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**NCCA BYLAWS**  
**As Amended by the Member Community College Areas on November 12, 2012**

**ARTICLE I**  
**PURPOSES**

Section 1. The Nebraska Community College Association (hereinafter "Corporation") is organized under the Nebraska Non-Profit Corporation Act for the purposes named in the Articles of Incorporation.

Section 2. The Corporation, in addition to the purposes named in the Articles of Incorporation, shall be responsible for and have authority to provide statewide coordination for the members of the Corporation, including the following areas:

- A. Preparation and updating of a strategic plan;
- B. Coordination of the budget request;
- C. Facilitation of program-needs assessment and articulation;
- D. Recommendation and facilitation of the appointment of representatives to committees, boards, commissions, task forces, and any other state-level bodies requesting or requiring participation;
- E. Coordination of community college information and data requests, and public relations activities at the state level;
- F. Coordination of the legislative strategy;
- G. Conflict resolution between and among the areas except when distribution of state aid funding is involved. If the CEO Council cannot resolve any conflict involving distribution of state aid, they may recommend to the NCCA Board that the conflict be taken to the Legislature for resolution.

Section 3. The Corporation shall retain the right to exercise all of the powers conferred upon it by NEB. REV. STAT. §85-1502 with respect to all community college areas notwithstanding the voluntary withdrawal of any area from the Corporation, or the involuntary expulsion, suspension, or termination of membership in the Corporation of any community college area so long as a majority of all such areas continue to be members of the Corporation.

Section 4. Purposes not named in the Articles of Incorporation or Bylaws shall not be considered within the authority of Corporation.

Section 5. The Corporation shall conduct its affairs in such a manner as shall be necessary to qualify for and maintain an exemption from federal income tax as provided in Section 501 (c)(4) or 501 (c)(6) of the Internal Revenue Service Code.

**ARTICLE II**  
**OFFICE**

The registered office and registered agent of the Corporation shall be maintained in its principal place of business, which place shall be in Lincoln, Lancaster County, Nebraska.

**ARTICLE III**  
**MEMBERS**

Section 1. The Corporation shall have two classes of membership which shall be designated and referred to as area members and Honorary Members.

Section 2. All public community college areas organized and operating under the laws of the State of Nebraska may be a part of and represented by the corporation, and shall pay the current annual membership dues. Provided, however, that membership in the Corporation of any such area which fails to make timely payment of annual dues may be terminated and the area expelled from the Corporation through action of the Board of Directors. Upon such termination and expulsion the affected area shall immediately forfeit all rights as a member of the Corporation.

Section 3. Persons, organizations, associations, and other clearly identifiable entities may be elected to Honorary Membership in the Corporation by the Board of Directors acting upon the nomination of such Honorary Membership made by an area member. Honorary Members shall have no voting rights in the Corporation.

**ARTICLE IV**  
**DIRECTORS**

Section 1. All the authority of the Corporation shall be exercised by a Board of Directors consisting of two directors selected from the eleven statutorily elected area governing board members from each area member. Provided that the right of any area which has voluntarily withdrawn from membership in the Corporation or whose membership has been involuntarily terminated shall immediately upon such withdrawal or termination forfeit the right to have representation on the Board of Directors. The membership of any director appointed by such area shall automatically terminate contemporaneously with the withdrawal of such area or the involuntary termination of its membership in the Corporation. Such a withdrawal or termination of membership shall result in a concomitant reduction in the overall number of the Corporation's directors and shall not be deemed to create a vacancy on the Board of Directors.

Section 2. At the first NCCA quarterly or special meeting thereafter, directors duly appointed by the area members pursuant to Article III, Section 2 of these Bylaws shall commence their term of office and shall serve until their first area board meeting of the following year or until a successor is duly appointed and qualified.

Section 3. Alternate directors appointed according to Article III, Section 2 of these Bylaws shall be entitled to act in the place of an absent director representing the same area member without further authorization by the appropriate area member. Alternate directors shall be selected from the eleven statutorily elected area governing board members from each area member.

Section 4. A vacancy in the office of director and alternate director shall occur when the person serving in such capacity becomes disqualified, unable or unwilling to serve in such capacity or when his or her appointment has been withdrawn by the appropriate area member. Vacancies shall be filled for the remainder of the term of office by appointment by the area member as set forth in Article III, Section 2 of these Bylaws.

## **ARTICLE V OFFICERS**

Section 1. The officers of the Corporation and the officers of the Board of Directors shall be the same.

Section 2. At its third quarterly meeting of the fiscal year, the Board of Directors shall elect from its membership, a President, Vice President, Secretary, and Treasurer, to assume duties at the conclusion of the third quarterly meeting.

Section 3. The officers shall perform such duties as usually pertain to their respective offices and such additional duties as may be specified by the Board of Directors.

## **ARTICLE VI EXECUTIVE DIRECTOR**

Section 1. Authority. The Board of Directors shall have the power to appoint and retain an Executive Director to administer the day-to-day activities of the association.

Section 2. Duties. The Executive Director shall:

- A. Maintain the registered office of the Corporation, act as registered agent and perform all duties required by such office;
- B. Serve as an ex-officio and non-voting member of all teams or committees established by the board;
- C. Perform such duties and responsibilities as the President and Board of Directors may direct as described in the job description.

## **ARTICLE VII MEETINGS**

### **Section 1. Meetings of the Board of Directors**

- a. Regular meetings of the Board of Directors shall be held at least quarterly at the time and place selected by the Board of Directors or the President. Notice of the regular meetings shall be provided to each director and to the administrative office of each area member at least ten days prior to such meeting.
- b. Special meetings of the Board of Directors may be held upon the call of the President or three directors. Notice of the time, place and purpose of the special meeting shall be provided to each director and to the administrative office of each area member at least seven days prior to such meeting.
- c. Emergency meetings of the Board of Directors may be held if the President or any three directors determine that it is appropriate and necessary to hold an emergency meeting. Advance notice of the meeting may be given to directors in any manner authorized by the Nebraska Nonprofit Corporation Act. An emergency meeting may be held immediately upon receipt of notice by all directors.
- d. The annual meeting of the Board of Directors shall be held at such time and place as the Board of Directors shall determine. Notice of the annual meeting shall be provided to each director and alternate directors and to the administrative office of each area member at least thirty days prior to such meetings. The annual meeting may be held in conjunction with or as a substitute for a quarterly regular meeting if such fact is set forth in the notice of the meeting.
- e. A majority of the members of the Board of Directors shall constitute a quorum. A motion relating to any type of action to be taken by the board may be made by any member of the Board of Directors. Such a motion may only be seconded by a board member appointed by a community college area other than the area which appointed the member making the motion. Matters requiring majority vote shall be adopted only by the prevalence of at least a majority of the votes of those members present after the determination of a quorum. No proxy votes shall be allowed.

### **Section 2. Meetings of the General Assembly.**

- a. The annual meeting or general assembly of the corporation and its members shall be held at a time and place, and with a program and agenda to be determined by the Board of Directors. Notice of the general assembly shall be provided to each member of the Board of Directors of the area members, and the administrative office of each area member at least thirty days prior to the general assembly.

- b. Special meetings of the general assembly may be held upon the call of the President or three directors. Notice of the time, place and purpose of the special meeting shall be provided to each director and to the administrative office of each area member at least fourteen days prior to such meeting.
- c. At the annual meeting, or any special meeting, each area which is a member of the Corporation shall be entitled to one vote which shall be cast by a delegate or alternate delegate who is a member of the Board of Governors of his or her area. Each area shall determine its own procedures to be used for selecting a delegate and alternate delegate. Each area shall advise the chair prior to the commencement of any meeting of the name of the delegate or alternate delegate who will be voting on behalf of the area. The chair shall compile a list of the delegates and alternate delegates who are eligible to vote at the meeting. Votes shall be cast only by the delegate or alternate delegate named on such list. The vote on behalf of any area shall be cast by the delegate unless he or she is not present at the meeting at the time a vote is taken. Delegates and alternate delegates may also be members of the Corporation's Board of Directors.
- d. A quorum shall be deemed to exist at any meeting at which a majority of the area members are represented by a delegate or alternate delegate. Matters requiring majority vote shall be adopted only by the prevalence of at least a majority of the eligible voters present after the determination of a quorum. No proxy votes shall be allowed.
- e. Any member of the Board of Governors of a member area who is present at an annual or special meeting shall be entitled to participate in discussion regarding any matter before the general assembly to the same extent as those persons who have been designated as delegates or alternate delegates.

Section 3. Robert's Rules of Order Revised, current edition, shall govern procedure, except as they are inconsistent with state law, these Bylaws, and any special rules of order the Corporation may adopt.

## **ARTICLE VIII**

### ***TEAMS, COMMITTEES, AND COUNCILS***

Section 1. A majority of the board of directors, or the president may designate and appoint one or more teams or committees, each of which shall consist of two or more directors, which teams or committees, to the extent provided in such resolution shall have and exercise the authority of the board of directors in the management of the Corporation; provided that no such team or committee shall have the authority of the board of directors in reference to amending, altering, or repealing the Bylaws; electing, appointing or removing any member of any such team or committee or any director or officer of the Corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the

sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation or revoking proceedings therefore; adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the board of directors which by its terms provides that it shall not be amended, altered, or repealed by such team or committee. The designation and appointment of any such team or committee and the delegation thereto of authority shall not operate to relieve the board of directors, or any individual director of any responsibility imposed upon it or him or her by law.

Section 2. The board of directors, by resolution adopted by a majority of the directors in office, may create one or more councils to aid and assist the Corporation in carrying out its purposes; provided, however, the board of directors shall not delegate to any such council powers, duties, and responsibilities specifically vested in the board of directors by law, the Articles of Incorporation and these Bylaws.

## **ARTICLE IX FINANCES**

Section 1. Fiscal Year. The fiscal year of the Corporation shall extend from January 1 of each year through December 31 of that same year.

Section 2. Team 2/Budget and Personnel Committee, with the assistance of the executive director, shall prepare an itemized and detailed budget for each fiscal year. Team 2 will present a preliminary budget to the board at the second quarterly meeting. The board will recommend a budget to be presented to the areas for review. The budget for the upcoming fiscal year will be approved at the third quarterly meeting of the board. The area members will ratify payment of dues for the upcoming fiscal year prior to the fourth quarterly meeting of the board.

Section 3. Each area member shall be assessed annual dues as determined by the board of directors and based on the proposed budget for the ensuing fiscal year.

## **ARTICLE X RECORDS**

Section 1. The Corporation shall keep correct and complete books and records of account and minutes of the proceedings of the board of directors and committees.

Section 2. Records shall be kept showing the name and address of each area member, each Governor, and the executive/administrative offices of each area member, each member of a council or committee created or organized by the board of directors and each Honorary Member of the Corporation.

Section 3. The board of directors shall cause an annual audit of the corporation's financial records to be made as soon as possible following the end of each fiscal year.

**ARTICLE XI**  
***AMENDMENTS***

The Articles of Incorporation and the Bylaws of the Corporation may be altered, amended, or repealed, and new Articles of Incorporation or Bylaws may be adopted by a two-thirds majority of the votes eligible to be cast by the board of directors at any regular meeting or special meeting; provided, that notice of the proposed amendment be provided to each Director and to the administrative office of every area member at least twenty days prior to its consideration by the board of directors, and provided that the amendment, as passed by the board of directors, is subsequently ratified by a two-thirds majority of the area member Boards at any regular meeting or special meeting.

The Board of Directors may by majority vote adopt, revise, and amend policies relating to the organization, operation, and management of the Corporation. The board shall not adopt any policy which conflicts with the Corporation's Articles of Incorporation or Bylaws. If such a conflict nevertheless occurs through inadvertence, mistake, or other cause, the conflicting provisions of the Articles of Incorporation or Bylaws shall be deemed to be controlling. No policy shall relate to the number of directors, the composition of the board, the term of office of the directors, or the method or way in which directors are elected or selected. No policy shall relate to any matter which by law requires approval of the members of the Corporation.

**ARTICLE XII**  
***DISSOLUTION***

Upon the dissolution of the Corporation, the board of directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation by dividing the assets among the then current area members. Each member's share shall be equal to its proportionate contribution of the total dues paid to the Corporation in that fiscal year.

**ARTICLES OF INCORPORATION  
OF THE  
NEBRASKA TECHNICAL COMMUNITY COLLEGE ASSOCIATION**

**ARTICLE I  
NAME**

The name of this Corporation is: Nebraska Technical Community College Association

**ARTICLE II  
DURATION**

The period of the Corporation's duration is perpetual.

**ARTICLE III  
PURPOSES**

The purposes for which this Corporation is organized are:

1. To promote the welfare and common good of Nebraska's Technical Community College Areas and to advance the concepts of community college education.
2. To participate and cooperate with other persons, groups, organizations, and governmental entities in the planning and operation of programs and policies beneficial to the Technical Community College Areas, their students and the public at large.
3. To facilitate and enhance communication, cooperation and coordination among the Governors, officers, and administrators of Nebraska's Technical Community College Areas and with other persons interested in said areas or community college education.
4. To develop and improve the expertise and leadership capabilities of elected Governors of Nebraska's Technical Community College Areas.
5. To do and transact all other lawful business incident to, necessary, suitable or advisable for, or in any way connected with, the purposes for which the corporation is formed.
6. To do everything necessary, proper, advisable or convenient for the accomplishment of the purposes herein above set forth.

**ARTICLE IV  
POWERS**

The Corporation shall have and exercise all powers and rights conferred upon corporations by the Nebraska Non-profit Corporation Act and any enlargement of such powers conferred by subsequent legislative acts; and, in addition thereto, the Corporation shall have and exercise all powers and rights, not otherwise denied corporations by the laws of the State of Nebraska as are necessary, suitable, proper, convenient or expedient to the attainment of the purposes set forth in Article III above; provided, however, this Corporation shall not participate or intervene, directly or indirectly, in political campaigns on behalf of or in opposition to any candidate for public office.

**ARTICLE V  
INITIAL REGISTERED OFFICE & INITIAL REGISTERED AGENT**

The street address of the initial registered office of the Corporation is: 521 South 14th Street, Lincoln, Nebraska 68508, and the name of its initial registered agent at such address is: Charles F. Noren.

**ARTICLE VI  
BOARD OF DIRECTORS**

There shall be six (6) Directors constituting the initial board of directors. The name and address of each Director is: Gordon Schempp, 9917 Grover Street, Omaha, Nebraska 68124; Ted Doyle, 1415 H Street, Fairbury, Nebraska 68352; Benson Thornton, 110 22nd Drive, Norfolk, Nebraska 68701; Max Hanson, Elsie, Nebraska 69134; Ron Krejci, 301 East 11th Street, Schuyler, Nebraska 68661; and John Moore, P.O. Box 711, Sidney, Nebraska 69162.

**ARTICLE VII  
NAMES & ADDRESS OF INCORPORATORS**

The names and addresses of the incorporators are: Claudia Zanolli, 3411 "W" Street, Lincoln, Nebraska 68503; and Charles F. Noren, Route 8, Lincoln, Nebraska 68506.

The undersigned, being the sole incorporators hereinbefore named, for the purpose of forming a corporation under the Nebraska Non-profit Corporation Act do hereby adopt and sign these Articles of Incorporation this 1st day of October, 1980.

---

Claudia Zanolli

---

Charles F. Noren

**RESOLUTION**  
**NAME CHANGE IN BY-LAWS & ARTICLES OF INCORPORATION**

**Whereas** LB 663 removes the word "technical" in reference to Nebraska's Community Colleges; and

**Whereas** LB 625 establishes "an association of community colleges" which will serve as a coordinating body for the Nebraska Community College Areas; and

**Whereas** the Nebraska Technical Community College Association currently provides the services as outlined in LB 625;

**Now Therefore Be It Resolved** that the Nebraska Technical Community College Association Board of Directors approve an amendment to the Bylaws and Articles of Incorporation of this organization to change the name of the Association to the Nebraska Community College Association, effective immediately upon approval by a majority of the area Governing Boards, as set forth in the Bylaws.

**Adopted this 10th day of August 1991.**

## **NCCA PHILOSOPHY, MISSION, GOALS, AND VISION**

### **2000. PHILOSOPHY**

The NCCA believes in and supports local control by regionally elected boards of governors as the most effective, responsive means of delivering quality public two-year education in Nebraska.

The NCCA believes that the major educational emphasis of Nebraska community colleges is providing the highest quality, most cost-effective occupational education possible in all areas, and college transfer and community service programs in designated areas.

The NCCA believes that the guiding principle for Nebraska community colleges is access - geographical, academic, and financial - to quality postsecondary education for all citizens. *(Adopted September 20, 1986)*

### **2005. MISSION**

The mission of the NCCA and the NCCA office and staff is "to promote the welfare and common good of Nebraska's member community college areas and to advance the concepts of community college education," through the preservation of local control of the area colleges and the promotion of quality, accessible, responsive two-year education and community service. *(Revised May 7, 2012)*

### **2010. GOALS**

To protect the interests of the member community colleges by providing accurate, timely, and persuasive information and statements of position to members of the Legislature, the governor's office, state agencies and commissions.

To achieve maximum effectiveness of the member community colleges by fostering coordination, cooperation, and communication among the areas.

To provide the widest possible access to community college programs and to justify the use of local taxes by assisting the areas in informing local communities, industries, and policy-makers of the programs and activities available through their local area. *(Revised May 7, 2012)*

### **2015. VISION**

The Nebraska Community College Association's vision for two-year postsecondary education in the 21<sup>st</sup> century encompasses the best of the past and present and a vision of the future, tempered with a commitment to accept change as an opportunity to improve services to Nebraska citizens. The Nebraska Community College Association believes that education is an investment in human resources and is

fundamental to the quality of life and the economic prosperity of the State of Nebraska. In the 21<sup>st</sup> Century, Nebraska community colleges will:

- a. embrace lifelong learning as student-centered learning communities
- b. provide high quality programs and services based upon the needs of the local communities and the state, supported by state role and mission assignments
- c. utilize the talents and expertise of outstanding faculty and staff and promote personal growth and development in their areas of expertise
- d. remain accessible and affordable for a diverse student population
- e. provide a safe, healthy learning environment that will provide opportunities for a successful college experience for all students
- f. be leaders in the new age of information technology
- g. remain funded by a partnership established with the local citizens, the State of Nebraska, and the students
- h. remain locally governed

*(Revised May 7, 2012)*

## **NCCA BOARD AUTHORITY**

### **3000. LIMITS OF NCCA BOARD AUTHORITY**

The NCCA board shall have the responsibility and authority to independently commit its members to policies or expenditures, with the following exceptions:

- 1) Approval of individual area NCCA dues indicating ratification of the annual association operating budget.
  - 2) Major legislative policy positions inconsistent with the purposes of the association identified in the Bylaws and Articles of Incorporation, including but not limited to the weakening or elimination of local control, changes in the state aid distribution formula, changes in community college role and mission, changes in community college governance, or changes in community college financing.
  - 3) Significant expansion of NCCA board authority.
  - 4) Interference with area governance.
  - 5) Additional permanent staff expansion beyond that specified in the annually approved budget for which additional area dues would be required.
  - 6) Those limitations specified in the Nebraska Non-Profit Corporation Act;
  - 7) Those limitations specified in these policies or in the Corporation's Bylaws.
- (Revised November 4, 2009)*

### **3001. NCCA BOARD MEMBER CODE OF CONDUCT**

The NCCA board expects of itself and its members ethical and professional conduct. This code of conduct is based on but is not limited to the principles of honesty, integrity, fidelity, fairness, caring, respect, citizenship, excellence, accountability, and protection of the public trust. On seeking election to and becoming a member of the NCCA board, NCCA board members shall:

- 1) Attend and prepare adequately for NCCA board meetings;
- 2) Commit to actively participate in decision-making;
- 3) Support the purpose, vision and goals of NCCA;
- 4) Identify and avoid areas of potential conflict of interest;

- 5) Maintain confidentiality of privileged information;
  - 6) Support and, when necessary, clarify or explain the NCCA board positions on issues;
  - 7) Agree that the board chair or designee serves as the official spokesperson for the NCCA board;
  - 8) Refrain from representing one's self as speaking for the NCCA board;
  - 9) Refrain from using undue influence to affect any program, position, purchase or service of the NCCA;
  - 10) Recognize the primary responsibility to represent the entire membership, while realizing there may be an occasional need to advocate the particular interests of his or her area;
  - 11) Work harmoniously with other NCCA board members, regardless of differences of opinion, to encourage productive dialogue in open discussion;
  - 12) Refrain from making demands on staff unless directed by the NCCA board.
- (Adopted August 4, 2014)

***3003. NCCA BOARD ORGANIZATIONAL STRUCTURE; OFFICES; ELECTIONS; TERM OF OFFICE; PRESIDENTIAL ELIGIBILITY; ROTATION:***

The NCCA Board is comprised of two representatives from each community college area which is a member of the Association. Each community college area member selects two individuals according to local area board policy.

The executive committee is comprised of a president, vice president, secretary, treasurer, and prior year president who are elected at the third quarterly meeting of the board and assume duties of their respective offices immediately following adjournment of the third quarterly meeting. In the case of a special election, the newly-elected official will begin his or her term of office immediately following election or at a time specified by the board.

The term of office is one year and it is recommended that no one serve no more than one consecutive year in each office.

**Presidential Eligibility:** In order to serve as president of the NCCA, a board member must have at least two years experience on the NCCA board and, preferably, has served as an officer.

It has been a tradition of the association that the leadership positions of the NCCA move from Treasurer, to Secretary, to Vice President, and to President. In order to facilitate the rotation of leadership of the association among the areas, the NCCA Board of Directors recommends that preference be given to the rotation schedule. The rotation shall be determined and approved by the Board of Governors at the second quarterly board meeting.

In the event that an officer is unable or unwilling to accept higher office in the association, the other NCCA representative from the same area may assume the duties of that office providing he or she is eligible according to this policy, and if not eligible, the area vacating the position would drop from its place in the rotation to the position of Treasurer, thereby moving each area up one office. If the vacated position is Treasurer, no change in rotation is necessary.

If necessary, the NCCA board may revise the rotation to accommodate the needs of the members. *(Revised May 12, 2012)*

#### **3004. NCCA EXECUTIVE COMMITTEE: DESCRIPTION OF DUTIES**

The Executive Committee shall hold meetings quarterly prior to each Board meeting. The President of the NCCA Board may cancel the Executive Committee quarterly meetings if the meeting is not necessary.

The Executive Committee shall each year, prior to the first quarterly NCCA Board meeting, prepare recommendations for the NCCA Board for a vision statement for the calendar year, and major topics for the calendar year.

The Executive Committee shall identify topics for each NCCA Board meeting.

#### **PRESIDENT**

- § Presides at all regular, special, and emergency board meetings
  - Works with association staff to develop agendas
  - Assigns teams/committees and serves as a member of a selected number of teams/committees
- § Serves as presenter at Annual Meeting/Legislative Seminar
  - Generally welcomes attendees and guests to all sessions and meal functions
  - Presents awards
  - Introduces some/all guest speakers and participants
- § Serves as association spokesperson for community college legislation at Legislative hearings as necessary. Chair of the CCEO, executive director, and NCCA executive committee and/or board generally work out the details of these presentations. NCCA staff coordinates testimony for the president.
- § Serves as association representative at any other time as agreed upon on any team or committee, organization, council, or with the media

- § Signs any official documents requiring the signature of the president of the organization, including board meeting minutes, nonprofit corporation filing fee, any banking documents required, including loan papers and authorizes the particular staff members to handle association funds, directors and officers insurance application, some correspondence, and at other times as deemed necessary.
- § Serves as chairperson of the NCCA executive committee

### **VICE PRESIDENT**

- § Serves as a member of the NCCA executive committee
- § Assumes the duties of president, or other officer, when necessary; conducting meetings, testifying at hearings, representing the association at functions, etc.

### **SECRETARY**

- § Serves as a member of the NCCA executive committee
- § Serves as secretary of the board. Staff records meetings and prepares minutes according to the public meetings statutes. Signs all board meeting minutes.

### **TREASURER**

- § Serves as a member of the NCCA executive committee
- § Provides financial report of association at least quarterly
- § Sign any official documents as necessary
- § Serves as chairperson of the Team 2/Budget and Personnel

### **PRIOR YEAR PRESIDENT**

- Serves as a member of the NCCA executive committee

*(Revised August 4, 2014)*

### **3005. NCCA BOARD RESPONSIBILITY TO INFORM AREAS**

The NCCA board, through its area representatives and the association office, shall be responsible for informing member boards of all activities, actions, policies, and positions taken by the board as quickly as possible. Furthermore, unless immediate action is required, the board shall submit decisions on major actions and activities, including the state aid budget request, the legislative agenda, and statewide planning, to area boards for consideration and input before final positions or actions are taken. Wherever possible, the NCCA board will attempt to include interested area board members in appropriate activities such as legislative representation and planning. In all matters the NCCA board will attempt to arrive at consensus on major policy initiatives. However, in cases where consensus is not possible, the NCCA board and office will represent the positions taken by a majority of its board members.

Specifically regarding the NCCA annual budget, consensus from area boards is desirable and will be sought. Each area will have an opportunity, through its NCCA board representatives, to question and make alternative recommendations to the preliminary budget recommendation by the NCCA board at its second quarter meeting. However, after the final budget is approved by the NCCA board at its third quarter meeting, the budget shall not be subject to line item vetoes by individual areas in the approval of area NCCA dues. *(Revised May 7, 2012)*

### **3010. NCCA BOARD RELATIONSHIP TO THE EXECUTIVE DIRECTOR**

The NCCA board shall have responsibility for developing the general policies for the member community colleges. The board shall employ an executive director to serve at the pleasure of the board who shall have responsibility for implementing board policies. In implementing policies of the NCCA board, the executive director shall be regarded as acting on behalf of and at the direction of the NCCA board to take appropriate actions or initiate activities which affect and benefit the member community colleges. The executive director shall also have responsibility for and authority to act on routine and on-going administrative and coordinating functions as may be necessary for effective and efficient operation of the Association and areas. *(Revised May 7, 2012)*

### **3015. NCCA BOARD COORDINATING RESPONSIBILITIES AND FUNCTIONS**

The NCCA board shall be responsible for and have authority to provide coordination for the Association, including but not limited to the following areas:

- 1) Preparation and updating of a strategic plan, including developing the process for participation of area boards, area presidents, area staff, and area students and where appropriate, community and business leaders, executive and legislative branch members, and representatives from other education sectors, organizations, and agencies;

Teams 1 and 2 shall be responsible for soliciting and reporting input from individual areas on strategic planning, and will provide appropriate time and opportunity for area participation. Strategic planning shall include, but not be limited to, consideration of vision, goals, role and mission, efficiency, and financing. The Association strategic plan shall be reevaluated and updated where necessary no less than every biennium.

- 2) The NCCA Board will approve the legislative agenda annually at the fourth quarter meeting of the board.

The legislative agenda will be developed by the CCEO throughout the summer months in conjunction with the NCCA executive director. The CCEO will review recommendations and request for legislation from the Council of Business Officers, the Council of Instructional Officers, NCCA Team 1, and individual

governing boards. The CCEO will adopt the legislative agenda no later than November 1 or 15 days prior to the fourth quarter NCCA board meeting and will present the legislative agenda to the board for approval.

- 3) Coordination of Association legislative strategy, including, but not limited to formulating policy and position statements, organizing and directing support or opposition for specific legislation, identifying issues affecting one or more community colleges, preparing positions for alternative outcomes of legislative issues, and representing the Association.

Prior to each legislative session, Team 1/Legislative Committee shall be responsible for soliciting and reporting input from individual areas on legislative matters, and will provide appropriate time and opportunity for area participation. During the legislative session, Team 1 will consult with all areas, time permitting.

- 4) Coordination of budget request, and where necessary and appropriate, identification of program emphasis, requests, categorical requests, and other areas where individual area budget requests may directly affect the effective pursuit of the request. In addition, the NCCA shall be responsible to set a final Association budget request strategy and budget request philosophy, plan executive and legislative budget request conferences and hearings, and perform final budget document preparation and production, including establishing and coordinating a budget request calendar of activities.

Based on the legislative agenda identified and approved by the NCCA board, the executive director and the Council of Chief Executive Officers shall be responsible for soliciting and reporting input from individual areas on the state aid budget request, and will provide appropriate time and opportunity for area participation.

- 5) Coordination of area program offerings in accordance with role and mission, uniformity of programs, and efficient distribution of services and use of resources.
- 6) Recommendation and facilitation of Association representation at the state-level with other education sectors, state agencies, government and community entities, the executive and legislative branches, including designating membership on committees, task forces, commissions, and other bodies, particularly those responsible for statewide coordination.
- 7) Coordination of information and data requests, and public relations activities at the state-level with other education sectors, government agencies, community and business leaders, the executive and legislative branches, other states, and national organizations.
- 8) The NCCA board shall prepare an annual agenda during the first quarterly NCCA board meeting. The annual agenda shall include all items in Policy Section 3015,

a vision statement for the calendar year, major topics for the calendar year, and a review of the policy manual,

NOT WITHSTANDING THE RESPONSIBILITY AND AUTHORITY OF THE NCCA BOARD TO ACT INDEPENDENTLY WITHIN THE SCOPE OF THE FOREGOING GUIDELINES, THE BOARD MAY CHOOSE TO SUBMIT ANY ISSUE FOR CONSIDERATION AND APPROVAL BY AREA BOARDS.

*(Revised August 4, 2014)*

### **3020. NCCA BOARD RESPONSIBILITY FOR CONFLICT RESOLUTION**

The NCCA board shall be responsible for conflict resolution, other than the distribution of state aid, when areas find themselves in the minority and feel that an issue or principle is strong enough to require open opposition to stated association policy. Before an issue rises to the Board level, the Executive Director shall use his or her best efforts to resolve the conflict through discussion among and between the areas in conflict. If the Executive Director is unable to resolve the conflict, the NCCA board shall ask individual area boards to receive representatives from the NCCA to attempt to resolve the conflict. If necessary, the NCCA and the affected areas may identify an objective third party as a mediator in cases where third party mediation is necessary, the mediator may make recommendations to the parties, but such recommendations shall be nonbinding. *(Revised May7, 2012)*

### **3025. NCCA BOARD RESPONSIBILITY TO PROVIDE FORUM FOR COMMUNITY COLLEGE ISSUES**

The NCCA shall be responsible to serve as an on-going forum to address community college philosophy and policy. The Education and Seminars Committee shall be responsible for identifying issues on an annual basis. *(Adopted August 10, 1991)*

### **3035. NCCA BOARD RELATIONSHIP TO COUNCIL OF CHIEF EXECUTIVE OFFICERS**

The Council of Chief Executive Officers, as authorized under the bylaws of the NCCA, shall have authority from their individual boards to act collectively as an administrative group representing the Association. The Council of Chief Executive Officers shall be responsible as a group for implementing NCCA board policies, as directed by the board. If the Council as a whole or any president individually is unable to comply with policies or directives of the NCCA board because of a conflict between officially adopted policies or directives of an area board or boards, the Council or individual president shall inform the NCCA executive director in writing at the earliest opportunity. The Council of Chief Executive Officers shall include the executive director of the NCCA as an ex officio, non-voting member. In implementing policies of the NCCA board, the Council shall be regarded as acting on behalf of and at the direction of

the NCCA board to take appropriate actions or initiate activities which affect and benefit the Association. The Council of Chief Executive Officers shall also have responsibility for and authority to act on routine and on-going matters of joint administrative and coordinating functions as may be necessary for effective and efficient operation of the member areas. The Council of Chief Executive Officers shall also have the responsibility of resolving any conflicts related to the distribution of state aid and shall make all efforts to resolve these conflicts. However, if they are unable to come to a resolution, they will recommend to the NCCA board that this issue should be submitted directly to the Nebraska Legislature. *(Revised May 7, 2012)*

## **NCCA RISK MANAGEMENT POLICIES NCCA CODE OF CONDUCT**

- 4000. COMPLIANCE WITH LAWS AND REGULATIONS:** The NCCA Board and employees must, at all times, comply with all applicable laws and regulations. The NCCA does not permit any activity that fails to stand the closest possible public scrutiny. All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing NCCA operations. Board members and employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who if necessary, should seek legal advice.
- 4001. GENERAL EMPLOYEE CONDUCT:** The NCCA expects its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.
- 4002. EMPLOYEE CONFLICTS OF INTEREST:** The NCCA expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Association. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the NCCA, they should immediately communicate all the facts to the superior.
- 4003. BOARD MEMBER CONFLICT OF INTEREST DISCLOSURE:** The NCCA board of directors recognizes that in furthering the association's interest at all times, directors must avoid placing themselves in a position where their personal interests are or may be in conflict with their duty to the association. If such conflict arises, the director(s) will make known prior to any board action, in writing, or orally, during a duly called meeting of the board, any potential conflict of interest, or other direct or indirect participation in any arrangement, agreement, investment or other activity which could result in personal benefit or the appearance of personal benefit.
- Each director will annually sign a conflict of interest statement at the first quarterly meeting of the Board. These statements will be kept on file at the Association office. *(Revised August 4, 2014)*
- 4004. OUTSIDE ACTIVITIES, EMPLOYMENT, AND DIRECTORSHIPS:** All employees share a serious responsibility for the Association's good public

relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the Association and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Association that would, or would appear to:

- 1) Create an excessive demand upon their time and attention, thus depriving the Association of their best efforts on the job.
- 2) Create a conflict of interest – an obligation, interest, or distraction – that may interfere with the independent exercise of judgment in the Association’s best interest.

**4005. ASSOCIATION FUNDS AND OTHER ASSETS:** Employees who have access to Association funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in policies. The Association imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their superior or the President of the Board so that the matter can be investigated.

When an employee’s position requires spending Association funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Association behalf to ensure that good value is received for every expenditure. Association funds and all other assets of the Association are for the Association’s purposes only and not for personal benefit. This includes the personal use of Association assets such as computers.

**4006. ASSOCIATION RECORDS AND COMMUNICATIONS:** Accurate and reliable records are necessary to meet the Association’s legal and financial obligations and to manage the affairs of the Association. Financial books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets and liabilities and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- 1) False expense, attendance, production, financial, or similar reports and statements
- 2) False advertising, deceptive marketing practices, or other misleading representations

**4007. DEALING WITH OUTSIDE PEOPLE AND ORGANIZATIONS:** Employees must take care to separate their personal roles from their Association positions when communicating on matters not involving Association business. Employees must

not use Association identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Association business, employees must not presume to speak for the Association on any topic, unless they are certain that the views they express are those of the Association and it is the Association's desire that such views be publicly disseminated.

All statements made on behalf of NCCA are to be cleared with the NCCA executive director. (Adopted February 7, 1986)

When dealing with anyone outside the Association, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Association or any outside individual, business, or government body.

#### **4008. CONTACTING LEGISLATORS, LEGISLATIVE STAFF, AND/OR COMMITTEES**

All members of the NCCA shall agree to abide by the following procedures regarding contacting state senators, legislative staff and/or committees, and the executive branch, when dealing with community college issues on which the NCCA board has taken a position. This policy is not intended to infringe upon any individual's right of free speech, but rather will serve as a guideline for serving the best interests of the Association. This policy refers to contacts made directly with executive or legislative representatives to revise or oppose legislative issues on which the NCCA board has taken a formal stated position. This policy is not intended to refer to casual contacts with executive or legislative branch members, or contacts supporting NCCA board positions, or involving legislation which does not directly affect the Association or on which no NCCA board position has been developed. Contacts with executive and legislative branch members to support community college positions are expressly encouraged and welcomed.

- 1) The association will follow NCCA board policy when developing the legislative agenda each year; which policy states that all members shall have an opportunity for input, and suggested revisions, before approval by the NCCA board.

**Legislative Issues Conflict Resolution:** With all association sponsored legislation or any legislation, it shall be the responsibility of the area board member representatives to make known any disagreements, conflicts, or concerns with the association position to the members of the Team 1/Legislative Committee. It shall be the responsibility of Team 1/Legislative Committee to meet with the member(s) either in a special meeting of the Committee or via a conference call to discuss the member's concerns. If

Team 1/Legislative Committee is unable to resolve the disagreement or concerns, a meeting of the entire NCCA board shall be called as soon as possible. Said meeting may be conducted in the most convenient and expeditious manner possible, for example, via conference call. The full board will discuss the issues and attempt to resolve them at this time.

If it is determined that a resolution or compromise cannot be reached, the dissenting area member or members shall notify the NCCA president and Executive Director in writing of their intentions, either to actively oppose an NCCA board position and/or to pursue a separate legislative agenda. If the NCCA president is from a dissenting area, then the president shall recuse their position and the vice president will become acting president. The NCCA board will then be responsible to make known to the Legislature that there is a disagreement among the members of the association on a specific issue or issues and that the NCCA board has attempted to resolve the disagreement. It is clearly the intent of the NCCA board to only take positions on legislation that are beneficial to the Association as a whole. However, when consensus cannot be reached, the association staff shall support those positions adopted by the NCCA board and/or perceived to be in the best interest of the entire Association.

- 2) All members, area presidents, and designated staff are encouraged to develop a working relationship with the senators in their areas and are also encouraged to contact them as frequently as deemed appropriate to acquaint the legislator with the role and mission of the Association and the needs of the particular college. At times, members, presidents, and staff will be asked to make more specific contacts with legislators with whom they have established good working relationships to seek support of the adopted association legislative agenda.
- 3) The person(s) selected to make specific contact with designated legislators shall be provided with information summarizing the Association's positions by the association staff or board members and/or area presidents before meetings to insure that a coordinated and unified message is presented.
- 4) All association members will be kept informed of legislative activities through a legislative newsletter, association correspondence, and/or reports from NCCA board representatives at the area level.
- 5) The conflict resolution process shall be used for all conflicts with the exception of conflicts involving the distribution of state aid. Any distribution of state aid conflict will be directed to the CEO Council as indicated in policy 3035.

Legislation needed for emergencies may be submitted to the NCCA anytime, but preferably prior to January 1.

If an area's request for specific legislation is not accepted by the CCEO, that area may present its case before the NCCA board preferably at the fourth quarter meeting, or at a special meeting called by the association president or three NCCA board members as per association bylaws. Association support or opposition to the proposed legislation rests with the NCCA board and is final. If the area chooses to proceed with the legislation without NCCA support, the executive director will not be able to assist the area with any lobbying efforts. (Revised May 7, 2012)

**4009. PROMPT COMMUNICATIONS:** In all matters relevant to members, government authorities, and the public, all employees must make every effort to achieve complete, accurate, and timely communications – responding promptly and courteously to all proper requests for information and to all complaints. (See also Policy 13000. Information and Data Requests.)

**4010. PRIVACY AND CONFIDENTIALITY:** When handling financial and personal information about members or others with whom the Association has dealings, employees will observe the following principles:

- 1) Collect, use, and retain only the personal information necessary for Association business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- 2) Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- 3) Limit internal access to personal information to those with a legitimate reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

**4011. WHISTLEBLOWER POLICY**

This policy is intended to encourage staff to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

- 1) The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
- 2) If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.

- 3) The Whistleblower can report the event with his/her identity or anonymously.
- 4) The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
- 5) A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
- 6) Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of employee status.
- 7) Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- 8) Supervisors, managers, and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
- 9) The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
- 10) If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate level or investigative agency.
- 11) The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

*(Adopted March 7, 2011)*

## **NCCA BUDGET & DUES**

### **5000. BUDGET PROCESS**

The time line for the NCCA Budget Process shall be as follows:

- 1) Prior to the second quarterly meeting of each year, staff will begin preparing a proposed budget for the upcoming year. Known and anticipated increases for operating expenses shall be included as much as possible in the first draft. The executive director will make preliminary recommendations on staff salaries and an estimate, based on area personnel increases, will be included for the executive director for discussion purposes. This preliminary draft will be forwarded to Team 2/Budget & Personnel Committee for their review.
- 2) Prior to the second quarter or next regularly scheduled meeting of the board, Team 2 will meet to review the first draft of the budget. Following this initial review, staff will make any recommended changes and forward the draft to the full board in the board meeting materials.
- 3) During the board meeting as outlined in item 2 above, the board will use the information gained from the executive director's performance evaluation to make recommendations to Team 2 on the salary for the executive director.
- 4) The budget will be revised according to board action at the second quarterly or other regularly scheduled meeting. The budget will be scheduled for final board approval at the late summer or third quarter meeting of the board. The board will then adopt the budget following final discussion and recommendations at this meeting. If possible, NCCA board approval is recommended prior to the deadline for area budget approval in late August.
- 5) The approved budget for the upcoming year will be provided to each member area for ratification of payment of dues to the association. The area board ratification of dues should take place prior to the fourth quarter or fall board meeting. The executive director, at the request of a member area, will attend a member area board meeting to explain the budget. A report will be given to the NCCA board on the status of said ratification at the final meeting of the year.  
*(Revised May 7, 2012)*

### **5005. DUES ALLOCATION & PAYMENT**

- 1) Dues allocation will be based in the following manner: The total budget shall be divided equally among the member community college areas. A dues schedule will then be prepared and forwarded to each member area.
- 2) Membership dues for the Nebraska Community College Association will be payable in full on or before January 1 of each year.
- 3) Continued membership in the Association shall be contingent upon payment of dues by January 1 of each year. If dues are not paid by January 1, the member shall be notified of non-payment and have thirty days to make payment. If payment is not received within the thirty day period, the member's membership in the Association shall be terminated.

- 4) If a non-member college seeks to join the Association, they shall make a written request to the Chair of the Association Board. After receipt of the request letter, the Executive Director and Chair of the Association Board shall meet with the requesting applicant and discuss their potential membership. If the requesting applicant wishes to continue the membership process, the NCCA Board of Directors shall place the item on their next meeting agenda for consideration and vote. If a unanimous affirmative vote is reached by the Board, the college requesting membership shall be notified of their acceptance and presented an invoice in the amount of their pro-rated annual dues from the date of acceptance. Upon receipt of payment of their pro-rated annual dues, the applicant shall become a member of the Association. *(Revised June 6, 2013)*

#### **5010. PARTICIPATION IN THE NEBRASKA PUBLIC AGENCY INVESTMENT TRUST**

The NCCA Board of Directors hereby authorizes the Nebraska Community College Association to serve as the sponsoring entity for the community colleges that participate in the Nebraska Public Agency Investment Trust. The Board of Directors stipulates that any administrative fee paid to the association by the trust will be used to offset the individual areas dues, due the following calendar year, that were generated by the individual community college area. *(Adopted August 17, 1996)*

## NCCA ADMINISTRATIVE POLICIES

### OFFICE & STAFF

#### **6000. NCCA QUARTERLY FINANCIAL REPORTS**

A Year-to-Date Budget Report will be prepared each quarter as a management tool for the NCCA board. *(Adopted September 20, 1986)*

#### **6010. NCCA LEGISLATIVE REPORTS**

Legislative reports will be prepared by the association staff as needed throughout the legislative session and a final report at the end of each session. *(Adopted September 20, 1986)*

#### **6015. NEBRASKA WORKER TRAINING BOARD REPRESENTATION**

The NCCA Board of Directors hereby appoints the NCCA executive director as the official community college representative to the Nebraska Worker Training Board, effective January 1, 1997, until such time as changed by the NCCA Board of Directors or through legislative change. *(Adopted February 6, 1997)*

#### **6020. NEBRASK@ONLINE**

Whereas, the Nebraska Community College Association desires to provide electronic information and services on Nebrask@Online for the benefit of its members and through them to benefit the State of Nebraska generally;

Whereas, Nebrask@Online is an information and communication system of the State of Nebraska, operated under the auspices of the Nebraska Library Commission, and with the purposes of providing electronic gateway access to public governmental documents in Nebraska, and of promoting economic development;

Now, therefore, the Nebraska Community College Association Board of Directors authorizes the association staff to enter into an agreement with Nebrask@Online for network services including the development of a home page for the association and related services. The board acknowledges that all initial services will be provided free of charge to the association, although some services provided by Nebrask@Online, such as access to some public records, are provided on a fee basis. *(Adopted December 2, 1996)*

## **BOARD MEMBERS & AREAS**

### **6105. ERRORS & OMISSIONS (DIRECTORS & OFFICERS) INSURANCE**

The NCCA board of directors approved the purchase of errors and omissions insurance for board members and NCCA staff. *(Adopted March 29, 1990)*

## **NCCA ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

### **6200. ACCESS TO RECORDS BY MEMBERS**

Members are allowed to inspect the following records of the Association: IRS Form 990, quarterly financial statements, audited financial reports, the original applications for tax-exempt status, and any other records as prescribed by NCCA policy.

### **6201. ACCOUNTING METHOD**

The NCCA will utilize the accrual basis of accounting.

### **6202. ACCOUNTS PAYABLE ACCRUALS**

All unpaid expenses will be accrued on the association's financial records.

### **6203. ASSOCIATION BOOKKEEPING RESPONSIBILITIES**

The NCCA Treasurer may delegate the bookkeeping responsibilities to an NCCA staff member designated by the executive director. *(Revised June 4, 1994)*

### **6204. ATTENDANCE FORM**

All employees are required to complete an attendance form monthly. Attendance forms will be reviewed by the Executive Director.

### **6205. BANK RECONCILIATIONS**

The Executive Director will review the bank statements and will forward them to the Administrative Assistant who will perform the monthly reconciliation. This individual will not have check signing authority and will answer any questions regarding the reconciliation from the Executive Director. The bank reconciliation will include documentation of voided checks. *(Revised August 9, 2005)*

#### **6206. BID REQUIREMENTS**

Bids will be obtained for professional and/or legal services and printing projects not in the association's annual budget. Various printing projects include, but are not limited to: Educational Opportunities Guide, Careers in Education; Careers in Health Care; and other projects as authorized by the Board of Directors or the Council of Chief Executive Officers.

#### **6207. BOARD-DESIGNATED AND/OR CCEO FUNDS**

Board-designated and/or CCEO funds will be treated as unrestricted net assets on the statement of financial position. A statement of activity for board-designated and/or CCEO funds will be included with footnotes to the financial statements as supplemental information.

#### **6208. CHART OF ACCOUNTS**

A chart of accounts will be maintained by the Administrative Assistant. All employees involved with accounting coding responsibilities or budgetary responsibilities will be issued a chart of accounts and the chart of accounts must be updated on a routine basis.

#### **6209. CHECK ENDORSEMENT/STAMP**

All checks received by the Association will be stamped: For Deposit Only and the checking account number. Checks will be deposited as soon as possible after receipt or direct deposit if applicable. *(Revised November 4, 2009)*

#### **6210. CHECK SIGNERS**

Check-signing authority is granted to the Executive Director and the NCCA Board designee.

Individuals involved with check preparation and bank reconciliations are prohibited from having check-signing authority. *(Revised May 7, 2012)*

#### **6211. CONTRACT SIGNING AUTHORITY**

The Executive Director is authorized to sign contracts for Association activities or projects as outlined by the Board of Directors or as authorized by the Council of Chief Executive Officers (CCEO) when funding is provided by the CCEO. *(Revised August 9, 2005)*

## **6212. CPA AUDIT & TAX DOCUMENT PREPARATION**

Beginning with fiscal year 1991, the NCCA board of directors will require an annual audit of all association financial records and the preparation of all appropriate income tax documents by a certified public accountant. The NCCA office will solicit bids from a minimum of three CPA firms and will use the following criteria as a guide.

### **REQUIREMENTS:**

- 1) The association's fiscal year is January 1 to December 31. The examination must be completed and appropriate reports and tax documents returned to the NCCA office by May 1 of each year.
- 2) The audit is to provide an ordinary examination of balance sheets and related statements, statements of revenues and expenses, contingency reserve fund balance and changes in financial position for the purpose of expressing an opinion on them.
- 3) The appropriate income tax documents (IRS Form 990) will also be completed by the firm.
- 4) A Management Letter, outlining suggestions for improvement, discrepancies, or other information that would be of interest to the staff and board of directors is also requested.
- 5) Twenty (20) complete copies of the audit report need to be provided to the board of directors for adoption at the second quarterly meeting each year.
- 6) A representative of the firm would be required to present the audit at this meeting for the first year, if a two- or three-year contract is approved. Formal presentation for the second and/or third year would be determined by the board or the firm as conditions warrant.
- 7) The performance of the firm will be evaluated for continuation by the board every year, at the second quarterly board meeting, whether the contract is a single or multi-year contract. By June 1, the current firm will be notified of the board's intention to either retain the firm or to seek a new firm.

When soliciting bids, the following information from each firm will be requested:

### **INFORMATION REQUESTED:**

- 1) A profile of the firm: age of firm, number of professional staff, a very brief resume(s) of the person selected to perform this audit from your firm, and whether the firm is a local, state, national, or international firm.
- 2) A description of the range of activities performed by the firm in the nonprofit area.
- 3) A list of references, especially any nonprofit corporations similar to this association.

## **TIME FRAME FOR NEW BIDS:**

- 1) The firm is asked to respond in writing to the bid request by July 15. A cost proposal and an identification of services to be performed for the proposed fee must be included with the bid.
- 2) Team 2/Budget, & Personnel Committee will review all bids and make a recommendation to the full board at the third quarterly meeting of the board. The firm receiving the bid will be notified of the board's decision the following week.

## **CRITERIA FOR SELECTION OF FIRM**

The following criteria and ratings are suggested when considering and selecting a CPA firm:

- |  |     |
|--|-----|
| 1) Cost                                    | 70% |
| 2) Experience with Non-profit Corporations | 10% |
| 3) References                              | 10% |
| 4) Other Services                          | 10% |

*(Revised May 7, 2012)*

## **6213. DEFERRED REVENUES**

Dues revenues received that have not been earned will be recorded as a liability, unearned income on the financial statements and recorded as revenue when earned.

## **6214. DEPRECIATION**

Fixed assets will be depreciated using the straight line method over a seven-year period. Fully depreciated fixed assets will remain on the Association's financial statements until they have been disposed or otherwise deemed worthless.

## **6215. EMPLOYEE BONDING**

All employees are to be bonded. Individuals with access to association funds are to be covered by a named schedule fidelity bond. All other employees are to be bonded by an employee dishonesty bond. *(Revised June 4, 1994)*

## **6216. ENTERTAINMENT & MISCELLANEOUS EXPENSES**

At the discretion of the executive director, costs for food and beverages may be paid by the association for community college representatives and at the discretion of the executive director, such costs may be invoiced to the individual community college areas as appropriate to those in attendance at such function. *(Revised May 7, 2012)*

### **6217. INDEPENDENT CONTRACTORS**

Independent contractors will be issued IRS Form 1099 if total annual compensation is \$600 or more. An IRS Form 1099 will not be issued if the contractor provides evidence of holding corporation status.

### **6218. INSURANCE**

The Executive Director will meet annually with the Association's insurance agents to review the Association's insurance policies (general liability, auto, D&O, etc.) to ensure coverage and limitations adequately meet the needs of the Association. *(Revised August 9, 2005)*

### **6219. INTEREST EARNED FROM DESIGNATED FUNDS**

Any interest earned from designated funds shall be transferred to the association's regular funds upon completion of the project or activity denoted by the designated funds upon approval of the council, organization, or entity from which the designated funds originated. If the aforementioned group(s) does not approve of the transfer, the interest earned on the designated funds will be returned to the group(s) in the same proportion as originally given to the association, or will be used for the designated project. *(Adopted May 1, 2001)*

### **6220. INVESTMENT POLICY**

The Board of Directors authorizes the Executive Director to invest the majority of Associations funds in the Short Term Federal Investment Trust. Cash reserves may be invested in long-term Certificates of Deposits or other investment instruments as approved by the Board of Directors. *(Revised August 9, 2005)*

### **6221. INVOICING**

Invoices will be sent immediately following completion of an approved activity or event or as prescribed by Association policy (dues). For contractual arrangements, invoices will be sent as outlined in the signed contract agreements.

### **6222. LOANS PROHIBITED**

Loans to employees, members or other individuals are prohibited.

### **6223. LONG-TERM DEBT**

If the Association enters into a financial arrangement for a long-term debt, the current portion (the amount due to be paid within 12 months or the Association's fiscal year) should be recorded as a current liability on the financial statements. Only the non-

current portion of the long-term debt will be included in the long-term debt section of the financial records.

**6224. MAIL**

All relevant mail (invoices, official correspondence, bank statements, etc.) shall be opened immediately upon receipt and shall be date-stamped with the current date. When possible, two individuals shall be present when mail is opened and processed.

**6225. PREPAID EXPENSES**

Payments of expenses over \$500 that have a time-sensitive future will be expensed over the period to which they relate.

**6226. PUBLIC ACCESS TO RECORDS**

All Association records, except those exempt for legal purposes (personnel records and any pending litigation) are available to the public and may be viewed at an appointed time in the Association office for a reasonable length of time during office hours.

**6227. PROPERTY AND EQUIPMENT: EXPENSE OR CAPITAL**

The NCCA will expense property and equipment items under \$300 and capitalize property and equipment items over \$300 for bookkeeping purposes. *(Adopted June 8, 1996)*

**6228. SPECIAL PROJECTS REIMBURSEMENT:**

- 1) The NCCA board of directors, in consultation with the Council of Chief Executive Officers and/or area boards of governors, may approve funding for special projects not included in the NCCA budget and shall determine the method of reimbursement, shared equally or by the dues formula for these expenditures.
- 2) The Council of Chief Executive Officers may authorize the disbursement of reimbursable expenditures by the association for special projects and shall determine the method of reimbursement, shared equally or by the dues formula for these expenditures. *(Adopted August 6, 1994)*

**6229. TRAVEL EXPENSES**

Travel expense limitations and guidelines are as follows:

- 1) Authorizations: All travel requests must be approved by the Executive Director within the confines of the Association's travel budget.

- 2) Public Carrier: Employees traveling by public carrier will purchase tickets at the most cost-effective means of travel, such as coach airfare. Receipts for reimbursement are necessary.
- 3) Lodging: Lodging facilities must be approved by the Executive Director unless these facilities are a part of a conference packet. Employees will be reimbursed entirely for the basic room charge and applicable taxes. Receipts are necessary.
- 4) Meals: Employees will be reimbursed for all meals, taxes, and gratuities as determined reasonable for the location by the Executive Director. Expenses for alcoholic beverages will not be reimbursed unless previously authorized by the Executive Director and/or the Board of Directors and must be official entertaining related to Association business. Receipts for reimbursement are necessary.
- 5) Taxi/Public Transportation: Actual taxi/public transportation fares, including gratuity, will be reimbursed entirely. Receipts are necessary with amount of gratuity noted on receipt.
- 6) Miscellaneous Gratuities: Reasonable gratuities for baggage handling will be reimbursed. Receipts are not required.
- 7) Parking Fees and Tolls: Parking fees and toll expenses will be reimbursed. Receipts are necessary.
- 8) Car Rentals: Car rentals will be reimbursed if approved by the Executive Director in advance. Receipts are required.

#### **6230. VOIDED CHECKS**

A log will be maintained of all voided checks. These checks will be marked VOID with the signature line cut out. Voided checks (all three parts) will be kept in sequence with the other checks in the monthly invoice files.

## **NCCA PERSONNEL EMPLOYEE SALARY DETERMINATION**

### **7000. EXECUTIVE DIRECTOR**

The executive director is employed by the board of directors of the Nebraska Community College Association. The board establishes the initial salary and benefits. *(Revised August 12, 1995)*

The NCCA executive committee was directed by the full board to develop a procedure and a tool for the purpose of evaluating the position of executive director of the NCCA, and that this evaluation be completed on an annual basis by the full board of the NCCA. *(Adopted September 9, 1988)*

- 1) Team 2/Budget and Personnel Committee will review the evaluation instrument no later than the second quarterly board meeting and determine if any changes need to be made in the instrument.
- 2) The new instrument will be delivered (mail or email) to all NCCA Board Members in early July.
- 3) The NCCA Treasurer, as chair of Team 2 will collect all responses and tabulate the results prior to the third quarterly board meeting.
- 4) The results will be distributed to the members of Team 2 at the third quarterly board meeting if at all possible and the Team will schedule a meeting to review the results. Following the Team review, the Team will meet with the executive director to discuss the results of the evaluation and will provide feedback to the executive director.
- 5) The executive director will then have time to respond to the Team and propose goals and activities, as necessary, to enhance his performance as executive director.
- 6) The Team will then present the results of the evaluation and their recommendation on the executive director's contract renewal to the full board at the fourth quarterly meeting. *(Revised March 5, 2008)*

The NCCA board of directors authorized the executive director to implement performance-based criteria to determine compensation for staff as deemed appropriate. *(Adopted August 11, 1991)*

### **7015. ADMINISTRATIVE ASSISTANT**

The Administrative Assistant is hired by the executive director of the Nebraska Community College Association, subject to approval by the NCCA board. The executive director recommends and the board establishes the initial salary and benefits. *(Revised August 9, 2005)*

## **7020. SALARY ADJUSTMENTS**

Future salary adjustments for all employees will be determined with the adoption of the association budget for the upcoming fiscal year, based on performance and available resources. Any requests by employees or board members for salary adjustments should first be taken to the executive director for consideration. The executive director will then forward any recommendations to the appropriate budget committee/team. In the event that an employee or board member is not satisfied with the executive director's recommendation, the employee or board member may make a formal request for a personal appeal to the appropriate budget committee/team. The board has final approval on any salary adjustments. *(Revised August 12, 1995)*

## **7030. PROBATIONARY PERIOD**

All new hires will be subject to a six month probationary period. The probationary period provides for job adjustment, for the supervisor to closely observe and evaluate the employee's work, and an opportunity for both the employee and the Association to determine whether or not to continue the employment relationship. The probationary period may be extended for an additional six months at the discretion of the executive director provided that the employee is given written and verbal notice of the improvements that must be made during the additional probationary period. *(Revised November 4, 2009)*

## **7031. AT-WILL EMPLOYMENT**

Employees of the Association are employed at-will and may be discharged at any time with or without cause. This rule shall not apply to any employee who has a written contract for a specific period of time which has been approved by the Board of Directors. Such an employee shall be subject to discharge without cause following the expiration of the contract term and will be subject to discharge during the contract term on the terms and conditions stated in the contract. *(Adopted November 4, 2009)*

## **NCCA EMPLOYEE BENEFIT PROGRAM**

### **7100. BEREAVEMENT**

Employees may request time off for bereavement applying to members of their immediate family. A maximum of five (5) days of leave for any one death, not to exceed twelve (12) days in a fiscal year may be granted. Immediate family is defined as:

- 1) Spouse, and parents thereof;
- 2) Sons and daughters, and spouses thereof;
- 3) Parents, and spouses thereof;
- 4) Brothers and sisters, and spouses thereof;
- 5) Grandparents and grandchildren, and spouses thereof;

- 6) Domestic partner and parents thereof, including domestic partners of any individual in 1 through 5 of this definition; and
- 7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. (*Revised May 7, 2012*)

#### **7110. EMERGENCY LEAVE**

All employees are eligible for emergency leave which will be granted on a case-by-case basis by the executive director. The executive director may consult with the Team 2/Budget and Personnel Committee and/or the board of directors as he/she deems necessary. (*Adopted August 6, 1994*)

#### **7115. HOLIDAYS**

The association employees will observe the twelve (12) state holidays. All holiday hours worked shall be treated as compensatory time and shall be taken within the same calendar year as earned. No holiday hours shall be carried forward into a new calendar year unless earned during the last week of December. (*Adopted November 11, 1992*)

#### **7120. INCOME DISABILITY**

The association will pay the cost of an income disability policy for each employee. The employee may elect to add the premium in with the salary compensation as a payroll deduction. The disability policy shall be subject to the following terms, conditions, and limitations:

- 1) Definition of disability shall include but not be limited to:
  - a. the inability of an individual to perform the major duties of his/her own occupation covered for a minimum two-year period
  - b. sickness, a disease or illness which manifests itself while the policy is in force
  - c. injury, an accidental bodily injury sustained while the policy is in force
  - d. benefit, amount to provide 65% of earned income which shall consist of salary and retirement benefits
  - e. waiting period shall be 60 days
  - f. length of benefit shall be to age 65
- 2) Policy shall be non-cancelable and guaranteed renewable
- 3) Policy shall contain presumptive disability definitions which shall include the total and irrecoverable loss of the following:
  - a. speech; or
  - b. hearing in both ears; or
  - c. sight in both eyes; or

- d. use of both hands; or
- e. use of both feet; or
- f. use of one hand and one foot; or
- g. sight in one eye and the use of one foot or of one hand.

4) Waiver of Premium Agreement

5) Additional provisions that may be offered in a disability contract, i.e., vocational rehabilitation, transplant provisions, cosmetic surgery provisions, grace period, reinstatement, recurrent disability, contestability, and possible policy exclusions, may be included in the contract at no additional cost to the association.

6) Social Security § Coordination of Benefits

The association may include at the employee's expense, the following additional agreements and provisions to the income disability policy:

- a. Future Insurability Agreement: the employee has the ability to increase the income benefit as income increases without proof of insurability.
- b. Residual Agreement: this agreement provides a proportionate monthly income benefit if the individual engages in his/her regular occupation, but, because of disability suffers a loss of income.
- c. Cost of Living: this agreement protects the client's disability benefits from erosion due to inflation during a long-term disability.

The corporation will pay the premium for the disability insurance program as described in association policy, with the employee being the owner/beneficiary. The corporation shall inform an individual who is terminating employment with the corporation of his/her obligation to pay necessary premiums to retain the coverage. The employee is responsible for the reimbursement to the corporation of any prepaid premiums extending beyond the date of termination. *(Revised August 12, 2003)*

**7125. LEASED VEHICLE**

Beginning in 1997, the association will lease a vehicle, primarily for the use of the executive director. The association will pay for the cost of the lease, taxes, licensing, and insurance for the vehicle. The vehicle will be located at the executive director's place of residence and will be made available for the daily needs of the association by other staff members as designated by the executive director.

Each staff member using the vehicle is expected to keep the vehicle in a business-like condition and obtain routine maintenance/service. Fuel, maintenance, and service expenditures are reported in the same manner as other travel expenses and will be covered by the association under any rules and procedures that may be established by the executive director.

Each person using the vehicle shall record mileage in the log that will be maintained in the vehicle. Personal use of the association vehicle should be kept to a minimum. Mileage will be accounted for as business, commuter, or personal and will be accounted for appropriately at the end of the calendar year for Internal Revenue Service (IRS) purposes. *(Adopted August 17, 1996)*

### **7130. LIFE INSURANCE**

The association will provide remuneration adequate to purchase a term insurance policy of \$50,000, based on the IRS P.S. 58 rates for the employee's age. Proof of insurance will be kept on file in employee's personnel file. *(Revised April 16, 1994)*

### **7135. LEAVE OF ABSENCE**

An employee whose absence from work is necessitated by pregnancy, childbirth, or a related medical condition may use accumulated sick leave on the same terms and conditions which apply to an employee whose absence from work is necessitated by any other type of illness or injury. *(Revised November 4, 2009)*

### **7140. MEDICAL & DENTAL COVERAGE**

The association will provide single or family health and dental coverage through Blue Cross Blue Shield or other available options as determined by the board through the budget process. *(Revised May 1, 2001)*

### **7145. RECORD KEEPING**

The association staff will maintain employee records, including hours earned for vacation, holiday, sick leave, and compensatory time, to be reviewed by the executive director each month.

Copies of certain historical records including board meetings and corporate papers and computer backup disks of current critical data shall be safely secured at an off-site location determined by the executive director. Backup disks of critical computer files shall be made and stored at least quarterly. *(Revised May 15, 1993)*

### **7150. RETIREMENT**

Participation in an individual IRS approved retirement program is mandatory, and is available with the NCCA contributing up to 12% of base salary per year for all employees as determined annually by the board in the budget setting process. The employee is fully vested as of the first date of contribution. *(Revised May 15, 1993)*

### **7155. SICK LEAVE**

Twelve (12) days per year, unlimited accumulation. Employees will not be reimbursed for any unused sick leave upon termination of employment. *(Revised May 15, 1993)*

During the first sixty (60) days of continuous disability, any full time employee may receive any previously unused sick pay benefit up to a maximum of sixty (60) working days, to which that individual is entitled. That benefit pay having been accumulated at the rate of one (1) day per full month of service to the Corporation and to be paid at the employee's current salary rate. *(Adopted September 20, 1986)*

### **7160. VACATION**

Employees earn 12 days the first year of employment, and one additional day per year up to a maximum of twenty days per year. No employee shall, at any time, accrue more than 30 days of vacation leave. An employee who has reached his or her maximum vacation leave accumulation shall accrue new vacation leave only when and to the extent that his or her vacation leave has been reduced below the maximum amount through use of such leave. Length and timing of vacations must be approved by the executive director.

Upon termination of employment, an employee may use remaining accrued vacation hours prior to termination, or will be reimbursed equal to the number of hours or days remaining. *(Revised November 4, 2009)*

## **EMPLOYEE REPLACEMENT**

### **7200. EMPLOYEE REPLACEMENT**

In order to insure a smooth transition when an employee is replaced, the following procedure shall be followed utilizing, where possible, conference calls or other electronic communication.

- 1) Team 2/Budget & Personnel Committee shall review the job description for the vacated position to reassess the particular duties of that position if the changing role of the association dictates. The executive director will develop a time line for replacement of the employee and the salary and benefit package that will be offered. Input will be requested from the full board.
- 2) Advertisements will be placed in the appropriate media.
- 3) When the executive director's position becomes vacant, Team 2/Budget & Personnel Committee, working with the association president, will recommend to the board, the membership of the search committee. Applications shall be sent to the chairperson of the NCCA search committee. When other staff positions

become vacant, applications shall be sent to the NCCA office to the attention of the executive director.

- 4) Position of Executive Director: The search committee shall review all applications for the position and select at least three candidates for interview. The committee will then meet to interview the selected candidates. The committee then identifies candidates to be interviewed by the entire board. Following the interview process, the board will meet in executive session to select the new executive director.
- 5) All other positions: The executive director will review the applications for the position and select two candidates for interview with other staff. Following the interviews, the executive director shall select the new staff person subject to approval of the NCCA board.
- 6) If and when the NCCA board of directors determines that additional staff are needed to fulfill an identified need of the association, Team 2/Budget & Personnel Committee shall develop a job description and timeline for hiring with input from the entire board.
- 7) As policy, the Nebraska Community College Association is an equal opportunity employer.

*(Revised August 9, 2005)*

## **NCCA EMPLOYEE JOB DESCRIPTIONS**

### ***GENERAL RESPONSIBILITIES FOR ALL STAFF***

- 1) Maintain familiarity with NCCA philosophy, mission, goals, and policies and procedures as established by the board.
- 2) Respond to inquiries from NCCA members, government entities, and the general public in a professional manner.

### ***7300. NCCA EXECUTIVE DIRECTOR (Revised May 7, 2012)***

#### **A. LEADERSHIP AND PUBLIC RELATIONS**

- 1) Has an in-depth understanding of the philosophy and operation of the comprehensive community college and its place in higher education in the educational community of today
- 2) Accepts and promotes the philosophy that a leader's primary function is to serve as a facilitator
- 3) Is highly motivated and professional
- 4) Works well with all constituencies within and outside the higher education arena

## **B. ADMINISTRATION**

- 1) Acts as chief administrative officer
- 2) Initiates and manages board functions and policies
- 3) Employs, supervises, and evaluates staff
- 4) Assures that all information, publications, and reports are professional, well-documented, and timely
- 5) Prepares various reports to the Coordinating Commission, legislature, governor's office, and state agencies
- 6) Annually updates enrollment and financial historical records of the system
- 7) Association and System Strategic Planning: Monitors implementation of current association/system strategic plan and prepares quarterly reports
- 8) Reviews NCCA bylaws and policies at least annually or as circumstances require. Identifies possible changes for Bylaw & Policy Review Committee as circumstances arise
- 9) Monitors association expenditures on a monthly basis and signs all checks

## **C. PLANNING**

- 1) Recommends association goals and objectives and strategic planning
- 2) Recommends basic policies and programs to achieve goals and objectives and evaluates effectiveness of goals and objectives
- 3) Recommends the association budget for upcoming year

## **D. LEGISLATIVE RELATIONS**

- 1) Understands community college funding issues, including state aid distribution formula and major policy issues at the local, state, and national levels
- 2) Facilitates the consensus development process in deciding upon a legislative agenda and assists the individual areas to better understand it
- 3) Analyzes proposed legislation and develops timely and appropriate responses
- 4) Prepares the annual community college state aid budget request documents, including rationale and collection and analysis of data used to support request
- 5) Prepares position papers, support documents, reports and other publications in support of lobbying activities
- 6) Monitors legislation affecting community college throughout legislative session and prepares legislative newsletters for governing board members and administrators
- 7) Acts as liaison with legislature and governor and develops an effective working relationship with other key state government officials
- 8) Monitors federal legislation affecting the community colleges

## **E. AREA/STATE COORDINATION**

- 1) Maintains contact and communication with all area boards and administrators

- 2) Facilitates a cooperative relationship among the six areas
- 3) In the case of a conflict between areas, proactively seeks to resolve the conflict prior to it reaching the NCCA Board.
- 4) Serves as community college representative on various councils, committees, boards, and taskforces
- 5) Maintains close relationship with Coordinating Commission for Postsecondary Education and other sectors of education to develop better communication and common objectives
- 6) Identifies and coordinates opportunities for increased statewide program coordination

**7315. NCCA ADMINISTRATIVE ASSISTANT** *(Revised November 4, 2009)*

At the direction and with the support of the Executive Director, the Administrative Assistant will perform the following duties:

**A. NCCA BOARD SUPPORT**

- 1) At the direction of the president, executive committee, board, and/or executive director:
  - a. Schedules all board and committee meetings including all logistic needs
  - b. Identifies and develops agenda for all meetings in conjunction with president, chairpersons, and executive director
  - c. Reviews all minutes with executive director prior to dissemination
- 2) Assists executive director and Team 2/Budget & Personnel with preparation of NCCA budget

**B. LEGISLATIVE SUPPORT**

- 1) Assists in the preparation of the annual community college state aid budget request documents, including rationale and collection and analysis of data used to support request
- 2) Assists in the preparation of position papers, support documents, reports, and other publications in support of lobbying activities
- 3) Assists with monitoring of legislation affecting community colleges throughout legislative session and prepares legislative newsletters for governing board members and administrators
- 4) Tracks progress of legislation throughout legislative session

**C. ADMINISTRATION & OFFICE MANAGEMENT**

- 1) Assists in the preparation of various reports to the Coordinating Commission, legislature, governor's office, and state agencies
- 2) Assist in the annual updates enrollment and financial historical records of the system
- 3) Maintains employee payroll and benefit records

- 4) Monitors association expenditures on a monthly basis
- 5) Is responsible for all new equipment and furnishings needs assessments, bids, and purchasing within current budget and/or board approval
- 6) Is responsible for inventory and purchase of supplies as needed
- 7) Is responsible for maintenance and upkeep of office equipment as needed

#### **D. ALL MEETINGS, WORKSHOPS, & CONFERENCES**

- 1) Develops initial plans with Education & Seminars Team and executive director and is responsible for all aspects of meeting
- 2) Arranges annual Congressional visits

#### **E. PUBLIC RELATIONS & PUBLICATIONS**

- 1) Annually updates the following: NCCA Board Member Handbook for all governing board members, Educational Opportunities Guide, and other documents
- 2) Coordinates cooperative advertising, publications, brochures, statewide print and broadcast media at the state level with the Public Relations Council
- 3) Is responsible for annual production of the following:
  - A. NCCA Directory
  - B. Distinguished Alumni Brochure in conjunction with the NCCA Annual Meeting/Legislative Seminar
- 4) Distributes press releases and background information to appropriate media and area public relations offices. Maintains record of distribution by NCCA office
- 5) Prepares and submits paid meeting notices as required by public meetings statutes to the print media

#### **F. SECRETARIAL SERVICES**

- 1) Provides secretarial and clerical support to all staff members as needed, including facsimile transmissions, record keeping, and filing
- 2) Serves as office receptionist
- 3) Is responsible for bookkeeping duties and preparation of quarterly financial and tax reports
- 4) Maintains staff, office, and association calendars and schedules appointments as requested
- 5) Is responsible for transcription of all board and committee meeting minutes for review by executive director
- 6) Maintains current mailing lists
- 7) Serves as secretary for the Council of Chief Executive Officers

## **NCCA MEETINGS**

### **8000. REGULAR MEETINGS OF THE BOARD OF DIRECTORS**

The NCCA board of directors will meet quarterly on dates and at sites selected at the fourth quarterly meeting each year. Meeting sites and dates may be changed at any meeting of the board. *(Revised February 8, 1996)*

### **8005. ANNUAL MEETING/LEGISLATIVE SEMINAR**

The legislative seminar will be held on an annual basis. *(Revised February 8, 1985)*

Bylaws change adopted: The annual meeting of the association will be held during the association's fiscal year (January 1 - December 31). *(Revised March 5, 2008)*

Each member area will support the NCCA annual meeting and legislative seminar with six guaranteed paid reservations. *(Revised May 7, 2012)*

### **8010. REFUND POLICY FOR ANNUAL MEETINGS/SEMINARS**

The NCCA will publish a cut-off date for registration fees, after which no refunds will be allowed. *(Adopted January 9, 1982)*

### **8015. STAFF EXPENSES**

Travel expenses for attending the association annual meeting which are incurred by association staff are to be attributed to the general fund expense budget line item "Travel." *(Adopted December 2, 1983)*

### **8020. PUBLIC MEETINGS**

#### **8020.01 Advertisements**

The NCCA board of directors will abide by the Public Meetings Law of Nebraska. The NCCA board authorizes staff to purchase space for a one-time insertion in the Lincoln Journal Star newspaper to issue the public notice for all meetings of the board. When the board holds meetings outside of Lincoln, a paid notice of the meeting will also be placed in the local newspaper of the host community for a one-time insertion. Such advertisement(s) must be placed ten days prior to said meeting and will run for one day in the selected newspapers. In the event that the host community does not have a daily edition of the newspaper, the advertisement should appear in the issue as close to ten business days prior to the meeting as possible. *(Adopted August 10, 1991)*

### **8020.02 Meeting Agendas**

The agenda and accompanying materials will be available in the association office, each area office for public inspection, and to each NCCA board member and Area President. *(Adopted August 10, 1991)*

The NCCA office will provide agendas and supporting material to all NCCA board members and Area offices no later than ten days before a scheduled quarterly board meeting and as early as possible in the case of an emergency or special meeting. NCCA area representatives shall be responsible to inform their individual areas of all issues and decisions to be considered by the NCCA board and arrange for any area board discussion prior to the date of the NCCA meeting. If an area board wishes to have its members receive NCCA documents including agendas and minutes, it shall be the responsibility of the area board office to provide such materials. *(Adopted February 6, 1992)*

During each quarterly NCCA board meeting, the Executive Director will provide a draft agenda for the next NCCA board meeting. *(Adopted August 4, 2014)*

### **8020.03 Minutes of Meetings**

The NCCA office will prepare written minutes of all NCCA board meetings and have a copy on file following each meeting. Copies of the draft minutes will be provided to each NCCA board member. Following Board approval, each area office will receive a copy of the minutes.

The original copies of the board minutes will be kept on file in the NCCA office and will be accessible to the public. *(Revised November 4, 2009)*

### **8025. NOTICE OF TEAM/COMMITTEE MEETINGS**

The NCCA staff and team/committee chairpersons shall notify all board members of all team/committee meetings with the exception of the awards committee. *(Adopted February 9, 1990)*

### **8030. NCCA TEAM/COMMITTEE MEETING MINUTES**

Minutes of all NCCA team/committee meetings will be made available by request to all board members as soon as possible following the particular meeting and/or in the NCCA board book. *(Revised November 4, 2009)*

### **8035. TELECOMMUNICATION**

The NCCA Board of Directors, Teams, or Committees may meet and act via telecommunication Technology. *(Adopted August 4, 2014)*

## **NCCA TEAMS AND COMMITTEES AND DESCRIPTION OF DUTIES**

### **9000. COMMITTEE MEETING NOTICE**

All NCCA board of directors will be notified of upcoming team/committee meetings and the agenda.

### **9005. APPOINTMENT TO TEAMS/COMMITTEES**

The following standing teams/committees were established by the NCCA board of directors. The president of the NCCA shall have the authority to appoint NCCA board members, the executive director or designee, to any organization, agency, council, or committee as needed. Members are appointed as soon as possible following the first board meeting of the year and shall serve until the teams/committees are reorganized the following year.

### **9007. APPOINTMENT FOR NATIONAL REPRESENTATION**

The NCCA board may appoint an active board member from a member community college area to be a liaison or representative of the NCCA to local, state, and national community college associations or organizations. Eligibility to continue to be appointed or continue to serve as a liaison or representative of the NCCA is conditioned upon the representative's community college area remaining a member of the NCCA. *(Adopted May 7, 2012)*

### **9010. TEAM/COMMITTEE MEMBERSHIP & VOTING**

Unless otherwise noted, all NCCA teams/committees are comprised of one voting board member per member community college area. One or more Chief Executive Officers may also be appointed to a committee, as an ex-officio member, at the discretion of the NCCA president. *(Revised May 7, 2012)*

### **9015. AWARDS COMMITTEE**

The NCCA president, with the approval of the executive committee, will appoint three individuals to serve as the awards committee each year. These individuals may come from outside the community college system. The NCCA board will review the criteria for the awards as necessary to follow the criteria of the ACCT regional and national awards. *(Revised August 17, 1996)*

**9020. TEAM 2/BUDGET & PERSONNEL & ASSOCIATION FINANCIAL AUDIT COMMITTEE**

§ Duties of Team 2/Budget & Personnel Committee:

**Budget:**

Review quarterly financial reports and present report to board; monitor expenses and make recommendations for any necessary adjustments to budget

Review annual financial audit and present report to board

Work with association staff to develop association budget for upcoming fiscal year

Present budget to NCCA board

Review area dues document in relationship to new budget

**Personnel:**

Review all employee job descriptions annually

Review and modify evaluation procedure for executive director annually

When the executive director's position becomes vacant, the team/committee, working with the association president, will recommend to the board, the membership of the Search Committee

Review personnel policies

Ensure that the Executive Director's monthly expense reimbursements are reviewed prior to a check being disbursed

Includes the NCCA treasurer. Prepares the association's annual budget; reviews the Year-to-Date Financial Reports prepared by the treasurer and reviews personnel matters.

Arranges for the annual audit of the NCCA financial records; reports findings and makes recommendations to the full board for improvements in the association financial status and accounting procedures.

Is responsible for particular strategic planning activities particularly relating to human resource issues. *(Revised May 7, 2012)*

**9025. BYLAW & POLICY REVIEW COMMITTEE**

The Bylaw & Policy Review Committee shall review association bylaws and policies routinely as requested by the NCCA board. *(Revised June 4, 1994)*

**9030. EDUCATION & SEMINARS COMMITTEE**

President of the host area for the upcoming meeting chairs this committee. Other members of the committee include the host area's NCCA board members and one NCCA board member from the next year's host area. The rotation of the host area

shall be in alphabetical order. This committee, in conjunction with association staff, makes all arrangements for the annual meeting and legislative seminar and any other seminars or workshops sponsored by the NCCA. *(Revised August 17, 1996)*

**9035. TEAM 1/LEGISLATIVE COMMITTEE**

This committee recommends the legislative actions on behalf of the community colleges.

During a legislative session, a list of all bills that the association is following shall be made available at all NCCA Board meetings during the legislative session and the NCCA Board may take action on any legislative matter associated with any bill on this list.

Is responsible for particular strategic planning activities particularly relating to legislative issues. *(Revised November 4, 2009)*

## **NCCA COUNCILS & DESCRIPTION OF DUTIES**

The following councils have been established by the NCCA board of directors to carry out specific and general duties and responsibilities as outlined in Article VIII Section 2 of the association bylaws.

### **10000. COUNCIL OF CHIEF EXECUTIVE OFFICERS**

To be comprised of each member area president and to be responsible directly to the NCCA board of directors. *(Revised May 7, 2012)*

### **10005. CAMPUS EXECUTIVES COUNCIL**

To be comprised of each member campus executive officer and to be responsible directly to the Council of Chief Executive Officers and thereby to the NCCA board of directors. *(Revised May 7, 2012)*

### **10010. COUNCIL OF BUSINESS OFFICERS**

To be comprised of one business officer designated by each member area to be responsible to the Council of Chief Executive Officers and thereby to the NCCA board of directors. *(Revised May 7, 2012)*

### **10015. COUNCIL OF INSTRUCTIONAL OFFICERS**

To be comprised of one instructional officer designated by each member area to be responsible to the Council of Chief Executive Officers and thereby to the NCCA board of directors. *(Revised May 7, 2012)*

### **10020. PUBLIC RELATIONS COUNCIL**

To be comprised of one public relations director or staff member designated by each member area to work on a statewide plan to improve the image of the community colleges and be responsible to the Council of Chief Executive Officers and thereby to the NCCA Board of Directors. *(Revised May 7, 2012)*

### **10025. STATE AID ENROLLMENT AUDIT COMMITTEE**

To be comprised of two individuals from each member area to be responsible to the Council of Chief Executive Officers and thereby to the NCCA board of directors. (See Appendix for State Aid Enrollment Audit Guidelines & Description of Committee.) *(Revised May 7, 2012)*

**10030. COUNCIL OF GOVERNING BOARD CHAIRS**

To be comprised of the member area board chair, vice chair, and past chair. The Council will set its own schedule and agenda. *(Revised May 7, 2012)*

**10035. NCCA DIVERSITY COUNCIL**

The NCCA Diversity Council is comprised of at least one representative per member college area and provides guidance and leadership for institutional and system-wide diversity initiatives, activities and enhancements within the community college system in Nebraska. Additionally, the council facilitates the infusion and integration of diversity initiatives, activities and enhancements in the areas of policies, practices, procedures, functions and frameworks that actively promote, support and advance diversity as a goal integral to the mission of community colleges in Nebraska and shall be responsible to the Council of Chief Executive Officers and there by the NCCA Board of Directors. *(Revised May 7, 2012)*

## NCCA AWARDS

### **11000.**

The NCCA will grant a Governor=s Award, an Administrator=s Award, and a Faculty Award. Qualifications for receipt of the Governor=s Award and the Faculty Award will be the same as those for the Association of Community College Trustees (ACCT) corresponding awards. Awards will be presented, if possible, during the NCCA annual meeting and legislative seminar. *(Revised August 7, 2002)*

At the suggestion of the Council of Chief Executive Officers, the NCCA board consented to honoring one distinguished alumni from each area at the NCCA annual meeting and legislative seminar. Each area will select one alumni to be honored. This is not a competition among area nominees as all six will be honored. *(Adopted November 8, 1986)*

The NCCA Awards Committee instituted a policy whereby the criteria for the ACCT Awards would be followed for the NCCA awards. This will facilitate the application of the NCCA recipients for the ACCT regional and national awards. *(Adopted November 6, 1987)*

The NCCA may also present the Friend of Community Colleges Award, which is the highest award that the Association may bestow on a non-trustee. The award will not necessarily be presented every year. The recipient of this award will have demonstrated through their actions over a period of time, a commitment to the community colleges and who will have significantly advanced the cause of community college education. *(Adopted August 7, 2002)*