



## Board of Governors Policy Manual

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Reviewed: September 2023



## Board of Governors Policy Manual

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Policy 1000

### Board of Governors Operations

#### Scope, Mission, Values, Legislated Priorities

**Scope:** MPCC is a comprehensive, student-centered, open access institution, primarily devoted to providing quality instruction, public service, and student services intended to promote the success of a diverse student population, particularly those who have been traditionally underserved in other educational settings. MPCC consists of the McCook Community College in McCook, Nebraska, North Platte Community College in North Platte, Nebraska, and campuses located in Broken Bow, Ogallala, Valentine, and Imperial, Nebraska.

**Mission:** Transforming lives through exceptional learning opportunities for individual student success.

**Values:** The College believes that certain values should guide each decision made in the operation of the College. Mid-Plains Community College values excellence in education through:

- Integrity
- Programs that enhance the quality of life for people and our region
- Accessibility and affordability
- Respect for our college, communities, and the people we serve
- Open and honest communication
- Safe, quality, and engaging environments
- Continuous collaboration among all campuses

**Legislated Priorities:** MPCC seeks the following instructional and service priorities:

1. Applied technology and occupational education and, when necessary, foundations education
2. Transfer education, including general academic transfer programs, or applied technology and occupational programs which may be applicable to the first two years of a bachelor's degree program, and, when necessary, foundations education
3. Public service, particularly adult continuing education for occupations and professions, economic and community development focused on customized occupational assessment and job training programs for businesses and communities, and avocational and personal development courses
4. Applied research

Adopted: August 1996

Amended: August 2017, May 2022

Legal Reference: [Nebraska Revised Statutes 85-959](#) through [85-966](#)



## **Board of Governors Policy Manual**

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Policy 1001

### Board of Governors Operations

#### Governance Philosophy

The Mid-Plains Community College (MPCC) Board of Governors leads the College through policy creation and initiation and through articulation and evaluation of the College Scope, Mission, Values and Legislated Priorities.

Governing through policy creation and initiation requires an outward vision and strategic leadership rather than an internal preoccupation. Thus, it is imperative that the Board be informed on relevant issues affecting the governance of the College and its outreach to those utilizing the College for educational advancement and training.

The Board of Governors shall govern in a style and philosophy that encourages diversity in viewpoints, strategic leadership more than administrative detail, the clear distinction of the Board of Governors and staff roles, and collective rather than individualistic decision making. While embracing a governance style that places day-to-day authority and responsibility for College operations in the hands of the professional staff, the Board of Governors shall discreetly reserve its overall authority and duty to oversee the College in the best interests of the students and residents of the eighteen-county area it serves.

Amended: August 2017

Legal Reference: [Nebraska Revised Statutes 85-1511](#)



## **Board of Governors Policy Manual**

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Policy 1100

### Board of Governors Operations

#### Policy Authority, Compliance, Annual Affirmation, Etc.

The policies contained in the Mid-Plains Community College (MPCC) Board Policy Manual are those legally adopted by the College's Board of Governors for the operation and administration of the College. The authority of the Board of Governors to adopt policies is set forth in Nebraska State Statute 85-1511, Board: Powers and Duties; Enumerated.

The internal operations of MPCC shall be conducted in compliance with the provisions of this Policy Manual. A Board Policy Manual shall be maintained on the College's web site. The President's office shall maintain the current Board Policy Manual. The President shall be responsible for the Board Policy Manual and for updating policies as changes occur.

Board policies may be implemented by way of administrative procedures established by the President. Administrative procedures shall assure consistent and accurate implementation of Board policy. Procedures shall become effective on the date they are approved by the President.

The Board of Governors shall annually affirm its policies by formal action. Policies shall be reviewed and, if appropriate, revised at least every four (4) years beginning in 2017, and more frequently if needed to ensure currency and accuracy.

Amended: August 2017, December 2019

Legal Reference: [Nebraska Revised Statutes 85-1511](#)



## Board of Governors Policy Manual

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Policy 1110

### Board of Governors Operations

#### Policy Adoption, Amendment, Revision, and Deletion

Any Board of Governors' action on policy matters, including adoption of new policies, revision or amendment of existing policies, or the deletion of policies shall be instituted through the following procedures:

1. The proposed policy action may be initiated by any Board of Governors member or the MPCC President.
2. Prior to being placed on the Board of Governors meeting agenda, the proposed policy shall be reviewed by the President, and, if appropriate, by MPCC's legal counsel.
3. The proposed policy changes or new policies shall be placed on the Board's work session agenda for discussion at one or more Board meetings prior to the meeting at which adoption is voted on by the Board of Governors. Such procedure shall be considered as the first reading of the policy proposal.
4. At the subsequent meeting following the first reading of the policy proposal, the policy proposal shall be placed on the agenda for disposition, by vote, by the Board of Governors. Adoption of the proposal shall require a simple majority of the Board of Governors members present at the meeting. Such approved policy proposal shall become effective immediately upon its adoption by the Board of Governors unless the Board directs otherwise.
5. In an emergency, a suspension of the rules may be made upon an affirmative vote of eight (8) members of the Board of Governors. Such a suspension of the rules shall permit a vote on the proposed policy change at the same meeting in which the policy is introduced.

Adopted: March 2001

Amended: March 2012

Legal Reference: [Nebraska Revised Statute 85-1511](#)



## Board of Governors Policy Manual

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Policy 1200

Board of Governors Operations  
Powers, Duties, and Responsibilities

The powers of the Board of Governors shall include those specifically outlined in the Community College Law found in Nebraska Amended Statutes and generally include the normal powers granted to the governing body of such institutions, as set forth in Nebraska Revised State Statute Section 85-1511.

Amended: April 2010

Legal Reference: [Nebraska Revised Statutes 85-1511](#)



## Board of Governors Policy Manual

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Policy 1210

Board of Governors Operations

Recognitions and Awards

It shall be the policy of the Board of Governors to, from time to time, make provisions for meals and refreshments and the granting of plaques and other modest awards to individuals whose contributions assist Board of Governors members, employees, advisory committees, and others engaged in the business of accomplishing the scope, mission, values, and legislated priorities of Mid-Plains Community College (MPCC).

The Board of Governors delegates to the President, as provided by Nebraska Statute 85-1511, the authority to establish, on behalf of the Board of Governors, a uniform standard which sets a dollar limitation on the value of any plaque, certificate of achievement, or item of value to be awarded under this policy. The expenditures of MPCC funds shall be executed in compliance with requirements as stipulated in Nebraska Statutes 13-2203 and 13-2204.

The Board of Governors believes that relationships with staff and the understanding and collegiality among staff, administration and Board of Governors members are facilitated and rendered more efficient due to the provisions of this policy.

Adopted: August 2002

Amended: August 2017, July 2018

Legal References: Nebraska Revised Statutes [13-2203](#), [13-2204](#), [85-1511](#)



## Board of Governors Policy Manual

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Policy 1220

Board of Governors Operations

Reimbursement of Expenses

Members of the Board of Governors shall receive no remuneration for the performance of their Board of Governors duties, but may, in compliance with Nebraska Law, be reimbursed for their actual and necessary expenses while carrying out their duties.

Members of the Board of Governors shall be reimbursed for mileage expenses at the current rate established by the Nebraska Department of Administrative Services pursuant to section 81-1178 for mileage allowance, or for actual authorized travel expenses as allowed under Nebraska law. In addition, Board of Governors members may be provided with or reimbursed for non-alcoholic beverages, meals, lodging, or registration fees authorized by the Board of Governors and allowed under Nebraska law.

For out-of-state trips, when commercial air service could have been used advantageously, mileage shall be reimbursed at the cost of an air coach ticket instead of actual mileage, or at the prescribed mileage rate, whichever is less. In such cases, meals and/or lodging expenses incurred while traveling on out-of-state trips shall not be reimbursable.

Amended: March 2012

Legal Reference: Nebraska Revised Statutes [81-1178](#), [85-1509](#)





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Policy 1230

Board of Governors Operations

Honorary Associate Degrees

The Board of Governors may award Honorary Associate Degrees to recognize individuals who have provided exemplary service and support to Mid-Plains Community College (MPCC) or the community college system, or whose extraordinary achievements distinguish them above others for service to the community and/or exceptional accomplishment in life or career endeavors. The honorary associate degree does not confer any academic rights, responsibilities, or privileges.

Adopted: January 2010

Board of Governors Operations



## Board of Governors Policy Manual

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Policy 1300

### Board of Governors Operations

#### Organization, Officers

The legal name of the Board is the Mid-Plains Community College Board of Governors, herein after referred to as the Board. The Board shall consist of eleven elected or appointed members according to Nebraska law, and two non-voting ex-officio student trustees appointed by the President.

The officers of the Board shall be a Chairperson, a Vice-Chairperson, a Secretary-Treasurer, and an Assistant Secretary-Treasurer. The Board shall elect officers annually, for one-year terms, at the regular meeting in January. Subsequent to their election at the January meeting, the newly elected officers shall assume their respective duties immediately. If the past Chair or Vice Chair are no longer members of the Board at the time of the elections, the Board's legal counsel will handle the election of the new Chair.

The duties of the officers of the board shall be as follows:

1. The Chairperson shall preside at all Board meetings, appoint persons to Board approved ad-hoc committees, call special and emergency meetings of the Board, sign diplomas, degrees and other certificates of graduation on behalf of the Board, be the official signatory of the Board when required for signing contracts or other official documents, initiate the annual evaluation of the President, and perform any other duties formally assigned by the Board or as required by the laws of the State of Nebraska.
2. The Vice-Chairperson shall, in the absence or disability of the Chairperson, perform all duties of that office. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall succeed to that office.
3. The Secretary-Treasurer shall review MPCC's digest of claims for payment prior to each monthly Board meeting, sign the official minutes of the Board meetings, and sign official documents of the College as required.
4. The Assistant Secretary-Treasurer shall perform the duties of the Secretary-Treasurer in the absence of that person.

Adopted: August 2002

Amended: August 2017

Legal Reference: Nebraska Revised Statutes [85-1506](#), [85-1507](#)



## Board of Governors Policy Manual

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Policy 1310

### Board of Governors Operations Committees

There are three Board of Governor's Committees. The Executive Committee reviews College operations and is comprised of the officers of the Board of Governors. The Audit Committee reviews the audit process and findings of the external auditor. The Policy Committee reviews the Board of Governors' policies in accordance with Board Policy 1100 and makes recommendations for new policies or changes in policies as needed. The Audit and Policy committees are appointed by the Board Chair and are comprised of the Board chair and four Board members.

Special ad hoc committees may be created to study specific issues referred to them and make recommendations to the Board of Governors. Such ad hoc committees shall be created through Board of Governors action and its members appointed by the Board of Governors chair. The ad hoc committee shall cease to exist when its work is completed or when discharged by the Board. Ad hoc committees may be composed of Board of Governors members, College personnel, and/or members of the general public.

Committees of the Board of Governors shall not hold hearings, make policy, or take action on behalf of the Board of Governors. The Board of Governors shall comply with the requirements of the Nebraska Public Meetings Law including providing notice of any ad hoc committee meeting as required by law.

Adopted: August 2002

Amended: August 2017

Legal Reference: Nebraska Revised Statutes [85-1511](#)



## **Board of Governors Policy Manual**

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Policy 1320

### Board of Governors Operations

#### Board Meetings

All regular or special meetings of the Mid-Plains Community College (MPCC) Board of Governors shall be held in compliance with the provisions of the laws of the State of Nebraska. All such meetings shall be publicized in advance and open to the public except that the Board of Governors may hold executive sessions and emergency meetings in accordance with the provisions of state law.

The Board shall conduct its regular meetings on the third Wednesday of each month at 6:30 p.m. at North Platte Community College except for the months of April, July, and October when the meetings shall be held at McCook Community College and one month when the meetings shall be held at Community Campus locations. The schedule of meeting dates and locations may be altered with the approval of the Board of Governors.

Emergency meetings of the Board of Governors shall be used only when, due to the emergency nature of the matter, time does not permit reasonable advance public notice of the meeting. The Chairperson, upon consultation with the remaining Board of Governors officers, may call emergency meetings. The nature of the emergency shall be stated in the meeting minutes and any formal action taken in such meetings shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment.

Board of Governors meeting agendas shall be developed by the President in consultation with and subject to the approval of the Board of Governors Chairperson. Requests by individual Board of Governors members to place an item(s) on a particular future agenda shall be submitted in writing to the Board of Governors Chairperson or the College President at least ten (10) days prior to the regular meeting. The item shall then be placed on the agenda for consideration by the Board of Governors.

All Board of Governors meetings shall be conducted according to procedures delineated in Robert's Rules of Order, Revised, except to the extent that the procedure in question might conflict with Nebraska Statutes or MPCC policies. In addition, the Board of Governors may establish, in compliance with state law, reasonable rules for the conduct of its meetings including procedures for public input and participation.

Any person wishing to address the Board of Governors during meetings may do so by signing the MPCC Board of Governors Meeting Sign-in Sheet located at the Public Information Table and list the date, his or her name, city, and subject upon which the person wishes to address the Board of Governors. Unless otherwise announced by the Board of Governors Chair, a person who wishes to address the



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Policy 1320

Board of Governors will be called upon to do so during the Open Forum. The Board of Governors Chair may limit any person wishing to address the Board of Governors to a period not to exceed five (5) minutes, and may limit the number of persons who will be allowed to address the Board of Governors on any one topic. The Board of Governors Chair may stop any person from further addressing the Board of Governors if, in the opinion of the Chair, such person has become unruly or offensive, or has otherwise behaved in such a manner as to forfeit any further right to speak to the Board of Governors, and if necessary the Chair may temporarily adjourn the Board of Governors meeting when the Chair deems it appropriate to do so. The Board of Governors will not respond to or take immediate action on any topic raised during the Open Forum which is not already on the Board of Governors agenda in order to comply with Nebraska Public Meetings Law.

Adopted: August 2002

Amended: August 2017, December 2019, September 2023

Legal References: Nebraska Revised Statutes [84-1411](#), [84-1412](#)



## **Board of Governors Policy Manual**

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Policy 1400

### Board of Governors Operations

#### Vacancy

A vacancy on the Board of Governors shall exist when any of the events set forth in Nebraska Revised Statute 32-560 or any successor statutes or as set forth in Nebraska Revised Statute 85-1514 or any successor statutes exists.

In the event a member is absent from a regularly scheduled Board of Governors meeting and has failed to notify the President's Office that the Board of Governors member will be absent, such absence shall be unexcused. In the event a member has more than three consecutive unexcused absences, the President shall notify all members of the Board of Governors of the member's unexcused absences. Upon receipt of the notice of the unexcused absences from the President, the Chairperson of the Board of Governors, or the Vice-Chairperson in the event the absent member is the Chairman, shall within 10 days thereafter schedule and send to all Board of Governors members written notice by certified mail of a hearing to determine whether to declare a vacancy on the Board of Governors.

The hearing may be held at the same time as any regularly scheduled Board of Governors meeting, but in no event shall the hearing be held sooner than 20 days nor later than 40 days after the notice of the hearing is sent. At the hearing, the absentee member may present any evidence with regard to the absences. The Board of Governors may vote to excuse any absences or may declare a vacancy by a majority vote of the Board of Governors. The absentee member shall not be permitted a vote on the issue.

A vacancy on the Board of Governors shall become effective at the first regular meeting of the Board of Governors after the vacancy occurs or is declared. Any vacancy will be filled by the Board of Governors for the balance of the unexpired term. The Board of Governors shall notify the public of the existence of the Board of Governors vacancy. Persons interested in being appointed to the Board of Governors vacancy must submit a personal resume to the President's office by the 15th day of the month following the date of the declared vacancy. Copies of the resumes shall be forwarded to all members of the Board of Governors prior to the next regular monthly meeting. At its discretion, the Board of Governors may conduct interviews with potential appointees. By open ballot, the person receiving a majority vote of the seated membership of the Board of Governors shall be appointed to the Board of Governors vacancy. The person appointed to the vacancy shall meet the required legal qualifications for serving on the Board of Governors. Proper certification of the appointment shall be filed with the Nebraska Secretary of State's Office.

In the event a Board of Governors vacancy occurs as set forth in Nebraska Revised Statute 32-560 or 85-1514 or any successor statutes of 32-560 or 85-1514, for either a MPCC elected at-large Board of



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Policy 1400

Governors member or a Board of Governors member elected by district, the Board of Governors shall follow the same procedures in order to fill the resultant vacancy.

Amended: March 2012

Legal Reference: Nebraska Revised Statutes [32-560](#), [85-1514](#)



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Policy 1500

### Board of Governors Operations Indemnification, Board of Governors and Employees

To the extent authorized and permitted by Nebraska Law, Mid-Plains Community College (MPCC) shall indemnify present and past members and officers of the Board of Governors, the President, and other administrators, employees and agents of MPCC from claims arising while acting in their capacity on behalf of the Area.

Further, MPCC shall purchase and maintain liability insurance on behalf of past and present members and officers of the Board of Governors, the President, other administrators, and other employees and agents of MPCC.

Adopted: March 2001

Amended: March 2012

Legal Reference: Nebraska Revised Statute [85-1510](#)





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Policy 1600

### Board of Governors Operations

#### Legal Counsel

From time to time, the Board of Governors shall designate an attorney(s) or law firm to serve in the capacity of legal counsel for Mid-Plains Community College (MPCC) and to provide the Board of Governors, upon call, with independent advice and representation in legal matters affecting or potentially affecting the Board of Governors or the College. The legal counsel shall be reasonably compensated and shall serve at the pleasure of the Board of Governors.

The designated legal counsel shall be responsible to the Board of Governors. However, such designation shall not preclude the Board of Governors' use of other legal representation should the Board of Governors determine to do so.

Requests for service of the legal counsel may be initiated only by the Board of Governors, the Board of Governors Chairperson, any of the official standing ad hoc committees of the Board, or by the MPCC President or designee. In order to mitigate any situation that could result in improper action by the Board of Governors which would result in the Board of Governors' and/or College's vulnerability to litigation, designated legal counsel shall attend public meetings of the Board of Governors unless it is determined by the MPCC President and Board of Governors Chair that the agenda contains no items which require the presence of legal counsel.

The MPCC President, in coordination with MPCC legal counsel, shall keep the Board of Governors informed of the status and disposition of all legal matters emanating from the service of the legal counsel to MPCC.

Adopted: August 2002

Amended: August 2017

Legal Reference: Nebraska Revised Statute [85-1511](#)



## Board of Governors Policy Manual

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Policy 1610

### Board of Governors Operations

#### Concerns

The Board of Governors believes that any person should have freedom to voice reasonable concerns to the Executive Administration and Professionals regarding the College's programs, practices, procedures, and personnel. Executive Administration and Professionals shall process such concerns in such a manner that a person expressing the concern is free from retaliation or the threat of retaliation. Every effort shall be made to resolve the concern at the Executive Administration and Professionals level closest to the individuals involved and in an expeditious manner. Executive Administration and Professionals shall also attempt to resolve any controversy between or among college employees, patrons or students, and Executive Administration and Professionals decisions may be reviewed by the President.

Nothing in the policy is intended to replace the grievance procedures set forth in any negotiated agreement.

The Board of Governors shall not intercede in matters involving concerns. In the event a Board of Governors member receives a concern from any person with regard to the college's programs, practices, procedures, or personnel, the Board of Governors member should refer the person to the President to address such concern and the President shall report back to the Board Chair and Board member that the situation is being addressed. In the event the concern expressed involves the President, or in the event the person expressing the concern is not satisfied with the President's response, then the Board member should consult with the Board Chair in order to address the concern. The Board Chair may notify the Board of the concern.

Adopted: August 2002

Amended: May 2010, May 2012

Legal Reference: Nebraska Revised Statute [85-1511](#)



## Board of Governors Policy Manual

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Policy 1700

### Board of Governors Operations

#### Code of Ethics

The Mid-Plains Community College Board of Governors endorses the following ethical standards of conduct for its members.

1. To identify and disclose any actual or potential conflicts of interest, and to act at all times for the general public good, regardless of personal friendships, relations or interests.
2. To keep well informed on Board of Governors related issues, and to attend and participate actively in meetings of the Board of Governors.
3. To treat others in the College and community with courtesy and respect, even when critical of their statements or performance.
4. To encourage and engage in open and honest discussion in making Board of Governors decisions, to respect differences of opinion, and to keep an open mind until everyone has been heard from.
5. To respect the Board of Governors' collective decision process, and to accurately report and explain Board of Governors votes and policies.
6. To carefully avoid the assertion of Board of Governors authority or preference as an individual Board of Governors member or in concert with other members, other than at official Board of Governors meetings or as a result of official Board of Governors action.
7. To respect the authority and responsibilities of other people within the college, empowering them to work without interference within the limits of Board of Governors policy.
8. To maintain the confidentiality of privileged information.
9. To refrain from any attempt to influence individual admissions, employment, or purchasing decisions, except when the decision is an agenda topic at an official Board of Governors meeting.
10. To be scrupulous in requesting only authorized, legitimate reimbursement of college-related expenses.

Adopted: August 2002

Amended: September 2023

Legal Reference: Nebraska Revised Statute [85-1511](#)