

Board Policy Series 2000

Delegation of Authority

The Board of Trustees recognizes that District Board Policy is the sovereignty of the Board and expresses the following:

- That the Board shall comply with all Federal and State laws, regulations, and accreditation standards;
- That the Board shall act in a fiduciary role to protect and assure the quality of the assets of the District;
- That the Board shall adopt policies that create an environment where students can be successful and where the communities served by the District benefit from the District's education and service programs;
- That the Board sets policy for the standards, values, expectations and parameters that the Board does not wish to leave up to the interpretation of the District President; and
- That Board policy defines Board operations.

Board Policy reflects what is expected of the President as the chief administrative head of the faculty and staff. Board policy does not dictate how any policy shall be implemented. This responsibility is left to the discretion of the President.

Adoption Date: 11-17-2016

Review Dates

Revision Dates

Board Policy Series 2050

Governance

The internal governance system of the Northern Wyoming Community College District shall provide a broad-based opportunity for input in the District governance process.

The Board strongly encourages a system of participatory governance and the President is charged with implementing a participatory governance structure. However, as Chief Executive, final operational authority rests with the President

The Board of Trustees is responsible, by statute, for District policy. These policies reflect what is expected of the President as the chief administrative head of the faculty and staff. Board policy does not dictate how any policy shall be implemented. This responsibility is left to the discretion of the President.

The administration shall act as a liaison between the Board of Trustees and campus populations, maintaining the established chain of command.

The governance system does not supersede the chain of command. It is a parallel, but separate system from the administrative management system.

Adoption Date: 11-17-2016

Review Dates

Revision Dates

Board Policy Series 2100

Executive Succession

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Northern Wyoming Community College District to be prepared for an eventual change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new leadership is identified. The Board of Trustees shall be responsible for implementing this policy.

In the absence of a President, to insure the organization’s operations are not interrupted while the Board of Trustees assesses the leadership needs and recruits an executive officer, the board shall appoint an interim President.

The interim President shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of the Northern Wyoming Community College District, and others.

The Northern Wyoming Community College District shall consider an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. It is also the policy of the Northern Wyoming Community College District to develop a pool of candidates for its President position and to assess the leadership needs of the organization to help insure the selection of a qualified and capable leader who is representative of the community, and aligned with the organization’s mission, vision, values, goals and objectives, and who has the necessary skills for the organization.

Adoption Date: 11-17-2016

Review Dates

Revision Dates

Board Policy Series 2150

Policy and Procedure Development

The Board shall adopt policies that are required by law or regulation or are necessary and appropriate to establish expectations of the President and guide Board and District Operations.

Board Policy is a statement officially adopted by the Board of Trustees at a public meeting that defines general goals and acceptable practices for the operation of the District. Board Policy creates a framework for:

- Creating Administrative Procedure and Operational Process;
- Setting expectations for educational and organizational goals;
- Guiding the actions of the President to whom the Board delegates authority and responsibility; and
- Ensuring compliance with laws and regulations.

Administration may adopt procedures to support the implementation of Board Policy without Board review or approval. Administrative Procedure provides specific guidance to District employees in implementing and enacting Board Policy. Administrative Procedure is approved by the President. The Board reserves the right to direct revisions of Administrative Procedure if in the Board's judgement they are inconsistent with Board Policy.

Operational processes and practices are developed by departments and committees to carry out Administrative Procedures. Operational processes and practices must be consistent with Board Policy and Administrative Procedure, and are subject to review and revision by the President or Vice President for the functional area.

The Board expects Administration to regularly review Board Policy and Administrative Procedure. Each Board Policy Series and the accompanying Administration Procedure should be reviewed at least every 4 years.

No Board Policy, nor any Administrative Procedure of the District shall be operative if it is found to be in conflict with the laws of the State of Wyoming.

Adoption Date: 11-17-2016

Review Dates

Revision Dates