

The CCC Board of Governors is comprised of eleven citizens of the 25-county area and elected as defined by state statutes.

Election

The 25-county area is divided into five election districts established on an equality of population basis. Two members are elected from each district and one member is elected at-large from the total electorate. Term of office is four years. Election procedures are pursuant to state statutes. (9/91)

A vacancy exists in the event of a death, disability, resignation, or change of residence outside the district in which a board member was elected. After notice and a hearing, a vacancy shall also exist when any board member is absent from more than three consecutive regular meetings of the board unless such absences are excused by a majority of the remaining board members. Such vacancy will be filled by board appointment for the balance of an unexpired term. Such vacancy will be advertised in the newspapers of the election district in which the vacancy exists. Appointment will be made in writing and certified to the Office of the Secretary of State.

If a vacancy exists upon the ballot after an election, through any cause whatsoever, such vacancy will be filled by a petition candidate pursuant to Sections 85-1514 and 32-625, Revised Statutes of Nebraska, 2014.

Authority of Board

Notwithstanding any other provision of these rules and regulations,

- No person other than a member of the board may make any motion, may require the board to put any item on the agenda, or may require the board to act or refrain from acting in any particular manner. No person other than the college president or a member of the board may put an item on the board agenda.
- The board may not, in the absence of a real emergency, take action with regard to any item which is not given reasonable advance publicized notice as an agenda item in accord with the provisions of Section 84-1411 of the Nebraska Revised Statutes.
- The board retains the right and authority, in the public interest to hold closed sessions in accordance with the provisions of Section 84-1410 of the Nebraska Revised Statutes.
- Any faculty member shall have the right, within 5 days of receiving notice of any conditions of unsatisfactory performance or amendments or termination of the employment contract, to request a hearing with the Board. The notice and hearing shall be conducted pursuant to Section 85-1528.

Officers

The board will reorganize during the first meeting of each calendar year, and the elected officers will assume office immediately. Election of officers will be by ballot and with nomination. The election will require a majority vote of all members of the board present and voting. Officers will be selected for a term of one year but may succeed themselves if elected for additional terms. The board will annually elect a Chair and a Vice Chair. The board will appoint a Secretary and a Treasurer, and one person may hold both such offices. Each officer will hold office until a successor is elected. Officers of the board will be a Chair, Vice Chair, Secretary, and Treasurer. The Chair of the board will preside at all meetings.

In his/her absence, the Vice Chair, the Secretary, or the Treasurer will preside, in that order. The Chair may designate committees and assign membership thereto as the occasion demands. Committees appointed by the Chair will not have the authority to make decisions for the board. (6/96) Individual board members have authority to act on behalf of the board when authorized to do so by official action of the board.

Powers and Duties

In addition to any other powers and duties imposed upon the community college system or its areas, campuses, or boards by Sections 85-917 to 85-966 and 85-1501 to 85-1542 and any other provision of law, the board will:

1. Have general supervision, control, and operation of each community college within its jurisdiction.
2. Subject to coordination by the Coordinating Commission for Postsecondary Education as prescribed in the Coordinating Commission for Postsecondary Education Act, develop and offer programs of applied technology education, academic transfer programs, academic support courses, and such other programs and courses as the needs of the community college area served may require. The board will avoid unnecessary duplication of existing programs and courses in meeting the needs of the students and the community college area.
3. Employ, for a period to be fixed by the board, executive officers, members of the faculty, and such other administrative officers and employees as may be necessary or appropriate and fix their salaries and duties.
4. Subject to coordination by the Coordinating Commission for Postsecondary Education as prescribed in the Coordinating Commission for Postsecondary Education Act, construct, lease, purchase, purchase on contract, operate, equip, and maintain facilities.
5. Contract for services connected with the operation of the community college area as needs and interest demand.
6. Cause an examination and comprehensive audit of the books, accounts, records, and affairs, including full-time equivalent student enrollment totals, reported aid equivalent totals, and reimbursable educational unit totals as defined in Section 85-1503, to be made annually covering the most recently completed fiscal year. The audit of each area will include the full-time equivalent student enrollment totals, reported aid equivalent totals, and reimbursable educational unit totals for the three most recently completed fiscal years which will be used for calculation of aid to the community college areas pursuant to subdivisions (3)(b) and (c) of Section 85-2234. The audit will also include the county certified property valuations for the community college area for the three most recently completed fiscal years which will be used for calculation of aid to such community college areas. Such examination and audit of the books, accounts, records, and affairs will be completed and filed with the Auditor of Public Accounts and the Department of Administrative Services on or before October 15 of each year. The examination and audit of the full-time equivalent student enrollment totals, reported aid equivalent totals, and reimbursable educational unit totals will be completed and filed with the Auditor of Public Accounts and the Department of Administrative Services on or before August 15 of each year.
7. Establish fees and charges for the facilities authorized by Sections 85-1501 to 85-1540. Each board may enter into agreements with owners of facilities to be used for housing regarding the management, operation, and facilities to be used for housing regarding the management, operation, and government of such facilities and may employ necessary employees to govern, manage, and operate such facilities.
8. Receive such gifts, grants, conveyances, and bequests of real and personal property from public or private sources as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law.

Each board may sell, lease, exchange, invest, or expend such gifts, grants, conveyances, and bequests or the proceeds, rents, profits, and income therefrom according to the terms and conditions thereof and adopt and promulgate rules and regulations governing the receipt and expenditure of such proceeds, rents, profits, and income, except that acceptance of such gifts, grants, or conveyances will not be conditioned on matching state or local funds.

9. Prescribe the courses of study for any community college under its control and publish such catalogs and bulletins as may be necessary.
10. Grant to every student upon graduation or completion of a course of study a suitable diploma, associate degree, or certificate.
11. Adopt and promulgate such rules and regulations and perform all other acts as the board may deem necessary or appropriate to the administration of the community college area. Such rules and regulations will include, but not be limited to, rules and regulations relating to facilities, housing, scholarships, discipline, and pedestrian and vehicular traffic on property owned, operated, or maintained by the community college area.
12. Employ, for a period to be fixed by the board, an executive officer for the community college area and, by written order filed in its office, delegate to such executive officer any of the powers and duties vested in or imposed upon it by Sections 85-1501 to 85-1540. Such delegated powers and duties may be exercised in the name of the board.
13. Acquire real property by eminent domain pursuant to Sections 76-701 to 76-724.
14. Acquire real and personal property and sell, convey, or lease such property whenever the community college area will be benefited thereby. The sale, conveyance, or lease of any real estate owned by a community college area will be effective only when authorized by an affirmative vote of at least two-thirds of all the members of the board.
15. Enter into agreements for services, facilities, or equipment and for the presentation of courses for students when such agreements are deemed to be in the best interests of the education of the students involved.
16. Transfer tribally controlled community college state aid amounts to a tribally controlled community college located within its community college area.
17. Invest, after proper consideration of the requirements for the availability of money, funds of the community college in securities the nature of which individuals of prudence, discretion, and intelligence acquire or retain in dealing with the property of another.
18. Establish tuition rates for courses of instruction offered by each community college within its community college area. Separate tuition rates will be established for students who are nonresidents of the state of Nebraska.
19. Establish a fiscal year for the community college area which conforms to the fiscal year of the state.
20. Exercise any other powers, duties, and responsibilities necessary to carry out Sections 85-1501 to 85-1540.

Other Statutory Duties

Refer to RSS 85-1501 to 85-1542. Other statutes may apply.

1. Issue and sell revenue bonds and general obligation bonds (Sections 85-151, 85-1520) for the purchase, construction, reconstruction, equipping, demolition, or alteration of capital assets, including accessibility hazards as such terms are defined in Section 79-4,207, and the acquisition of sites, rights-of-way, easements, improvements, or appurtenances and other facilities connected with the operation of the college.
2. Establish in its budget a capital improvement and bond sinking fund (Section 85-1515). Such fund will be used (1) first for the retirement of bonds assumed by the board, then for the retirement of

bonds issued pursuant to state statute, (2) then for (a) renewal work and deferred maintenance as defined in Section 81-173, (b) handicapped access and life safety improvements made to existing structures or grounds including accessibility barrier elimination project costs and abatement of environmental hazards as such terms are defined in Section 79-4,207, and (c) projects designed to prevent or correct a waste of energy including measures taken to utilize alternate energy sources, all in accordance with the capital facilities plan, (3) then for the retirement of bonds issued, and then (4) for the purchasing, purchasing on contract, and improving of facilities necessary to carry out Sections 85-1501 to 85-1540. Revenue bonds issued will be subject to Sections 85-1520 to 85-1527. No general obligation bonds will be issued without the approval by a majority vote of the qualified electors of the community college area voting, in an election called for such purpose pursuant to Section 85-1518. No bonds issued will be an obligation of the state of Nebraska and no state tax will be levied to raise funds for the payment thereof or interest thereon.

3. Power to Certify Tax Levy (Section 85-1517). On or before September 20 of each year, the board may certify to the county board of equalization of each county within the 25-county area a levy not to exceed ten and one quarter cents per \$100 on the actual valuation uniform throughout such area for the purpose of supporting operating expenditures of the college. The board may exceed this amount up to eleven and one quarter cents per \$100 on the actual valuation with an affirmative vote of the super majority (3/4) vote of all board members. The board will also certify a levy not to exceed two cents, uniform throughout such area, for the purpose of establishing a capital improvement fund, a bond sinking fund, or for the retirement of general obligation bonds. In addition, the board may also certify to the county board of equalization of each county within the community college area a tax levy on each on hundred dollars on the taxable valuation of all property within the community college area, uniform throughout such area, in the amount which will produce funds only in the amount necessary to pay for funding accessibility barrier elimination project costs and abatement of environmental hazards. Such tax levy shall not be so certified unless approved by an affirmative vote of a majority of the board taken at a public meeting of the board following notice and a hearing. The board shall give at least seven days' notice of such public hearing and shall publish such notice once in a newspaper of general circulation in the area to be affected by the increase. The proceeds of such tax levy shall be deposited in the capital improvement and bond sinking fund for use in funding the authorized projects. (Section 85-1517)
4. Issue Warrants (Section 85-1516) in an amount necessary to finance the operating expenses of the college until the proceeds of the tax levy are received. The amount of such warrants plus interest will not exceed the amount of the money to be received from the property tax levy. Whenever such warrants are issued, they will be the general obligation of the college and the full faith and credit of the college will be pledged to retire such warrants. In addition, the board will set aside from the proceeds of the property tax levied, pursuant to Sections 85-1501 to 85-1540 an amount sufficient to pay the warrants and the interest thereon. Such warrants will be subject to registration as provided in Sections 77-2201 to 77-2215.

Board Vacancy Procedures (4/11)

With reference to Section 85-1514 and Board policy, when a Board vacancy exists, the general procedure for filling the vacancy in a timely manner is as follows:

1. The President's Office, with assistance from the Communications Office develops a suggested timeline for filling the vacancy.
2. Three to five Board members are appointed to the search committee by the Board Chairperson but in no case equal to or greater than a quorum of the board.
3. Following Board approval of the timeline, the vacancy is advertised in all newspapers in the election district, or throughout the college's 25-county service area in the case of the at-large

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Board position, first through a news release and then by placing an order for ads and legal notices. The deadline for submission of application materials will be included in the newspaper advertisement.

4. Application materials, including letters of interest and resumes, will be accepted until the deadline for submission, as specified in the newspaper advertisement. Said materials can be provided by regular U.S. Mail, or by electronic mail.
5. The College President's Office shall maintain a spreadsheet to document application materials returned by candidates.
6. All resumes and candidate information is forwarded to the interview committee.
7. Each member of the search committee independently reviews applications and submits a list of potential interviewees to the College President's Office.
8. The selection committee suggestions are collated, and if there is no consensus, the selection committee meets to discuss applicants' credentials and agree on a list of interviewees.
9. The President's Office schedules interviews, verifying time and place, preferably at a campus location within the district where the vacancy occurred.
10. Each committee member is provided with a packet including the interview questions, the resume of each candidate and a score sheet for each candidate.
11. A list of standard questions has been developed by the Board. Additional questions may be utilized by the committee, after review by the Vice President of Human Resources or legal counsel.
12. Human Resources shall discuss the process with the Board committee and explain the different forms that need to be completed during the process.
13. Designated committee members or the Human Resources representative asks the questions to each candidate allowing time for questions from the candidate to the committee. Committee members may ask clarifying questions during or after the formal questions. Designated committee members or the Human Resources representative explains the complete process with the candidates, to include the timeline for selection.
14. The Board Committee will discuss each candidate's interview after the interview is completed.
15. When all interviews are concluded, the Board Committee will discuss all of the candidates and decide who the committee will recommend to fill the vacancy. Reference checking may also be done on the candidates.
16. The College President places the committee recommendation for nomination on the next Board agenda as an action item.
17. If the potential new Board member is present at that meeting, then the new member participates in the meeting after being sworn in.
18. The President's Office follows up with a notification to the applicants who were not selected.

Meetings

All meetings of the board will be conducted in accordance with provisions specified in Article 14, Sections 84-1408 to 84-1415, Nebraska State Statutes, and in accordance with LB 898, Open Meetings Act, July 2006.

A majority of board members present at any authorized meeting will constitute a quorum. No official action may be taken by less than a majority of the members present when voting. Regular meetings will be held, usually on the third Thursday of each month unless otherwise determined by official action of the

board. Minutes of the meetings will be properly recorded as provided in Sections 84-1411 to 84-1413, state statutes.

Public notice of the CCC Board of Governors' meetings, times, and dates will be transmitted to the citizens by notice in the five daily newspapers published within the 25-county service area. A copy of the Open Meetings Act, July 2006, will be available in the meeting room at all times.

Designation of method of publishing minutes of meetings of the Board of Governors (1/10)

Resolved that notice of regular and special meetings of the Board of Governors of Central Community College shall be given by publishing notice at least seven (7) days in advance of such meeting in a newspaper of general circulation within the public body's jurisdiction and by simultaneously posting a copy of the notice on the college website.

Be it further resolved that minutes of every meeting of the Board of Governors shall be written and made available to the public at the offices of the College President within ten (10) working days of the meeting or prior to the next convened meeting, whichever occurs earlier, and be simultaneously posted on the College website.

The published notice of each such meeting must contain the statement *"the agenda for the meeting, which shall be kept continually current, shall be readily available for public inspection at the office of the College President in Grand Island, Nebraska and posted on the College website: www.cccneb.edu."*

Public Participation

To promote public participation in the conducting of the affairs of CCC, to comply with the Nebraska Public Meetings Law (RRS 84-1408 to 84-1415), and to balance the interests and rights of the public in attending and speaking at meetings of the CCC Board of Governors with the interests and rights of the public in having meetings of the CCC Board of Governors conducted in an orderly manner with agenda items arranged in the manner most advantageous to the rational dispatch of business and the necessity for the public business to be conducted upon the basis of a rational analysis of all sides of a particular issue as distinguished from only one point of view, the following rules and regulations are hereby adopted:

Definitions as used in these rules and regulations:

- "Board Meeting" means any regular, special, or called meeting of this board for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any formal action.
- "Public Participation Segment" means that portion of a board meeting at which the general public will be permitted to speak.
- "Public Hearing" means a public participation segment called by this board for the purpose of obtaining input from the general public concerning a specified subject or specified subjects, but not including a hearing requested by an instructor under the provisions of Section 85-1528.

General Rules: All board meetings will be announced, held, and conducted in compliance with the Nebraska Public Meetings Law as contained in Article 14 of Chapter 84 of the Nebraska Revised Statutes, and LB 898, Open Meeting Act. All public participation segments will be called, held, and conducted in compliance with these rules and regulations.

Schedules:

- Regular board meetings will be held on specific date set by this board (usually the third Thursday of the month). The board meetings will be held within the 25-county area at a time and place designated by the board (usually 1:00 p.m. at the Administrative Office, Grand Island, Nebraska). Additional, special, called, or emergency board meetings may be held in compliance with the applicable law.
- A public participation segment will be included on the agenda a minimum of four board meetings; September, October, February, , and May of each year. The board may add a public participation segment to any subsequent board meeting by resolution including that public participation segment in the agenda for such subsequent meeting if that resolution is passed by majority vote.
- A public hearing will be called and held: (1) as required by any provision of the Nebraska Revised Statutes, as amended (e.g., public budget hearing), and (2) whenever called by resolution of the board designating that a public hearing will be placed on the agenda for the purpose of soliciting public input on a specified subject or specified subjects.

Agenda for Public Participation Segment: Each public participation segment, other than a public hearing, will be conducted as follows:

- The college president will maintain a "Register of Intended Speakers." Any person desiring to appear and speak at a public participation segment of any meeting will enter, by either oral or written request, upon the register the following information: name, residence address, and subject matter of intended speech to board. Each person may enter his/her name upon the register as far in advance of the public participation segment as that person chooses, and each intended speaker will enter his/her name upon the register prior to the time that the Chair closes the register for the specific session.
- When the public participation segment is reached as an agenda item of a particular board meeting, the board Chair will announce the agenda item and inquire as to whether any additional persons present desire to be included in the register for that public participation segment. After each person present has had an opportunity to be included in the register, the Chair will declare the register to be closed. After the register has been closed for a specific public participation segment, no additional names will be added thereto for that particular public participation segment.
- The Chair will then examine the register and determine whether for that session speakers should be grouped by subject matter and whether for that session a reasonable time limit need be set.
- The Chair will call the speakers, recognizing them as follows: the speakers who will be speaking to the same subject matter will be given group priorities in accordance with the time that group's subject matter appeared on the register. Within the group, each speaker will be called in the chronological order in which the speakers in that group entered their names in the register.
- After each speaker whose name was timely entered on the register for the public participation segment has had his/her opportunity to speak, the Chair will declare the public participation segment closed.

Agenda for Public Hearing: Each public hearing will be conducted as follows:

- The Chair will declare the public hearing to be open.
- The Chair will state the question or questions concerning which public input is solicited and state the groups into which the speakers who are in basic mutual agreement with each other will be placed (e.g., those "for" and "against").
- The Chair will then determine the number of individuals present who desire to speak and will place those in one of the speaking groups.
- The Chair will then determine whether a time limit should be imposed on each speaker or on each "side" and will announce reasonable limits if he deems them necessary.

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- The Chair will then announce the order of the groups, including a determination as to whether there will be any rebuttal or surrebuttal.
- The Chair would next recognize any representative of the college administration who is designated by the college president to present background information on the subject.
- The Chair would then recognize the various speakers within each of the groups, calling all members of a particular group to speak before asking for speakers from other group points of view. Each speaker will be required to state his/her name, residence address, and point of view before being allowed to speak further.
- After each individual member of the public who is present has, by the foregoing procedures and subject to the rules and regulations applicable, been given the opportunity to speak to the board, the Chair will declare the public hearing closed.

Regulations: This board believes that the general public interest requires that reasonable regulations be placed upon the manner in which the members of the general public exercise their rights to speak to this board. These reasonable regulations are necessary to prevent the business of the board from being blocked by filibuster, to ensure that no members of the public have their right to be heard pre-empted by another member of the public, to ensure that the purpose of the board meeting is not subverted onto matters which are not of legitimate relevance to the business and function of this board, and to keep the time and expense of board meetings within reasonable bounds. Therefore, the board directs that the Chair of each public participation segment, including each public hearing, will have the right in the exercise of his/her reasonable discretion to declare out-of-order any speaking participant who:

- Refuses to enter his/her name, residence address, and subject matter of intended speech upon the "Register of Intended Participants" for that public participation segment.
- Fails to speak only to matters which are relevant to the issue stated by this board in the case of public hearing or to the issue identified by the speaker in the case of other public participation segments.
- Is unreasonably repetitive of ideas expressed by himself or of the ideas expressed by previous speakers on the same side of the same issue.
- Uses foul, abusive, or offensive language or makes scandalous or other personal attacks upon any person.
- Attempts to speak at a time other than when he is recognized to do so by the Chair.
- Violates any time limit set by the Chair.

Once the Chair declares any individual to be out-of-order, that individual will have no further right to speak to the board at the board meeting.

