

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Board Policies and Administrative Procedures

DIVISION: Board of Governors

CATEGORY: Governance

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

NUMBER: BP-115

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: June 16, 2021

Purpose

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

Scope

This shall apply to all policies approved by the WCCA Board of Governors and administrative procedures approved and implemented by the WNCC administration.

Definitions

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

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

Policy

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

Board policy will be reviewed and approved by the Board during regularly scheduled WCCA Board meetings. Review first will be conducted by the appropriate Board Committee, followed by first read with the full Board during open session. Final approval shall be considered and granted at a

later meeting. It is the prerogative of the Board to require an opportunity to review any procedures developed to support a policy prior to final Board approval of the policy. Although procedures do not require Board approval, it is expected that they will be shared with the Board for information purposes to promote transparency.

As state and federal rules and regulations are adopted, revised, or repealed, it shall be the responsibility of the President to work with staff and legal counsel to propose appropriate action to ensure compliance.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

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

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

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

Revising this Policy

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

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 Governor’s Minutes Item Number: April 17, 2019, Item I (2) (a)

Revision Date and Board of Governors’ Minutes Item Number:

January 20, 2021, Item L (1)

June 16, 2021, Item L (1)

Prior Policy Number:

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:

Related Policies/References: