



Western Nebraska
Community College

WCCA Board of Governors' Policy

Title:	Committees of the Board
Division:	Board of Governors
Reference:	Nebraska State Statutes §85-1507 and §85-1511 Nebraska Open Meetings Act, §§84-1407 through 84-1414
Number:	BP-103
Date of Approval:	October 16, 2024
Approval:	Karen S. Anderson, Chair, WCCA Board of Governors

Purpose

To establish the authority of the Western Community College Area Board of Governors to create standing or ad hoc committees, as necessary.

Scope

This policy applies to the Western Community College Area Board of Governors.

Definitions

Board or Board of Governors – The Western Community College Area Board of Governors.

WNCC – Western Nebraska Community College

Policy

Committees of the Board of Governors have a critical role in strengthening and supporting the work of the Board as a whole. The Board, at its discretion, may establish those standing and ad hoc committees as it finds necessary to fulfill its responsibilities. The Board also reserves the right to dissolve a standing or ad hoc committee at any time.

I. Standards of Committee Operation

- A. No action will be taken by a Board committee on behalf of the Board of Governors. A committee is charged with examining matters that fall within the realm of its assigned responsibilities and will report its finding and recommendations to the Board as a whole. A Board committee may not speak on behalf of the Board.
- B. Board committees will not interfere with the delegation of responsibilities to the President:
 - The Board committee will not advise or exercise authority over College staff.
 - The Board committee will not have direct involvement with current staff operations.
- C. The Board of Governors shall comply with the requirements of the Nebraska Public Meetings Law, including providing notice of meetings as required by the law.

II. Committees of the Board of Governors

A. Executive Committee

The Executive Committee shall coordinate the efforts of the Board and assist the College President in addressing issues of immediacy and importance that otherwise cannot wait for regularly scheduled meetings of the Board of Governors. In addition, the Executive Committee shall consider matters pertaining to the development and review of those Board policies that specifically address the operation of the Board of Governors (100 series).

The Executive Committee shall consist of the Board Chair, the Board Vice Chair, and three duly selected committee members. The College President shall serve as ex-officio.

B. Standing Committees

The Board of Governors shall establish any committees deemed necessary to support the effective operation of the Board. The standing committees of the Board shall include:

- a. **Institutional Effectiveness Committee** – The Institutional Effectiveness Committee shall consider matters pertaining to institutional efficiency and effectiveness, including ongoing institutional and program accreditation, maintaining federal compliance, and monitoring progress towards institutional strategic planning goals, objectives, and key performance indicators.
- b. **Finance and Operations Committee** – The Finance and Operations Committee shall consider matters pertaining to the fiscal management and physical operations of the institution, including matters of insurance, real estate, and the physical plant. The

Finance and Operations Committee will also consider matters pertaining to the annual external financial and enrollment audits to include the recommendation of an auditing firm, the scope and plan of the audit, and the review of the firm's full audit reports. Should there be issues identified in the annual audit, the Board Chair will appoint an ad hoc committee to review and oversee remediation efforts. Executive summaries of the audit reports will be presented annually to the full Board.

- c. **Policy Committee** – The Policy Committee shall consider matters pertaining to the development and review of institutional policies. On occasion, this committee may consult with other Board committees for specific insight on policy matters, but this committee is responsible for establishment of policy. The committee will review and advise on any policies related to:

- 200 Series – College Organization

- 300 Series – Finance and Facilities

- 400 Series – Human Resources

- 500 Series – Student Services

- 600 Series – Educational Services

- 700 Series – General Institutional

- 800 Series – Information Technology

- d. **Risk Oversight Committee** – The Risk Oversight Committee shall consider matters pertaining to risk management, including issues related to health, safety, security, and technology.

C. **Ad hoc Committees**

Special ad hoc committees may be created to address or study specific issues and may produce information, make recommendations, or perform assigned tasks as directed by the Board of Governors. Such ad hoc committees shall be created through Board action and its members appointed by the Board of Governors Chair. The ad hoc committee shall cease to exist when 1) its work is completed or 2) discharged by the Board. Ad hoc committees may be composed of members of the Board of Governors, College personnel, and/or members of the public.

III. **Membership and Term of Service on Standing Committees**

In February of each year, the Board Chair will present to the Board of Governors a roster of appointments to the Executive Committee and standing committees. There is no limit on the number of years Board members may serve on a standing committee, but the

Board Chair will rotate members of the committees to ensure sustained leadership for any committee.

The Board Chair shall serve as ex-officio member of all Board committees and will facilitate the nomination process for the selection of the chair of each committee from the appointed committee membership.

Revising this Policy

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

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

Original Adoption Date (and Board of Governor’s Minutes Item Number): June 1976

Revision Date (and Board of Governors’ Minutes Item Number):

May 15, 2013, Item H (2)

August 15, 2018, Item J (1) (b)

October 17, 2018, Item J (1) (b)

August 21, 2019, Item J (2)

August 21, 2019, Item J (2) (c)

Prior Policy Number:

110.0200.79 (Advisory Committees for the Board)

825.0000.13 (Standing Committees of the Board)

825.0100.79 (Appointments and Term of Office)

Schedule for Review:

Divisions/Department Responsible for Review and Update: WCCA Board of Governors

Sponsoring Division/Department: WCCA Board of Governors

Repeal Date:

Cross Reference:

Procedure(s) for Policy: n/a

Related Policies/References: