

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Equipment and Technology Replacement Funding
DIVISION:	Administrative Services
CATEGORY:	Business and Fiscal
REFERENCE:	WNCC Foundation Gift Acceptance Policy PP-712 Grants Development and Management Procedures
NUMBER:	BP-306
APPROVAL/DATE:	F. Lynne Klemke, President, WCCA Board of Governors June 15, 2022

Purpose

To establish a policy to set funding levels for equipment and technology purchases and replacement costs.

Scope

This policy applies to all equipment and technology purchases and replacement costs for the purpose of instruction and College administration.

Policy

The College recognizes the importance of technology in providing quality programs and services and is committed to maintaining funding for equipment and technology acquisition and replacement. The College will set an annual target funding level at three percent (3%) of the General Fund Budget for equipment and technology acquisition and replacement. Funding sources shall include general fund appropriations, private gifts and bequests, corporate donations, grants, and year-end re-appropriation of unexpended General Fund Budget.

- *General Fund Appropriations:* Capital outlay requests shall be included in individual cost center budgets. The contingency cost center may include funding for unanticipated equipment needs which could be transferred to individual cost centers based upon need as approved by the President or designee. Such transfers would be initiated by a budget transfer.
- *Private Gifts and Bequests and Corporate Donations:* The College Foundation may solicit private gifts and bequests to help supplement capital outlay needs. Instructional departments may solicit corporations and businesses for the donation of equipment which would benefit their program. Such donations would be in accordance with the WNCC Foundation Gift Acceptance policy and established College procedures.

- *Grants:* The College shall initiate grant requests for capital outlay needs. Any grant for this purpose shall be for the direct benefit of an instructional program or college service. All grant requests shall be completed in accordance with Administrative Procedure AP-712 (Grants Development and Management Procedure).
- *General Fund Re-appropriation of Unexpended Balances:* At the end of each fiscal year, the administration shall review the General Fund Budget and re-appropriate up to 50% of any unexpended balance to an auxiliary fund account for equipment and technology acquisition and replacement. This account will then be used to supplement future years' capital outlay and technology funding needs. The expenditure of such funds shall be managed through the annual budget process or by submitting a budget request to the Vice President of Administrative Services.

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: June 15, 2022 Item 3(b)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: n/a

Schedule for Review:

Divisions/Department Responsible for Review and Update: Vice President's Office

Sponsoring Division/Department: Administrative Services

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: