

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGES

POLICY: 2101 Reports from Campuses

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BOARD POLICY

To assist the Board with its oversight responsibilities, each campus shall submit reports in accordance with the procedures below.

PROCEDURE

Reports of the College Presidents are due in the System Office, and at Board meetings, in accordance with the following schedule:

1. Enrollment Report
 - a. The first Board meeting after completion of the fall, spring, and summer session respectively. These will be final figures.
 - b. Copies of any enrollment reports submitted to state or national groups will be due in the System Office immediately upon completion or submission.
2. Dormitory Occupancy/Income Potential Report
 - a. Estimated reports for fall, spring, and summer sessions respectively for the current fiscal year will be submitted at the first Board meeting after October 1.
 - b. Estimated reports for fall, spring, and summer sessions respectively for the next fiscal year will be submitted at the first Board meeting after February 1.
 - c. Final reports at the first Board meeting after completion of the fall, spring, and summer sessions respectively.
3. Instructional Load Report
 - a. The first meeting after completion of the fall, spring, and summer sessions respectively. These will be final figures.
 - b. Copies of interim instructional load reports submitted to state or national groups will be due in the System Office immediately upon completion or submission.
4. Report on budgetary spending according to the following schedule:
 - a. July 1 to December 31; first Board meeting after January 1.
 - b. January 1 to June 30; first Board meeting after July 1.
5. Presidents' reports shall quarterly include a statement showing progress of the various construction and renovation projects.
6. Reports submitted to accreditation agencies and final reports resulting from accrediting agency review.

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7. Reports on salaries and salary changes

In the annual reports recommending salary changes, there shall be listed for each person the previous year's salary as well as the recommended salary, and a notation as to whether the salary is for twelve months or less. The report should be organized by program and sub-program. Employees shall be listed along with payroll classification, class title and position status as recorded by DAS Accounting on the Nebraska Employee Information System (NEIS).

8. Official minutes of meetings of the faculty/staff associations and for the governing body of the college, and/or faculty/staff collective bargaining units, and student government associations shall be submitted to the System Office.

9. Copies of reports of an institutional nature submitted to local, state, or national organizations should be submitted to the System Office, and reported to appropriate subcommittees of the Board.

10. The Board, through the System Office, may require other recurring or special reports from the College Presidents.