Leave extending 10 business days or more must be arranged through Human Resources. The employee shall provide Human Resources the following information: the reason for the leave (general reason, no specific health information), the employee's health care provider's name, address, phone and fax numbers, the start date of the leave, and the estimated return to work date.

Human Resources shall send a health care provider's statement form regarding the employee's physical condition, as it may affect the employee's return to work, directly to the health care provider provided by the employee at fourteen (14) day intervals. Subsequent forms may be sent less frequently based on the initial certification provided by the health care provider.

Proof May Be Required - The College may require proof of necessity for family medical leave by a health care provider on forms provided by the College or may require an employee to get a second opinion from an independent medical provider. The College shall select the provider and pay for the second opinion. If the two opinions conflict, a third opinion may be sought from a provider agreed upon by the College and the employee. The third opinion shall be paid for by the College and shall be considered final and binding.

Scheduling - If the need is for the planned medical treatment of the employee or a family member, or requires intermittent or reduced schedule leave, employees may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.

D. Payment

Payment while on FMLA leave shall be subject to the following:

1. FMLA Paid Leave

If leave is to care for oneself due to a serious medical condition (including pregnancy), leave shall be paid by FMLA paid leave until release by a health care provider or

exhaustion of the FMLA entitlement, whichever comes earlier.

If released to return to work by a health care provider prior to exhaustion of FMLA entitlement, FMLA paid leave will cease. Vacation, personal days (faculty), or leave without pay may be used for additional days off and shall run concurrent with the FMLA leave up to the exhaustion of FMLA entitlement.

Upon exhaustion of FMLA entitlement, FMLA paid leave will cease in all cases. Any leave taken beyond the FMLA entitlement shall be leave without pay, with no option to use vacation or personal days.

If the leave is covered under worker's compensation, the employee shall be subject to worker's compensation payment, and will not receive paid FMLA from the College.

2. FMLA Unpaid leave

Leave covered by FMLA that are for care of anyone but oneself shall be considered FMLA unpaid leave. Vacation, family illness, personal days (faculty), or leave without pay may be used for the FMLA unpaid leave and shall run concurrent with the FMLA leave, up to the exhaustion of FMLA entitlement.

3. Intermittent Leave related to FMLA

Any intermittent leave taken in relation to a FMLA event shall be subject to the above payment provisions.

In relation to FMLA paid leave, follow-up appointments, rehabilitation, etc. shall be paid if FMLA entitlement has not been exhausted and will be unpaid (with no option to use vacation or personal days) if the entitlement has been exhausted. All intermittent leave shall be arranged through Human Resources.

The above payment methods apply to full-time employees.

Continuous part-time employees: Vacation may be used for FMLA leave and shall run concurrent with the FMLA leave, up to the exhaustion of FMLA entitlement. The remainder of FMLA leave shall be without pay.

Part-time employees: shall take FMLA leave without pay.

An apparent abuse of any FMLA leave may be cause for review by Human Resources as a possible cause for dismissal from employment.

E. **Benefits**

Health Benefits - The College shall maintain the employee's coverage for health benefits, during the leave. The employee is required to continue to pay the employee's portion of any health insurance premiums normally deducted from the employee's paycheck by tendering a check payable to the College and forwarding it to the Vice President of Administrative Services, if not receiving any pay during the pay period. If the employee fails to make the required payments for

health coverage within 30 days after the same became due, health coverage shall be discontinued.

Other Benefits - Other benefits normally provided to an employee shall be provided to the employee only if permitted by the applicable plan document governing the provision of those benefits, in accordance with those provisions, and the employee makes any required co-payments. Employees shall not earn any vacation leave while on unpaid FMLA leave. Employees on an intermittent or reduced schedule leave shall continue to earn vacation.

Reinstatement - The College has the right, upon the employee's return from leave, to refuse to reinstate any benefit or condition of employment that has been discontinued as provided herein.

F. **Reinstatement**

General - An employee taking leave under this policy shall be returned to the employee's same position or to an equivalent position at the election of the College, unless the employee would have been terminated in the absence of any leave; e.g., layoff, downsizing, or termination of a temporary job. Taking of leave shall not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period, except that if the employee is unable to use vacation time because of policy restriction, the College has the option of setting a new deadline for use of accrued vacation.

Key Employee Exception - If an employee has gross income that is within the top 10% of the College's employees within 75 miles of the College's work site during the calendar year in which leave is taken, the College reserves the right not to restore the employee to his or her prior position with the College if the College shall suffer substantial and grievous harm because of the restoration. At the time that leave is granted under this procedure, the College shall inform the employee that the employee is within the top 10% and also explain the possible consequence that restoration may be denied.

If the College determines during the employee's leave that the employee is not to be restored to employment, the employee shall be notified immediately and given the opportunity to return from leave and be restored to his or her position. If the employee does not return from leave, the employee can petition for reinstatement at the end of the leave period and shall be notified, by certified mail, whether the employee shall not be restored because doing so would cause the College substantial and grievous harm. The benefit premiums of a key employee who is not restored shall not be terminated prior to the end of leave and the employee shall not be responsible to the College for such benefits other than the normal employee contribution.

Periodic Reporting - Employees on leave are required to report every four weeks on their status and intent to return. During leave, the College may also require that an employee recertify the medical condition that caused the employee to take leave when the College obtains information that casts doubt on the continuing validity of the employee's original certification, when the employee requests an extension of leave, or when circumstances have changed.

COBRA - When an employee notifies the College that he or she is not returning from leave, the College shall terminate all employee benefits immediately and he or she shall no longer have a

right to restoration to the same or equivalent position. The employee shall be entitled to continuation of health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the provisions of the health plan provided, however, that any period of continued health benefits shall commence from the day leave commenced.

Repayment of Premiums - Upon receiving notice that the employee is not returning to employment with the College, or should the employee simply fail to return or return to employment with the College for less than 30 days after leave has ended, the employee shall owe the College the cost of all benefits provided during leave.

If an employee does not return to work under circumstances where repayment can be required, the employee must repay all premiums within 30 days after receiving notice from the College of the amount owed. After that time, the matter shall be turned over to collections as a debt, which could result in legal action.

Failure to Return to Work - Employees who fail to return to work after FMLA leave shall be treated as having voluntarily terminated their employment.

Employees and the College have various rights and obligations under FMLA. For further information, contact Human Resources.

Illness Leave Policy

Full-time employees are eligible for paid illness leave. Illness leave may be taken for routine health care provider appointments or when the employee is ill.

Illness Leave Procedure

Leave with pay for personal illness is not limited to a particular number of days. Illness leave may be taken for routine health care provider appointments or when the employee is ill. Such appointments or illness for someone other than the employee do not qualify under this procedure.

Illness leave may not be taken for leaves that qualify as, or are related to, a Family Medical Leave Act (FMLA) event, for leave denied under FMLA, workers compensation, or other extended leaves.

An employee who has been under a healthcare provider's care and absent for more than three (3) consecutive business days shall present a written statement from a health care provider prior to returning to work. The statement should not address the specific health issue; just that the employee was unable to work during the time period identified and is able to return to work as of a specific date. Any medical information related to leaves should be sent directly to Human Resources.

An apparent abuse of illness leave may be cause for review by the College as a possible cause for dismissal from employment.

Proof of illness may be required by the College.

Illness leave is not intended as earned time off with pay and shall not be granted as such. Employees are not compensated for illness leave upon termination from employment.

Leave Without Pay Policy

Leave without pay may be granted with acceptable justification and approval of the Senior Director of Human Resources.

Leave Without Pay Procedure

Leave without pay may be granted on an exception basis only after the full-time employee has exhausted his/her vacation or personal day (faculty) leave balance. The employee shall obtain verification from Human Resources that all vacation/personal day leave is exhausted. Leaves without pay shall be made in advance of each absence and becomes effective upon approval of the immediate supervisor and the Senior Director of Human Resources.

Employees on FMLA do not need to obtain the above approvals.

Employees on leave without pay do not accrue vacation and are not paid for holidays unless the leave is taken for a FMLA reason.

Deduction in compensation shall be made for each absence and reflected on the employee's pay stub for the applicable pay period.

Military Leave Policy

Employees who are, or who may become, members of the military shall be afforded all rights provided pursuant to law.

Military Leave Procedure

Military leave is available in accordance with Neb. Rev. Stat. §§55-160 to 55-166 and applicable Federal law.

The College shall pay full-time employee's full salary for up to fifteen (15) business days of military leave during a fiscal year.

Employees who have military leave extending past fifteen (15) business days per fiscal year, the College shall pay difference in salary between military and College, if any.

Orders employees receive from the military, including pay to be received, are to be sent to Human Resources before the leave is taken, or as soon as practical. For scheduled military trainings, orders shall be turned into Human Resources within 5 (five) days of the leave starting. Pay will not be received until orders are turned in.

Professional Leave Policy

Professional leave may be allowed for attendance at educational meetings, seminars, or conferences; provided, said leave does not interfere with the effective pursuit and fulfillment of the employee's responsibility.

Professional Leave Procedure

Professional leave is an activity structured for professional growth and not considered a function that is part of a regular assignment. All out-of-state travel would be requested under this classification and requires a leave request.

The number of days for professional leave should not interfere with the effective pursuit and fulfillment of the employee's responsibilities.

Employees on professional leave are considered to be on duty at all times during the period of leave. The College may limit the number of employees attending the same conference so that maximum benefit may be derived from budgeted funds.

Requests for professional leave must be submitted a minimum of ten (10) days prior to the first day of leave except in emergencies (individuals need protection for Worker's Compensation, liability, etc.). No prepayment of fees, etc., shall be made prior to approval of the leave request.

Professional leave requests must include the reason for the activity, organization, city, and state information.

Sabbatical Leave Policy

After five (5) years of continuous full-time employment, contract, and/or classified staff are eligible to apply for sabbatical leave.

Sabbatical Leave Procedure

“Eligible employees” shall be defined as contracted and classified employees in good standing who have been employed full-time with the College for a period of five (5) continuous years. No more than one sabbatical leave shall be granted to any one individual in each five (5) year period.

The request for sabbatical leave shall set forth in detail plans for the period of absence and the contribution that the planned program should make both to the employee and to the College.

The request for sabbatical leave and the program plan shall be submitted to the employee’s immediate supervisor no later than December 1 preceding the contract year for which leave is requested. The applications shall be reviewed by the President and the College Cabinet for recommendation to the College Board of Governors. The criteria for the determination shall include (a) the academic or non-academic program proposed for the leave, (b) value to be received by students, College, and employee, (c) number of years of service and elapsed time since the previous sabbatical leave, and (d) the replacement plans as determined by the applicant’s supervisor. In no case shall there be more than two full-time College employees on sabbatical leave during any one period of time.

If a sabbatical leave is granted, the recipient shall file a full report with the President within three months after the employee’s return to the College. The report will include a summary of the experience to include how the experience will add value to the College and evidence the objectives set forth in the application have been accomplished.

A qualified replacement, if necessary, must be secured in order for a sabbatical leave to be granted. The procedure of sabbatical leaves may be curtailed if the administration determines that the College cannot financially support them in any given fiscal year.

Employees who have been approved for sabbatical leave shall receive 100% of their base wage/salary for a period of up to six (6) months, or 75% of their base wage/salary for a period of up to one (1) year. Pay shall be remitted to the recipient with each applicable payroll while on sabbatical, beginning with the start of the sabbatical and shall terminate the last day of the sabbatical.

All applicable benefits shall remain in effect including retirement match. An employee shall not accrue vacation during a sabbatical leave and shall not be eligible for funds through the College individual development program. In the event the employee selects to take a sabbatical for one (1) year, any benefits based upon salary will use the pro-rated salary in calculating the benefit.

In cases where the employee’s sabbatical leave provides outside employment if (a) the remuneration

is not greater than the employee's salary (based on the time period of the sabbatical), the sabbatical pay shall be reduced by that amount; or (b) if the remuneration is greater than the College's annual salary (based on the time period of the sabbatical) the College payment shall be eliminated. In either case benefits as stated above shall remain in place.

An employee on sabbatical leave shall receive such annual increases as if he/she had remained in active service.

If the employee voluntarily (as determined by the President) breaches the sabbatical agreement, then such salary and benefit payments shall cease and all previous payments made by the College during the sabbatical shall be repaid by the employee to the College. Involuntary interruptions (as determined by the President) of the sabbatical leave shall not affect the compensation to be paid the employee under the terms of the sabbatical leave.

The recipient of a sabbatical leave shall enter into a contract with the College which shall provide that the employee will:

- A. Return to the College at the same or comparable position for a minimum of two years, or
- B. Will refund all compensation and premiums for benefits received from the College in case the employee does not return at the expiration of the leave or does not complete the two-year agreement.

Repayment shall be made within 12 months of the termination of the sabbatical. All monies owed that are past 30 days shall be charged a finance fee of 1.5 % per month on the unpaid balance.

Vacation Leave Policy

Full-time exempt staff on 260-day contracts shall accrue one and one-half days of vacation leave per month. After five years of continuous full-time employment, two (2) additional vacation days shall be accrued per year. After ten years of continuous full-time employment, five (5) vacation days shall be accrued per year. Additional days shall be accrued on service anniversary date.

Full-time hourly staff shall accrue twelve (12) hours of vacation per month. After five years of continuous full-time employment, sixteen (16) additional vacation hours shall be accrued per year. After ten years of continuous full-time employment, forty (40) vacation hours shall be accrued per year. Additional hours shall be accrued on service anniversary date.

Continuous part-time employees shall accrue one (1) weeks worth of vacation per fiscal year.

Contracts less than 260-days and part-time employees receive no vacation leave.

Vacation Leave Procedure

Full time employees:

Vacation leave shall accrue on the first day of the month. Once an employee has accrued the maximum number of days or hours for their respective employee and service year group according to the schedule below, no more vacation leave shall accrue until the employee has used enough days or hours for the accrual on the next month.

Contract Staff			Hourly Staff		
Full-time Service Years	Additional Days	Accrual Limit	Full-time Service Years	Additional Hours	Accrual Limit
0-4	0	36	0-4	0	288
5-9	2	40	5-9	16	320
10+	5*	46	10+	40*	368

* Includes additional days/hours from the previous category

Movement from one category of service years to another shall occur on the service anniversary date.

At the time of separation or retirement from the College, full-time staff are entitled to receive compensation for accrued vacation leave as of their last actual working day. Employees shall receive their allowable compensation for the balance of their unused vacation on their final paycheck which shall be an amount equal to their daily rate of pay multiplied by the number of days accrued (contract staff) or the hourly rate multiplied by the number of hours accrued (hourly staff). Completion of a leave request shall not be necessary as the final day of employment shall be the actual last working day.

Additionally, accrued vacation shall be paid, as provided above, when a contract or hourly employee changes employment status to part-time or to full-time faculty, or qualifies for the College's LTD benefit.

Continuous part-time:

Vacation leave shall accrue annually in July. The accrual limit shall be 40 hours.

At the time of separation from the College, CPT staff are entitled to receive compensation for accrued vacation leave as of their last actual working day. Employees shall receive their allowable compensation for the balance of their unused vacation on their final paycheck which shall be an amount equal to the hourly rate multiplied by the number of hours accrued. Completion of a leave request shall not be necessary as the final day of employment shall be the actual last working day.

If a CPT employee changes employment status to full-time staff, their existing vacation balance will transfer to their new full-time staff balance.

Nepotism Policy

The employment of related persons may be permitted as long as a College employee is not in a position to directly determine or influence the appointment, retention, termination, salary, leave of absence, or other items or conditions of employment of a relative.

In addition, no employee shall be transferred if a conflict of interest results in the reporting relationship as described above.

A “related” for the purpose of this policy is defined as: an employee's father, mother, spouse, child, stepchild, sister, brother, in-laws, or any person who is living in the household of the supervisor and who is related to the employee by blood or marriage.

Performance Evaluations Policy

The College shall conduct performance evaluations to improve employees, ensure growth, promote professional excellence, improve employees' skills, affirm their strengths, and provide a source for personnel decisions.

Performance Evaluations Procedure

A. Staff Evaluations

Staff shall review their position descriptions annually no later than July 1. Throughout the year, staff shall receive coaching from their supervisor. A variety of coaching tools, approved by the Human Resources division, will be posted internally for supervisor use.

New staff hires and employees transferring to another position shall have a 90-day review conducted at the conclusion of their first 90 days.

B. Faculty Evaluations

Faculty evaluations are conducted during the spring semester annually.

Faculty members receive a full performance evaluation every three years after they have satisfied the two-year probationary period. Faculty in their two-year probationary period shall receive a full evaluation annually. Upon completion of the probationary period, they will be put into the three-year rotation .

A complete performance evaluation for faculty shall consist of all parts of the evaluation tool including a full self-evaluation (core competencies, essential functions, goals, overall comments tab) and supervisor evaluation (same parts as faculty in evaluation tool and a classroom observation conducted by the supervisor).

During years when a complete evaluation is not conducted, an evaluation shall still be done, but shall consist of one of two partial evaluations. One partial evaluation consists of a partial self-evaluation (goals and overall comments tab) and supervisor evaluation (same parts as faculty in evaluation tool). The other partial evaluation consists of a partial self-evaluation (goals and overall comments tab) and supervisor's evaluation (same parts as faculty in evaluation tool and includes a classroom observation conducted by the faculty's choice of evaluator (peer, faculty resource center, associate dean, or dean).

At the end of the process, faculty 'acknowledge' or 'dispute' their evaluation and can leave a comment. If an evaluation is disputed, it will be sent to the next level up supervisor for their awareness.

Adjunct instructors shall be evaluated every three years. A complete performance evaluation shall consist of the evaluation form.

C. Additional Evaluations

Additional performance evaluations may be conducted at the discretion of the immediate supervisor in the following circumstances:

1. New staff hires – anytime during the first 90-day period in the position.
2. New faculty hires – anytime through the two-year probationary period.
3. Employees working under a new supervisor – following a 90-day period under the new supervisor.
4. Employees on a performance plan.
5. Upon the request of an employee.

D. Distribution, Collection, and Filing

Human Resources is responsible for the distribution, collection, and filing of employee performance evaluations. The completed evaluations are property of the College and shall be maintained in the employee's personnel file.

Performance Evaluation Guideline

SSOI in Faculty Evaluations:

- A. The Student Survey of Instruction (SSOI) is a part of the faculty evaluation process.
- B. Supervisors will discuss with faculty the results of the SSOI. This conversation may include how to improve the response rates of students.
- C. Supervisors may ask faculty members to bring to the evaluation a summary statement concerning the SSOI results and be ready to discuss them. The supervisor should review the results prior to the meeting as well.
- D. References to the discussion and results of the SSOI will be included in the evaluation and hence become part of the faculty members personnel file.
- E. The entire printed SSOI will not be included in any faculty members file.

Purchasing Policy

The Purchasing Department is the sole College Department through which acquisitions and transactions are made. Purchasing decisions in awarding College contracts shall be made without prejudice, favoritism, or relationships which could result in a conflict of interest. Decisions shall be made on the merits of the situation, such as vendor compliance with specifications, price, delivery, service, terms, and conditions.

The responsibility to approve all College purchases and contractual agreements is delegated by the Board of Governors to the President:

- A. Any contract for services, lease purchase, item, or group of items that have an actual cost greater than \$21,000.00 shall require Board approval before purchase. A list of purchases with a cost between \$10,000.00 and \$21,000.00 shall be included within the information presented to the Board at each scheduled monthly Board meeting.
- B. Contracts for professional services (e.g. Architectural and Engineering) that have an actual cost greater than \$30,000.00 shall require Board approval. A list of contracts with a cost between \$10,000.00 and \$30,000.00 shall be included within the information presented to the Board at each scheduled monthly meeting.

Should an emergency be declared by the President, the limits set forth in this policy may be waived by the President. A report of any waivers and actions taken shall be provided to the Board at the next scheduled Board of Governor's meeting for ratification and approval.

The President may also authorize, without complying with the requirements specified in this policy, payment to a vendor for an item or service if the item or service is routinely utilized and paid for by the College on an on-going, recurring basis. (Examples of such items and services include but are not limited to payments for utilities, telephone services, rents, maintenance services, payroll and payroll taxes, and costs of employee benefits approved by the Board).

Reduction in Force – Faculty Policy

Neb. Rev. Stat. §§ 85-1528 to 85-1533 constitute the reduction in force policy for Faculty of the College. The specific policy declarations which follow shall not abridge the law of the State of Nebraska nor in any way be contrary to the said law.

Reduction in Force – Faculty Procedure

- A. Before implementing a reduction in force of full-time faculty, the President shall present to the Board of Governors competent, convincing evidence demonstrating that a change of circumstances has occurred with regard to federal, state or area funding, other financial considerations, declines in enrollments in specific programs, and other factors which affect the viability of any course or program. The President may appoint an advisory committee to determine facts and provide recommendations to the President. Any such committee appointed shall act as an advisory group to the President.
- B. Upon the President presenting to the Board of Governors competent evidence of diminution of financial support, program discontinuance, declining enrollments, threatened declining enrollments, or other like changes of circumstances which would necessitate a reduction in force of full-time faculty of the College, the President shall indicate and report to the Board of Governors that such reduction in force shall be from the College as a whole or a particular campus or campuses. If such a reduction in force is to affect only a specific campus, such circumstances must specifically relate to the full-time faculty members from that particular campus. The President shall also present evidence to the Board of Governors that no other full-time teaching vacancies exist on that particular campus on which the reduction in force is recommended.
- C. The President shall present clear evidence to the Board of Governors that in addition to the legitimate need to reduce full-time teaching force on a particular campus, no such openings exist on other campuses or educational facilities operated by the College for which affected employees would be qualified and to which said employees might transfer.
- D. The President shall provide to the Board of Governors evidence that the affected faculty members(s) were given adequate advance notice of the possibility of the reduction in force. In cases where the President has determined the need and extent of reduction in force, he/she should make all reasonable efforts to give at least ninety (90) days notice of the proposed effective date of the termination of employment. The President shall demonstrate to the Board of Governors that reasonable alternatives to reduction in force were considered as were apparent to the President.
- E. When determined by the President with or without consultation with program advisory committee members, reductions in force of full-time faculty shall occur in the following sequence:
 - 1. Reduction in faculty members who have advised their supervisor in writing that they are terminating employment at or before the end of the contract year and not

returning.

2. Reduction in faculty members who have advised their supervisor in writing that they are voluntarily retiring at or before the end of the contract year.

F. If reduction of full-time faculty members is necessary, the following factors shall be considered, which are not listed in order of priority.

1. Low full-time equivalent students/faculty ratio at a campus site: below 300 credits for 1.00 REU weighted courses and below 275 credits for 1.50 and 2.00 REU weighted courses.
2. Length of full-time faculty status.
3. The most immediate and past evaluations of the relative teaching competencies of each faculty involved.
4. The program to be offered or program changes in curriculum, consolidation of programs, or elimination of entire programs.
5. Areas of certification, endorsement, licensure, or level of educational attainment that would be of present or future value to the College.
6. Special qualifications.
7. Distribution of individuals who have proven capabilities in "skill areas" (e.g. music, coaching, dramatics, etc.)
8. State and federal regulations that may mandate certain employment practices.
9. The service-level impact of reduction of faculty at a particular site when compared to another site.
10. Regional or programmatic accreditation requirements that may mandate certain employment practices or qualifications.
11. The organizational and educational effect created by multiple part-time employees.
12. Any other reasons that are rationally related to the instruction in or administration of the College.

For purposes of reduction in force, performance evaluations shall be based upon the College's evaluation process using the College's standard faculty evaluation forms and processes.

G. If the President determines a full-time faculty vacancy shall occur in an existing position or that a new position shall be created for which a terminated full-time faculty member has the right to be recalled for, all within the two-year period as provided by law, the President shall advise the faculty member in writing of the availability of such position including approximate start date. The faculty member shall be notified that he/she has ten (10) calendar days from the date of notification to indicate acceptance of the position. Notice shall be sent to the faculty member by regular mail to the last known address as shown in the faculty member's personnel file. Terminated faculty members shall have the responsibility of keeping the College advised as to any change in mailing address.

In the event the recalled faculty member advises the President of acceptance of the appointment, then the President shall prepare the appropriate notice of appointment and send to the faculty member. The faculty member must return the signed notice of appointment to the President within ten (10) calendar days of mailing by the President.

In the event the recalled faculty member fails or neglects to accept the notice of appointment

within ten (10) calendar days, the faculty member shall have waived all rights to recall for that particular position.

- H. A recalled faculty member shall upon full-time reappointment retain any benefits which had accrued to such faculty prior to termination, but such leave of absence shall not be considered as a year of employment by the College. A faculty under contract to another educational institution may waive recall, but such waiver shall not deprive the faculty of his or her right to subsequent recall. Full-time reappointed faculty members shall be subject to negotiation and settlement between the reappointed faculty member and College administration.

Signature Authority Policy

The College Board of Governors hereby grants to President, Vice President of Administrative Services, and Purchasing Manager authority to obligate the College, irrespective of the title or designation of the document e.g. “contracts”, “agreements”, “memorandum of understanding (MOU)”, “memorandum of agreement (MOA)”, and “purchase orders”, and execute the same subject to the policies of the Board of Governors or specific approval of the Board of Governors. No officer, agent, or employee of the College has the authority to sign contracts or other agreements on behalf of the College or any unit, department, campus, or subdivision of the College in the absence of a delegation of authority.

Travel Policy

Use of College vehicles and other reimbursed travel shall be for official College use only.

Reimbursement rate per mile for travel by private auto shall not exceed the mileage rate allowed by IRS regulations.

Reimbursement for Board of Governors shall be at the rate specified in Neb. Rev. Stat. §81-1176, as the same may from time to time be amended.

Travel Procedure

Scope

Central Community College (CCC) may require employees to travel for business. Individuals should conduct their travel with the awareness they are using CCC funds, the vast majority of which are derived from student tuition payments and tax-payer funds. It is our responsibility to be attentive to the reasonable and effective use of the resources provided by our students and their families for their education. CCC will pay for normal, reasonable, and prudent business related expenses incurred by individuals traveling on official CCC business whose purpose is to further the mission of CCC. All travelers are to comply with the travel expense reimbursement policies and procedural requirements.

Purpose

This procedure provides general rules for the appropriate and reasonable expenditure of CCC funds for travel related purposes.

The purpose of these rules are to establish standards and procedures in order to reduce travel costs while complying with Federal and State regulations regarding reimbursement for business expenses. The procedures are designed to ensure consistency and fair treatment for members of the CCC employees and visitors (speakers or candidates) whose travel will be reimbursed or paid for at CCC expense. This procedure applies to all travel regardless of the funding source.

This procedure will assist in the following:

- * Identifying reimbursable versus non-reimbursable expenditures.
- * Clarifying responsibility for controlling and reporting travel and entertainment costs.
- * Identifying required documentation.

Travel expenses incurred while on CCC business will be paid for by the College if the expenses are reasonable, properly approved and documented. College approved travelers who incur such expenses should neither lose nor gain personal funds as a result.

This statement covers reimbursement for necessary business related transportation, lodging, meals, gratuities, tolls, parking, Internet fees, and other college-approved expenses. This also details the documentation required, as well as describing travel advance procedures and the

authorizations needed for reimbursement. Individual campuses, centers and departments may implement more restrictive travel policies. However, the campus, centers and departments will have the sole responsibility of enforcing the more restrictive procedure.

Purchasing Card (PCard)

An employee who frequently travels on college-related business is encouraged to use a College PCard to pay for business and travel expenses. Food while on travel **cannot** be purchased with PCard.

Individuals are personally liable for the expenses until valid receipts are presented for proper reimbursement. Receipts should be held until a statement becomes available and the employee's department should compare the receipts to the statement, reconcile online, and load receipts to the PCard website.

Please note the PCard is not to be used for personal expenditures. If an employee desires a PCard, the individual should contact the PCard Administrator at PCardHelp@cccneb.edu

Reimbursable expenses

Actual reasonable expenses will be reimbursed subject to the limits set forth in these procedures. All requests for reimbursements of travel related expenses must be submitted on properly completed travel form and approved by the budget officer. If the person traveling is the budget officer, supervisor approval is required.

Use of Personal Vehicle

CCC's preference for employees is the use of motor pool vehicles whenever they are available. The use of a privately owned vehicle (POV) is not encouraged. POV reimbursement shall be at the current stated GSA mileage rate at the time of travel and at the discretion of the College.

Use of Public Transportation

The College encourages the use of public transportation whenever possible such as; shuttles, taxi, Uber, Lyft, trolley, rail and bus. Travel to and from airports, hotels, conference centers or meeting facilities can be reimbursed. Additional travel outside of conference/meeting activities will be at the traveler's expense.

- All travel related expenses should be a part of direct CCC business. Travel not directly associated with CCC business will be at the traveler's expense.
- Ride share services, such as Lyft and Uber, require a receipt designating pick-up and drop-off addresses.
 - Wait times will not be reimbursed.
- Tips will be reimbursed at a maximum of 20% of the actual fare.

Mileage Reimbursement

If driving a POV to a location other than your assigned campus* is required to conduct College business, reimbursement shall be made at the College accepted mileage rate. Mileage traveled from your assigned campus to a secondary campus to perform work for the College

*Campus is inclusive of all CCC locations and offices.

will be reimbursed according to the chart below. If you leave from your home and go directly to a secondary location, the College will reimburse the actual miles traveled utilizing the most direct route, mapped via Google maps, should be included with Travel Reimbursement form.

- Actual mileage from an individual’s home to their assigned campus are considered commuting miles and are not reimbursable.
- The purchase of gasoline will not be reimbursed, only actual miles.
- Destination and purpose of travel will be required when requesting reimbursement.
- For two or more people traveling together in the same vehicle, only one person will be reimbursed for mileage.
- See the Purchasing Info site for current mileage reimbursement rates.

The following are the standard mileage totals (roundtrip) from Campus to Campus:

Columbus to:	Grand Island to:	Hastings to:
Grand Island 146	Columbus 146	Grand Island 50
Hastings 195	Hastings 50	Columbus 195
Kearney 240	Kearney 86	Kearney 108
Lexington 310	Lexington 165	Lexington 175
Holdrege 290	Holdrege 145	Holdrege 115
Ord 193	Ord 136	Ord 183
Kearney to:	Holdrege to:	Lexington to:
Grand Island 86	Grand Island 145	Grand Island 165
Hastings 108	Hastings 115	Hastings 175
Columbus 240	Columbus 290	Columbus 310
Holdrege 62	Kearney 62	Holdrege 78
Lexington 69	Lexington 78	Kearney 69
Ord 147	Ord 202	Ord 193

Mileage reimbursement for the College and Campus Presidents may be in the form of a monthly stipend. The amount of the stipend will be reviewed periodically by the College Cabinet and adjusted as appropriate. This benefit is a taxable earning and will be processed with the normal payroll run.

Rental Cars

A rental car authorization form, found on the Employee Center, must be completed and signed by the employee, direct supervisor, and the Vice President of Administrative Services **prior** to the rental car reservation being completed. Automobiles rentals should be limited to situations where other means of transportation are not practical, economical or available. Travelers are required to choose compact or economy cars. The Loss Damage Coverage (LDW) and/or Personal Accident (PAI) or Additional Liability Insurance (ALI) should be declined when renting a car. If a rented vehicle is involved in an accident, the employee must notify the College within 24 hours, in addition to notifying the car rental agency and law enforcement. The College will not provide, pay or reimburse rental car insurance for vehicles used for personal travel. Reimbursable costs include the daily rental fee, gasoline charges, parking and tolls. Original receipts are required for reimbursement.

*Campus is inclusive of all CCC locations and offices.

Note: Travelers should refill gas tanks before returning vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the rental location.

Parking

Parking will only be reimbursed at the most economical parking rate. Valet parking will only be reimbursed if no other option is available. Parking should be itemized separately and receipts are required.

Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. All College approved travel must be at the most economical rates, not first or business class. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs. Booking flights at least 30 days in advance is encouraged to avoid premium airfare pricing. All attempts to be flexible in selection of airlines and flight times are encouraged for expense savings.

Travel agencies in the College area will accept a College PCard. The employee whose name is on the ticket, must use the ticket. If a cancellation is made, there is a penalty charge and in most cases, no refund will be made.

An employee shall not be reimbursed for this expense until after the trip. If an employee books his/her own airfare with a personal credit card and the trip is cancelled by the employee, the employee's bequest, or due to the employee's action/inaction, reimbursement shall **not** be made. The employee traveling, or someone in that department, should make the reservation using their PCard.

Luggage - the College will pay for 1 checked bag and/or 1 carry-on bag when flying and will **not** pay the over-weight rate.

Seat Preference costs will not be reimbursed by the College.

Choosing to drive rather than fly:

1. If an employee receives approval from their supervisor they may opt to drive in which case reimbursement will be paid on actual mileage or equivalent airfare cost, whichever is less.
2. Meal reimbursements will not be paid for the extra days of travel required while driving rather than flying.

Lodging

Federal rates apply unless lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held. Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. Requests should be made for educational discounts or business traveler's rates. Original itemized hotel receipts are required for reimbursement. The College does not approve accommodations at up market or luxury hotels (Ritz, Four Seasons, etc.) However, an exception is made when a conference,

workshop, or other college business is scheduled at a luxury or upscale hotel. Pre-approval for luxury accommodations is required for reimbursement.

Hotel reservations must be made by the traveler. Payment can be made by PCard if the PCard holder is the traveler. If the traveler does not have a PCard, the reservation may be held using a PCard in the department as long as a requisition is submitted to Purchasing for payment.

Note: When submitting a requisition for lodging include the following:

- Name of event, date and location
 - Individual's name
 - Number of days
 - Confirmation number
 - Hotel name, address, and phone number
-
- When CCC employees attend a conference or activities with students requiring overnight accommodations employees and students will not share hotel rooms.
 - Stay prior to a one-day conference or the night prior to a flight is permissible with budget officer approval. If the budget officer is the person traveling, supervisor approval is required.
 - Lodging reimbursement requires an original itemized guest receipt attached to the reimbursement form. Credit card receipts alone are not acceptable. If another employee occupied the room, their name must be listed. If the College has prepaid the lodging, an original itemized lodging receipt is still required to be attached to the travel reimbursement.
 - The following expenses will not be reimbursed:
 - non-employees (i.e. family or friends)
 - Food or snacks charged to a room
 - Personal phone calls made and billed on hotel stay
 - If College business related phone calls are charged to the hotel bill, the name of the person called must be listed by each phone call in order to be reimbursed.

Conference Registrations

Conference registrations can be made by using a College PCard or by creating a requisition and forwarding the registration information to the Purchasing Department for processing.

- A personal credit card may be used to pay for conference registration. After the conference, reimbursement shall be made upon submission of a travel reimbursement form.
 - Receipt for such payment require the original credit card statement
 - When submitting a travel reimbursement form after the conference, a copy of the completed registration form, an agenda or other documentation showing what expenses the conference registration fee included, must be attached.
- If conference or seminar materials are available for sale at the conference, may be purchased and reimbursement requested. The assigned Budget Officer is required to approve of such purchases and must include an itemized receipt.
- If necessary, an emergency purchase order number can be faxed to the conference headquarters on a registration form to hold a space until a payment can be issued.

International Travel

Approval from the President of the College must be obtained for any travel outside the 48 contiguous states. It is strongly recommended the employee's personal credit card or PCard be used to charge most purchases as the current monetary exchange rate will then be figured automatically on the credit card statement.

Foreign travel guidelines published by the U.S. State Department will be used as reference for maximum allowable hotel and incidental amounts (U.S. State Department "Maximum Travel Per Diem Allowances for Foreign Areas"). Travelers may look up the current allowances for specific destinations at the following internet site: [GSA Portal](#).

Passport issuance fees shall not be reimbursed by the College for employees or students. Passports are valid for a period of ten years and may be used for personal use during the time period.

Entrance visas and departure/exit fees are required by some countries and are issued for a specific time period. Visa fees and departure/exit fees are reimbursable by the College. These fees should be included in the fees for the trip. Employees shall be reimbursed a reasonable amount for photographs required for visa applications. Employees must submit original receipts with the College Travel Reimbursement Form. Foreign exchange rates must be documented by exchange receipts.

Advance Travel Checks

When necessary, an advance of funds may be obtained from Finance Manager for authorized travel purposes, by submitting a properly completed Travel Advance Request at least one week prior to travel. These forms are available on the Purchasing information web site.

Cash advances for airfare and lodging are not allowed; rather airfare and lodging must be prepaid with use of a PCard, prepaid through the Finance department or reimbursed upon return.

1. Travel Advance Checks may be requested by using the Travel Advance Request and Agreement form (available from the College Finance Manager). The minimum request is \$100.00. The request, with an attached list of estimated costs, shall be forwarded to the College Finance Manager in Grand Island at least five working days prior to the day of travel.
2. Upon approval from the College Finance Manager, a voucher shall be created and a check shall be processed. When the voucher is created, this shall establish a receivable account for the individual with the amount of the check processed showing as a debit to the account.
3. When the person returns, they should complete a travel reimbursement form with attached itemized receipts and a check for any difference owed to the College from the advance. Any amount over the advance will be reimbursed through the established procedures proceeding this section.
4. Failure to submit payment of any amount owed to the college within 30 days after return of the trip will result in the College deducting the amount from the

- employee's next paycheck.
5. Special Travel Provisions: The employee's supervisor, Purchasing Department and the Vice President of Administrative Services must be involved in any circumstances not specifically addressed in College procedures.

Meals

CCC will reimburse a traveler for allowable meal and incidental expenses incurred during College- related travel, if the travel is outside of usual job responsibilities. The College provides two distinct methods for reimbursement of meals and incidentals; actual cost and per diem.

- 1) Individual meal reimbursement shall be based on current GSA per diem rates
 - a) For one day travel, the College will pay for actual expenses not to exceed the per diem rate for the meals and require an itemized receipts
 - b) Overnight travel - First and last travel day of travel will be paid at 75% of the per diem rate
 - c) Reimbursement is based on the city where the conference is located or final destination of travel
- 2) Meals included with a conference are **not** reimbursable, including those which may be missed due to travel or personal preference
- 3) Meals for guests are generally prohibited, unless part of a College activity
 - a) When paying for meals for guests the following will apply:
 - i) reimbursement for actual expenses only, not to exceed the per diem rate
 - ii) itemized receipt required
 - iii) meal follows the College Meal Guidelines
- 4) Names of all employees and guests incurring expenses must be listed for reimbursement
- 5) Consultants and presenters under contract to provide services to the College
 - a) Will not be reimbursed for meals while conducting College business
 - i) Those expenses shall be considered negotiated as part of their contract
 - b) Motel, hotel, and commercial fare expenses are not to be charged to the college unless prior contract agreement was completed
- 6) In cases where faculty, coaches, or other college personnel are paying for meals for travel of themselves and students, a collective per diem maximum cost is permitted.
 - Itemized receipts required and attached to travel reimbursement form
 - **Actual amount of the receipts up to** the maximum collective per diem for the day will be reimbursed

Example: 1 coach takes a team of 8 players to a three day tournament
If per diem were \$41.00 per person Collective per day would be calculated as follows: (9 x \$41.00 = \$369.00) (amount of per diem, per day is for example purposes only)
First day = \$276.75 (75% of per diem for first day travel) maximum
Second day = \$369.00 (full per diem) maximum
Third day = \$276.75 (75% for last day).maximum

Dates on the receipts of when the meals are purchased is what categorizes which day the reimbursement is associated. Meal Guidelines must be followed and noted.

A copy of the government meal rates must be attached to reimbursement forms, for any city or region other than Nebraska. All rates can be found at: [GSA Portal](#). For a per-meal cost breakdown, click on M & IE Breakdown on the first page of the website located above.

Reimbursement claims for food are reviewed, and employees may be required to justify claims. Questioned claims will not be reimbursed without satisfactory justification.

Note: If reimbursement is requested from grant funds, additional restrictions and limitation may apply as stipulated by the grant. In such cases, refer to the terms and conditions of the grant. Federal regulations prohibit reimbursement of any expenditure for alcoholic beverages with federal funds.

Incidentals

Incidental expenses include fees and tips for persons providing services at the hotel, such as, housekeeping, valet parking, luggage handlers, and any service other than food services. Incidental expenses do not include ground transportation, telephone calls or laundry. Incidentals are paid at the current GSA Per Diem rate daily. Current incidental rate can be found on the GSA Portal website.

Gratuities

For group meals, tips for food service will be reimbursed at 20% (maximum) of the food bill, unless there is a set charge by the restaurant. For individual meals, the tip is considered as part of the per diem meal expense and is expected to not exceed the current GSA Per Diem rate. Taxi tips are not to exceed 20%.

Reimbursement of Travel Expenses for Interviewees

The College retains the right to determine, what, if any, expenses shall be reimbursed under this procedure. The interviewee is responsible for all costs. The campus or department arranging or conducting interviews is responsible for informing interviewees how to file a claim and expenses which may be reimbursed by the College. No charges are to be made directly to the College or a College PCard.

Reimbursement will be considered upon receipt of completed travel reimbursement request form and required receipts. Itemized receipts are required for lodging, air fare, rental cars and meals. The campus or department will provide a travel reimbursement form to the person interviewed along with a self-addressed envelope. Submittals must be received on Campus within 60 days of completed travel. Any request submitted after 60 days will be denied by the College and cannot be waived per State of Nebraska statutory requirements

Expenses considered for repayment may include: Reimbursement of mileage only for travel in excess of 100 miles one way

- Mileage or airfare - which ever option is the lesser of the two options.
 - Mileage will be reimbursed at current GSA rate
 - Miles to be the most direct route as per mileage calculation by Google Maps
 - Air travel will be reimbursed at coach air fare rate.
- Luggage - the College will pay for 1 bag when flying and will not pay the over-weight rate.
- Lodging and food expenses may be paid when distance traveled is in excess of

300 miles one way.

- Actual expense may not exceed current GSA per diem rate.
- Lodging reimbursement will not exceed two nights.
- Rental cars, shall be reimbursed at the cost of a compact vehicle, taxes, and fuel used. Any excess miles driven or additional cost shall be the responsibility of the interviewee.
 - The Loss Damage Coverage (LDW) and/or Personal Accident (PAI) or Additional Liability Insurance (ALI) is not a reimbursable expense.

Non Reimbursable

The following categories of expenses are deemed unnecessary to College travel and are therefore non-reimbursable. This list is provided as a guide and not intended as an all-inclusive list:

- Unnecessary travel after conference or meeting hours
- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee)
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for College travel
- Spouse or other family member expenses, unless authorized in advance by the College
- Commuting costs between home and the College
- Alcoholic beverages Pharmaceutical products, including aspirin and other pain relievers

Travel Reimbursement Requests

1. Authorized travel reimbursement requests shall
 - a. List each day of travel
 - b. Provide the purpose and destination of travel
 - c. College account information.
 - d. Reimbursement shall be received by the Purchasing Department within 60 days of the expense being incurred. Any request submitted after 60 days will be denied by the College and cannot be waived per State of Nebraska statutory requirements
 - e. Original itemized receipts are required for all non-meal expenses such as:
 - i. Public Transportation
 - ii. Baggage
 - iii. Parking (reimbursement at long-term surface parking rate)
 - iv. Lodging
 - v. Tolls
 - vi. Rental Car (prior approval from VP of Administrative Services required)
 - vii. Fuel for Rental vehicle
 - f. In the rare case where a receipt was summarized or not available, required

information includes:

- i. Business name
- ii. Description of purchase
- iii. Itemized costs
- iv. Date

Note: Without the required detail, reimbursement shall be denied

- g. Agenda, event schedules, etc. are required to be attached to the travel form when requesting reimbursement for travel to - workshop, conference, seminar, meeting, etc.
 - h. Per Diem documentation printed from GSA website [GSA Portal](#).
2. Travel expenses occurring near the end of the fiscal year must be submitted to the Purchasing Department for reimbursement by July 10.
 - a. Reimbursements using Grant dollars must be submitted by the last Wednesday of the grant end of year cycle.
 3. It is the responsibility of the employee to follow College travel procedures.
 4. Supervisors are responsible for reviewing requested travel reimbursements for compliance with College policy and procedures before signing.
 5. Some federal and state contracts/grants may have more restrictive travel compliance procedures. If conflicting procedures apply, the more restrictive rules shall be used.
 6. All employees with a PCard are required to follow travel reimbursement procedures.

The latest Travel reimbursement form can be found on the Purchasing information site online.

Questions should be directed to the immediate supervisor, Vice President of Administrative Services, or Purchasing Department.

Tuition Remission Policy

Tuition is waived on any course or courses taken from CCC; provided, however that employees, spouse, and dependents shall be responsible for the payment of any course fees, purchase of books, and/or course materials.

Tuition Remission Procedure

- A. To determine eligibility the following criteria needs to be met on the first day of the semester:
1. Employee – current full-time or continuous part-time employee defined within College procedures.
 - a. Full-time employees: employee, their spouse, and dependent children may use the tuition remission.
 - b. Continuous part-time employees: only the continuous part-time employee may use the tuition remission.
 2. Spouse – legal spouse
 3. Dependent Child(ren) – must be under age 24: A child is defined as:
 - a. a natural born child or
 - b. a step child or
 - c. a legally adopted child (or child for whom legal adoption proceedings have been initiated if such child has been placed in the home) or
 - d. a child who has been placed under the legal guardianship of the employee
- B. “Tuition Waiver Application” forms must be completed at the Financial Aid Office each term prior to registration.
- C. All eligible employees, spouses, dependents, Compass Group, Allied Universal, and Follett individuals who qualify for a tuition waiver, are subject to the published drop/add periods and Financial Aid Standards of Progress adopted by the College.
- D. When a full-time, continuous part-time, or part-time employee is required to attend a credit or non-credit workshop, the following shall be used for payment of tuition, fees, and other expenses.
1. Tuition waivers are to be used for full-time and continuous part-time employees. If part-time, the Vice President may waive the tuition.
 2. Fees may be paid via: auxiliary account, grants (grant funds may be used when authorized within the grant), general fund, or foundation.
 3. Other costs to include books, materials, supplies, etc., may be paid by general fund, auxiliary, or grant funds (grant funds may be used when authorized within the grant).
 4. College payment for fees and other expense shall require approval of a Vice President.
 5. The cost charged to the College is to be the same as the advertised cost.

To pay fees and other costs the learning activity must be reasonably related to the employee’s

position and serve as a means to improve or provide new skills and knowledge that shall enhance the employee's abilities to perform his/her position responsibilities.

When a learning activity is not essential or required for the employee's position (such as many community education workshops), cost excluding tuition is the responsibility of the employee.