

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

July 24, 2020

ACTION: **Final Round Approval of Deletion of Board Policy 2101;
Reports from Colleges**

Board Policy 2101 is being recommended for deletion. As part of a comprehensive review of reporting mandates within NSCS policy, it was identified that the majority of the reports listed in this policy are more clearly delineated within other existing policies, and the few that are not are reports that include data which will be reported to the Board as part of Strategic Planning Reports.

The System Office recommends approval of the Deletion of Board Policy 2101; Reports from Colleges.

ATTACHMENTS:

- Deletion of Board Policy 2101 (PDF)
- Board Policy 2101- Reporting Changes Final (DOCX)

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 2101 Reports from Colleges Page 1 of 2****BOARD POLICY**

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

PROCEDURE

Reports of the 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 next fiscal year will be submitted at the first Board meeting after February 1.
 - b. 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. Reports submitted to accreditation agencies and final reports resulting from accrediting agency review.
5. Reports on salaries and salary changes
 - a. Report of personnel actions are due to the System Office on the date board materials are due prior to each board meeting.
 - b. Report of annual salary for each employee is due to the System Office on the date board materials are due prior to the June board meeting. The report shall include for each position, the individual occupying that position, position FTE, the previous year's salary, as well as the recommended salary, and a notation as to the term of the appointment.
 - c. Report of annual salary for each employee from College Foundations is due to the System Office on the date board materials are due for the board meeting prior to the beginning of the Foundations' fiscal year.

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- ~~6. Copies of all IPEDS report(s) are due to the System Office immediately upon completion or submission.~~
- ~~7. 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 immediately upon completion or submission.~~
- ~~8. The Board, through the System Office, may require other recurring or special reports from the Presidents.~~

~~Legal Reference: RRS 85 301 State Colleges; official names; board of trustees; appointment; traveling expenses~~
~~RRS 85 304 Board of Trustees; powers, enumerated~~
~~RRS 85 306 State Colleges; presidents; duties~~

~~Policy Adopted: 6/5/93~~
~~Policy Effective: 7/1/10 Approved: 6/3/10~~

Attachment: Deletion of Board Policy 2101 (2767 : Deletion of Board Policy 2101 ; Reports from Colleges)

POLICY: 2101 Reports from Colleges – Reporting Changes

<p>1. Enrollment Report</p> <ul style="list-style-type: none"> 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. 	<p>These reports have been consolidated into one annual report from each College and are due to the Vice Chancellor for Student Affairs and Risk Management each November. Data from these reports will be used for internal and external reporting, as well as data collection for NSCS Strategic Plan Metrics. Data from these reports will be shared with the Board as part of annual Strategic Planning reporting which is expected to occur each year during the retreat.</p>
<p>2. Dormitory Occupancy/Income Potential Report</p> <ul style="list-style-type: none"> a. 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. b. Final reports at the first Board meeting after completion of the fall, spring, and summer sessions respectively. 	<p>This reporting requirement is currently addressed within Policy 8050 Reports to Board of Trustees. Additionally, the Presidential Management reports will include these key indicators when depicting financial stability for each of the Colleges.</p>
<p>3. Instructional Load Report</p> <ul style="list-style-type: none"> 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. 	<p>These reports have been consolidated into one annual report from each College and are due to the Vice Chancellor for Academic Planning and Partnerships each November. Data from these reports will be used in internal and external reporting, as well as data collection for NSCS Strategic Plan Metrics. Data from these reports will be shared with the Board as part of the annual Strategic Planning reporting which is expected to occur each year during the retreat.</p>
<p>4. Reports submitted to accreditation agencies and final reports resulting from accrediting agency review.</p>	<p>This reporting requirement is currently addressed within Policy 4620 Institutional and Program Accreditation.</p>
<p>5. Reports on salaries and salary changes</p> <ul style="list-style-type: none"> a. Report of personnel actions are due to the System Office on the date board materials are due prior to each board meeting. b. Report of annual salary for each employee is due to the System Office on the date board materials are due prior to the June board meeting. The report shall include for each position, the individual occupying that position, position FTE, the previous year's salary, as well as the recommended salary, and a notation as to the term of the appointment. c. Report of annual salary for each employee from College Foundations is due to the System Office on the date board materials are due for the board meeting prior to the beginning of the Foundations' fiscal year. 	<ul style="list-style-type: none"> a. "A report apprising the Board of ongoing personnel actions and appointments are due to the System Office on the date board materials are due prior to each board meeting." – Added to very end of Policy 5010 b. "A report of the annual salary for each employee is due to the System Office on the date board materials are due prior to the June board meeting. The report shall include for each position, the individual occupying that position, position FTE, the previous year's salary, as well as the recommended salary, and a notation as to the term of the appointment." – Added to very end of Policy 5010 c. "A report of annual salary for each employee from College Foundations is due to the System Office on the date board materials are due for the board meeting prior to the beginning of the Foundations' fiscal year." – Added to very end of Policy 5501

<p>6. Copies of all IPEDS report(s) are due to the System Office immediately upon completion or submission.</p>	<p>These reports have never been submitted to the Board, as they are primarily data uploaded into the national system. The IPEDs Dashboard currently provides immediate access to the most recent data for more than 100 key indicators, along with capacity to compare against institutional peers.</p>
<p>7. 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 immediately upon completion or submission.</p>	<p>This reporting requirement is currently addressed in various policies related to each type of report, such as Policy 4620 Institutional and Program Accreditation and Policy 4800 Nebraska Coordination Commission for Postsecondary Education.</p>
<p>8. The Board, through the System Office, may require other recurring or special reports from the Presidents.</p>	<p>If recurring reports are needed on a regular basis, language can be added as needed to existing policies; if a specific report is needed, it can be requested without policy reference</p>