

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Board Policies, President's Procedures, and Institutional Guidelines
DIVISION:	Board of Governors
CATEGORY:	Policies and Procedures
REFERENCE:	U.S. Department of Education; and the Nebraska Revised Statute §§ 85-9,169 and 85-1511.
NUMBER:	BP-115
APPROVAL/DATE:	F. Lynne Klemke, President, WCCA Board of Governors Date: April 17, 2019

Purpose

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

Scope

This shall apply to all Board Policies, President's Procedures, and Institutional Guidelines.

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.

The Board Policy is the overarching regulation, institutional standard, or directive reviewed and approved by the Board during regularly scheduled WCCA Board meetings. (There will be a first review of the Board and the final approval shall be granted at a later meeting. This allows the proposed edits to be vetted by the institution.) It is the Boards' prerogative to require a President's Procedure and any Institutional Guidelines accompany the Board Policy prior to final Board Policy approval. However, the President's Procedure and Institutional Guidelines will not require Board approval.

Board Policies, the series number, responsible individual, and review date of the policies that govern the College shall include:

Numbering Sequence	Policy Division	Responsible Individual(s)*	Review Date**
Series 1	Board of Governors	Board Chair	Every five years
Series 2	College Organization	WNCC President	Every five years
Series 3	Business, Fiscal, Safety, Security	WNCC CFO	Every odd year
Series 4	Human Resources	WNCC HR Director	Every even year
Series 5	Student Services	WNCC CSSO	Every odd year
Series 6	Educational Services	WNCC CAO	Every even year
Series 7	General Institutional	WNCC President	Every five years
Series 8	Information Technology	WNCC IT Director	Every five years

*As state and federal rules and regulations are adopted, revised, or repealed, it shall be the responsibility of the individual named above to propose appropriate action to either develop a new Board Policy, President’s Procedure, and/or Institutional Guideline or edit or remove an existing Board Policy, President’s Procedure, and/or Institutional Guideline to ensure compliance. Appropriate vetting of the proposed new documents or edits to existing documents shall also be the responsibility of this individual.

**The “Review Date” named above shall be used to monitor that the existing Board Policy, President’s Procedure and/or Institutional Guideline are still relevant, complete and correct as per state or federal regulations and requirements. Should action be required within a timeframe that does not match the dates listed above, the responsible individual is compelled to take action to ensure compliance.

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.

President’s Procedures: The protocol by which a Board Policy shall be adhered to. The President’s Procedure should identify which WNCC department, officer, or staff shall be responsible and accountable for complying with Board Policy.

Institutional Guideline: A step-by-step process identifying how a task shall be accomplished to ensure compliance with Board Policy, state, and/or federal regulations.

Revising this Policy

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

Adoption Date and Board of Governor’s Minutes Item Number:

Revision Date and Board of Governors’ Minutes Item Number:

Prior Policy Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: