



Western Nebraska
Community College

WCCA Board of Governors' Policy

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| Title: | Conditions of Employment for the President |
| Division: | Board of Governors |
| Reference: | Nebraska Revised Statute §85-9,169, §85-1511, and §85-1410 |
| Number: | BP-120 |
| Date of Approval: | September 17, 2025 |
| Approval: | John P. Stinner, Chair, WCCA Board of Governors |

Purpose

The Western Nebraska Community College President (College President or President) shall be provided with an employment contract by the Western Community College Board of Governors (Board) subject to the conditions of this policy.

Scope

This policy applies to the President of Western Nebraska Community College (WNCC).

Policy

I. Job Description

A job description, which describes the assigned duties and responsibilities of the position, shall be provided to the College President upon acceptance of the position.

II. Contract

A. Term of Contract

The College President's contract term shall be at the discretion of the Board. The President's contract will be reviewed annually or at the end of a period of time mutually agreed upon by the Board and the College President.

B. Extension of Contract

Upon the annual review and evaluation of the performance of the President, the Board may choose to extend the term of employment beyond that which was in effect at the

time. Any extension to the term of the contract will coincide with the fiscal year of the College.

C. Non-Renewal of Contract

The Board may decline to renew the contract of the College President. The President of the Board of Governors shall give notice of the Board's decision of non-renewal as soon as possible and by no later than June 30 of the contract year. There shall be no review of such action. Any contract buy-out will be pursuant to the provisions of the President's negotiated contract.

D. Contract Termination

The initial and subsequent contracts of the College President can be terminated at any time during the term of the contract by:

1. Non-appropriation
2. For Cause

If the College President's contract is terminated for cause,

- the College President is entitled to notice and the opportunity to be heard prior to termination, and
- no payments shall be owed or paid except for compensation that was earned prior to termination pro-rated to the date of termination.

E. Resignation or Retirement

If the College President elects to resign or retire from the position, the College President agrees to give the Board written notification at least sixty (60) days before the date of resignation or retirement.

F. Death During Employment

If the College President dies during the term of employment, the Board shall pay to the estate of the President the compensation up to the end of the month in which the President dies. The Board shall have no further responsibilities hereafter, and the contract shall terminate automatically. The provision of other benefits available to the College President (e.g., retirement, health insurance, workers' compensation, long-term disability, or otherwise) will not be impacted.

G. Reassignment

After consultation with the Board, the College President, and other parties-in-interest, may be reassigned, provided that salary and contractual benefits are not reduced for the

duration of the term of a contract. Such reassignments may or may not be renewable beyond the current contract term.

III. Compensation and Benefits

A. Salary

The base salary for the College President shall be set by the Board. It shall be commensurate with education and experience and comparable to the range of base salaries of other community college presidents in the state of Nebraska and the region. The President may be eligible for annual performance-based increases that shall be base-building.

B. Health Benefits

The College President shall be provided with the health and welfare benefits that are provided to administrators in the Board's policy on employee benefits.

C. Leave

1. The College President is eligible for annual leave, sick leave, bereavement leave, paid holidays, jury leave, military training leave, or any other leave as established for employees in Board policy and by contract.
2. Other Forms of Leave
 - a. *Professional Development* – It is the expectation of the Board that the College President will attend educational and professional development opportunities that contribute to the image and reputation of the College, as well as to the President's knowledge of higher education and/or overall professionalism. Attendance at such activities will not be construed as vacation time, and it must be managed so that absence from the campus will not be detrimental to the stability of the College.
 - b. *Professional Service* - The Board may grant paid leave for the College President to provide professional services to individuals or to non-state institutions or agencies. If the College President receives compensation for such services, the compensation may be retained by the College President provided that:
 - The professional activity is not in conflict with and contributes to the overall image and professional stature of WNCC and to the professional development of the College President;
 - The total compensation retained during any fiscal year does not exceed one tenth (1/10) of the College President's annual salary; and

- Absence from the campus will not be detrimental to the stability of the College.
- c. *Leave of Absence* – The Board may grant to the College President a leave of absence with or without pay under such terms and conditions as the Board may specify.

D. Other Forms of Compensation and Benefits

The Board may consider additional forms of compensation and benefits as deemed reasonable to the position of the President.

IV. Evaluation

A. Annual Review

The President is the only staff person accountable to the Board of Governors for operational achievement and conduct. Therefore, the Board will systematically and rigorously monitor the President's job performance to determine the achievement of identified goals and effectiveness of the College.

The Board shall review the College President's performance each year. The annual review will include, but not be limited to, an evaluation of the President's progress toward achieving established annual goals, adjusted if warranted, and the following criteria:

- Working relationship and communication with the Board of Governors
- Academic leadership
- Administrative management and strategic planning
- Fiscal management and budgeting, including fundraising and external grant awards
- Legislative relationships and collaboration with Nebraska Community College Association
- External relationships including donors, Panhandle communities, business and industry, K-12, and the leadership of other community colleges and four-year colleges and universities
- Internal relationships and the cultivation of shared governance
- Overall leadership skills, including decision-making and problem-solving skills

The evaluation may be conducted internally by the Board but may also include feedback or input from a sample of direct reports, members of the College community, and/or other constituency groups as determined by the Board. The Board may engage a outside agency to conduct the evaluation.

B. Time Frame

Before April 30 each year, the President will develop and deliver to the Board an institutional effectiveness report providing a retrospect of the year's activities, progress towards goals established the previous year, and an overall assessment of the effectiveness of the institution. The President will also provide a draft set of goals for the coming year.

Following receipt of the report, the Board will conduct its annual review and assessment in closed session at any regular or special meeting of the Board. The review shall be conducted, and the assessment communicated to the President no later than the last day of May each year.

Prior to June 30, the Board will collaborate with the President to establish a final set of goals for the coming year, along with specific performance criteria as warranted. The goals will be formally approved by the Board of Governors at a regular meeting of the Board.

Upon the review and assessment of the performance of the President, the Board may increase the annual salary and benefits of the President for the next fiscal year and may extend the term of contract beyond that which is in effect at the time. Any changes to the terms of contract will coincide with the fiscal year of the College.

Any decision of non-renewal of contract will be communicated to the President immediately and not later than by June 30 of a given year.

Revising this Policy

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

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

Adoption Date and Board of Governors' Minutes Item Number:

September 17, 2025. Item H (7, d)

July 18, 2001, Item I (1)

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Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

845.0200.01 (Annual Review of College President's Performance)

Schedule for Review:

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

Sponsoring Division/Department: WCCA Board of Governors

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy: n/a

Related Policies/References: