



FIVE-YEAR PLAN 2010-2015

Western Nevada College

Department of Intercollegiate Athletics Mission Statement

MISSION

Intercollegiate athletics enhance the educational mission of Western Nevada College by providing NJCAA Division I athletics programs for men and women and promotes institutional pride through the pursuit of academic success, athletic excellence, integrity, sportsmanship, and service to the community.

GUIDING PRINCIPLES

- To provide a high-value educational experience to all student athletes
- To promote a culture of degree-completion and university transfer among all student-athletes
- To conduct an athletics program that conforms in every way to all applicable rules, regulations and guidelines
- To ensure that student-athletes represent the college in a positive manner in the community and within the college
- To promote an environment that values cultural diversity and gender equity
- To provide a safe and supportive environment where student-athletes are encouraged to reach their full athletic potential

GOALS AND OBJECTIVES:

- **Academic Excellence**

The primary goal of the Western Nevada College intercollegiate athletics program is to provide a high-quality academic experience.

Objectives:

1. Athletes will excel in grade point average and course completion
2. Athletes will excel in persisting from semester to semester
3. Athletes will excel at degree-completion and university transfer

- **Integrity**

Western Nevada College will continue operating in compliance with all NJCAA, Region XVIII, institutional, state, and local policies and regulations including all Title IX and gender equity regulations.

Objectives:

1. NJCAA audits will result in no findings
2. Region XVIII Standard Operating Procedures are enforced
3. Board of Regents guidelines and procedures are followed
4. Institutional policies and procedures are adhered to
5. Title IX and gender equity regulations are in place

- **Athletic Excellence**

Western Nevada College supports athletic success on the field.

Objectives:

1. Coaches recruit quality athletes
2. Coaches are expected to field teams which are competitive within the Scenic West Athletic Conference
3. Players demonstrate good sportsmanship at all times

- **Service to the Community**

Objectives:

1. Athletes represent the college in a positive manner at all times, on the field and in the community
2. Athletes provide a positive role model to other students by conducting themselves with academic integrity
3. Coaches are available as mentors in the community
4. Teams complete a service project each year

Intercollegiate Sports Offered

Acknowledging that limited private resources provided through the WNC Foundation support the WNC intercollegiate athletic program, the college created an Athletic Development Committee. The group's initial role was to conduct a community interest assessment to determine which intercollegiate sports are of interest to residents of the college's service area. Based on that initiative, the college created a coed rodeo team in 2003-04. Subsequently the group proposed and developed two additional sports (men's baseball and women's Softball) beginning in the 2005-06 academic year.

The Athletic Development Committee composed of college, Foundation, and community representatives, developed position descriptions for each of the coaching positions and conducted search processes that resulted in the appointment of coaches for the two new sports. In addition, the team developed three-year operational and recruitment draft budgets for intercollegiate athletics. This initial document, which updated on an annual basis utilizing actual cost data, serves as Appendix A of this plan.

Institutional Memberships

The Athletic Development Committee also initiated membership with the National Junior College Athletic Association (Region XVIII/Division I) effective with the 2004-05 academic year. This is for men's baseball and women's softball. Based on that affiliation, the college initiated action for affiliation with the Scenic West Athletic Conference. The Conference approved the college's application on May 24, 2005.

Administrative Organization and Oversight

During the 2004-05 year, WNC developed an Intercollegiate Athletic Board (IAB) that assumed responsibility for the operational aspects of the intercollegiate sports program. The college developed bylaws (Appendix B) that were approved by the college president; the group's first meeting held in the spring semester 2005. This organization will utilize interest data from the above noted community assessment to develop implementation plans for future sports. Prior to the addition of any sports, a new assessment will be conducted to determine current interest. A copy of the sport implementation plan (chart) serves as Appendix C of this plan.

Finance and Resource Availability

Recognizing that WNC funds the intercollegiate athletic sports program from a variety of private resources, the ability of the college to expand the number of sports offered, construct new facilities, and promote the intercollegiate offerings is dictated by those resources. The WNC Foundation fundraises and administers these dollars consistent with NSHE and WNC policy and procedures.

Staffing

Concurrent with the activities of the Athletic Development Committee, the college president appointed the dean of student services as the college's first Athletic Director. This individual has administrative and

supervisory responsibility for all sports, including related staff, and reports directly to the college president in this role.

Subsequently, the college completed national searches to fill the women's soccer and men's baseball coaching positions. These individuals recommended and received approval to appoint assistant coaches. Women's softball replaced women's soccer in 2008 and a search was conducted to fill the women's softball coaching position. That individual recommended and received approval to appoint a women's softball assistant coach.

Facilities

With the College's approval of men's baseball and women's soccer and now softball, the WNC Foundation began fundraising activities in support of constructing facilities to house both sports. Land was available adjunct to the Carson City campus of the college and designated for the purpose. This initiative identified two specific projects:

- Construction of professional quality baseball stadium on property owned by WNC and adjacent to the current campus. The concept paper and initial Carson City Special Use Permit Application for the construction of this facility serve as Appendix C of this plan.
- Design and utilization of city-owned water catchment basin for the construction of a collegiate soccer field (now a softball field) and stadium. This project is in its initial planning stages.

Pending the construction of on-campus sports facilities, the college negotiated a shared facilities agreement with Carson City and the Carson City School District. This document permitted the college's intercollegiate sports teams to utilize the facilities of these organizations until the time at which campus facilities are available.

2010-2015 Challenges:

- 1. Secure a source of ongoing funding adequate to cover the costs of team travel, operations, and the coach's salaries.**
- 2. Secure a donor to fund the construction of a women's softball field on the college campus.**
- 3. Assure that all aspects of Title IX requirements are followed.**

Western Nevada College

Response to request for information from the Board of Regents regarding Intercollegiate Athletics, 2013 - 2014

1. *Please provide a report on appointments of assistant coaches during the 2013-2014 fiscal year.*

No appointments of assistant coaches for baseball or softball were made during the 2013-2014 fiscal year.

2. *The Crowley study made several recommendations, including the following:*

“...with NSHE’s two universities soon to share membership in the same conference, the time is right for a thorough review of their search, appointment and related practices to develop a common approach, grounded in Board and institutional policies and a strong commitment to gender equity and minority opportunity. Such an approach could cover, as examples, in-line progression, the use of search waivers, contract features, shareholder involvement, succession planning and assistant coach search and appointment practices.”

Can you tell us if any efforts have been made in regard to this recommendation and if so, can you provide detail about those efforts.

In response to the recommendation of the Crowley study, any future athletic vacancies will be filled through a national search. All national searches are conducted in accordance with Board and institutional policies and a strong commitment to gender equity and minority opportunity.

3. Title 4, Chapter 10, Section 25, Subsections 7 and 8 of the *Board of Regents Handbook* provide as follows:
 7. Planning. Five-year plans for each institution shall be developed and implemented for Intercollegiate Athletics.
 8. Policy and Procedures Manual. Each institution shall develop and utilize a policy and procedures manual concerning intercollegiate athletic operations.

Can you provide us with copies of your five year plans and also your *Policy and Procedures Manuals*, or provide links to electronic versions of them.

Five-Year Plan and Policy and Procedures Manual are attached

4. Does your Athletic Department have a mission statement? If so, please provide a copy or a link.

WNC Athletic Department Mission Statement:

“Intercollegiate athletics enhance the educational mission of WNC by providing NJCAA Division I athletics programs for men and women and promotes institutional pride through the pursuit of athletic excellence, academic success, integrity, sportsmanship, and service to the community.”

5. Are thorough background checks conducted of prospective Athletic Department employees? If so, please briefly outline the process used.

In September 2013, WNC adopted a policy requiring background checks on all new academic faculty and administrative faculty positions as a condition of employment. Human Resources coordinates the background check with a third party vendor. Depending on the nature of the position, the department may request background information on any of the following information: (1) Education verification, (2) License verification, (3) Criminal History Check, (4) Sex and violent offender registry, and (5) Credit check for certain positions.

If the background check indicates adverse information, the vendor will inform Human Resources, which will provide a copy of the report to the applicant. The adverse information will be evaluated to determine if it is job related and has a possible impact on the position. Certain types of convictions will automatically preclude hiring. For example, individuals with convictions for theft, embezzlement, identity theft or fraud should not be hired into positions with fiduciary responsibilities. Individuals with workplace or domestic violence convictions, crimes of a sexual nature or other behaviors that would be inappropriate in an environment with children should not be hired into position working with children or young adults. If convictions are revealed in the criminal history check which the applicant did not disclose, the offer of employment will be withdrawn.

6. Is there a clear, consistent, and effectively communicated process by which NCAA violations are reported and investigated? If so, please briefly outline that process. Does the process include a written policy that protects whistleblowers from punitive action?

The college has clear, consistent and effectively communicated processes in place by which NJCAA violations are reported and investigated. Any alleged violations are

investigated by the Athletic Director and a report is submitted, in writing, to the compliance coordinator at the NJCAA national office. The chair of the Scenic West Athletic Conference is copied on all violation reports that are sent to the NJCAA. The college has adopted WNC Policy 4-1-4, which incorporates Nevada's Whistleblower Law as an institutional policy. (See attachment.)



Intercollegiate Athletic Policies and Procedures Manual



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I. Introduction

The policies and procedures manual is a guide for the Western Nevada College's intercollegiate athletic program. It is an overview of state, NSHE, college, National Junior College Athletic Association, Scenic West Athletic Conference policies and not intended to address all questions that may arise.

The purpose of this manual is to provide all personnel with pertinent data and information relative to their respective duties and responsibilities in the department. The department will achieve its mission and goals through the observance of the rules, regulations and policies contained herein.

II. Mission Statement

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

III. College Goals

Student Success

- Students graduate with a degree or certificate.
- Students engage in the college experience.

Institutional Excellence

- WNC is the educational institution of choice in western Nevada.
- All academic programming is of the highest quality.
- All support programs and services meet the needs of the WNC community.
- WNC has an exemplary system of governance and management.
- WNC strives for institutional sustainability.

One College Serving Many Communities

- WNC promotes access to higher education in western Nevada.
- WNC serves as a catalyst for personal and community enrichment.
- WNC promotes community connections.

IV. Department Mission Statement and Goals

Intercollegiate athletics enhances the educational mission of WNC by providing NJCAA Division I athletic programs for men and women and promotes institutional pride through the pursuit of athletic excellence, academic success, integrity, sportsmanship, and service to the community.

On an annual basis, and consistent with the WNC Mission Statement and Strategic Plan, the members of the Intercollegiate Athletic department will identify and agree to goals to achieve during an academic year.

V. Administrative Control

1. NSHE Board of Regents' Authority and Policies (Title 4, Chapter 10, Section 18) states that:
 - a. The Board of Regents encourages the development of intercollegiate athletic programs at the Nevada System of Higher Education (NSHE) institutions consistent with their institutional mission and goals. The goal of the NSHE shall be to provide for student competition in intercollegiate sports appropriate to the universities, colleges and their conferences, to fiscal resources available, and to sound standards of student academic performance.
 - b. Every intercollegiate athletic program shall comply with all applicable rules and regulations of the NJCAA and other organizations and conferences in which each is member. Intercollegiate athletics programs shall be intended to protect and enhance both the educational and physical welfare of student-athletes. Intercollegiate athletic programs shall seek to support and develop each

- participating student's academic and athletic talents, and shall seek to assure that the student athlete, as a student in an academic setting, achieves scholastically to the best of his or her capabilities.
- c. During recruitment activities, this policy shall be made known to potential men and women student athletes. Intercollegiate sports shall be viewed as an important component of the university and college community, and of individual development. (B/R 4/01)
 - d. The goals identified in support of the institution athletic missions statements include:
 - i) In recognition of the importance of academics in maintaining the integrity of athletic programs, the universities and colleges will emphasize and ensure progress towards graduation by establishing and enforcing academic standards and developing a support system to increase the academic success of student-athletics;
 - ii) An Intercollegiate Athletic Board (IAB), organized in conformity with NJCAA rules and regulations, shall be established and maintained by each university and every college engaged in intercollegiate athletics. The IAB will serve as an advisory committee reporting to the institution President;
 - iii) Each Director of Athletics and all coaches recognize the necessity for funding for athletic programs and the necessity to assist in this process. Funding for athletics may be provided by both public and private sources. Each institution shall be responsible for the proper disclosure, accounting, control and administration of all funds; and
 - iv) Each institution is accountable to the Board of Regents, as it is the Board of Regents that maintains the ultimate responsibility for all contractual obligations and implementation of the goals contained in the Intercollegiate Athletics Policies and mission statement. (B/R 4/01)
 2. Under Nevada law, responsibility for Western Nevada College rests with the Board of Regents.
 3. The Board of Regents charges the institution itself, and the President, with the responsibility for the conduct and control of intercollegiate athletic programs. The President directs the operation of the college and all of its programs and services including intercollegiate athletics. S/he is the college official who is responsible for certifying that the institution complies with the National Junior College Athletic Association (NJCAA) and the Scenic West Athletic Conference (SWAC) rules and regulations.

VI. Institutional Control

1. WNC Policies and Procedures
 - a. Intercollegiate Athletic Board (IAB)

To help ensure the attainment of the Western Nevada College's intercollegiate athletic program mission, goals, and objectives, an athletic board of control is established and named the Western Nevada College (WNC) Intercollegiate Athletics Board, hereinafter referred to as the IAB. The IAB shall be responsible to and report to the College president or his/her designee. The IAB bylaws are Appendix A of this document.
2. Athletic Director
 - a. The director is appointed by, and responsible to the college President. The Athletic Director serves as the chief operating officer of the college's intercollegiate athletic department and has administrative responsibilities for:
 - i. Organization and designation of duties for the department's administrative staff
 - ii. Development of policies and procedures related to intercollegiate athletics and the department, its personnel, and the college's involvement in national and regional organizations and conferences
 - iii. Implementation of the college's intercollegiate athletic policies and procedures
 - iv. Supervision and direction of the intercollegiate athletic department, its personnel, coaching staff, student-athletes, and groups or organizations that have a direct or indirect relationship with the department
 - v. Compliance with all applicable rules and regulations of the intercollegiate athletic department, NSHE, NJCAA, and SWAC

- vi. Responsible for the maintenance of athletic department budget data
- b. The director serves as an ex-officio member of the Intercollegiate Athletic Board (IAB).
- c. The director has responsibility for the supervising the conduct of the coaching staff and the adherence to budget and policy procedures by each individual sport.
- d. The director shall define the responsibilities for each athletic department employee through the job description and work performance standards. This includes conducting an annual assessment of each staff member's performance and goal attainment.
- e. The director serves as the institutional officer responsible for compliance with WNC Discipline Policies and Procedures, other institutional mandates, and NJCAA requirements.

3. Compliance Officer:

At WNC, there is a strong commitment to compliance with the rules and regulations established by the NJCAA, NSHE, and WNC. This commitment is accomplished through the appointment of a compliance officer with the Athletic Director having responsibility for the conduct of the athletic program.

Other related information includes:

- a. The dean of student services shall recommend to the College President the appointment of a compliance officer and that individual will report directly to the President for this specific function.
- b. Responsibilities include overseeing the day-to-day compliance activities related to the college's intercollegiate athletic teams. The officer has direct oversight duties associated with WNC's compliance rules and educational programs.
- c. The officer is responsible for conducting investigations into alleged violations of rules and reporting on the outcomes of those investigations to the appropriate college official and/or governing bodies.
- d. The compliance officer is responsible for monitoring compliance with NJCAA and conference rules related to recruiting, financial aid, student-athletic employment, and other related issues.
- e. The officer is responsible for coordinating NSHE (Title 4, Chapter 10, Section 18, Item 1b), College, NJCAA, and conference compliance audits.

VII. Commitment to Academic Excellence and the WNC *Principles of Community*

- 1. Intercollegiate athletics programs play an integral part of the educational program at WNC and student-athletes shall be an integral part of the student body. Policies and standards concerning the admission, academic standing and academic progress of student-athletes shall be consistent with policies and standards adopted for the student body.
- 2. Student-athletes are representatives of WNC and the University System. Student-athletes shall conduct themselves with honesty and good sportsmanship, in compliance with all applicable WNC, NJCAA, conference, and college rules and regulations (Title 4, Chapter 20, Section 6), and in accordance with all such rules and laws regulating gaming. Their behavior shall reflect the high standards of honor and dignity that characterize participation in intercollegiate activities.
- 3. The WNC *Principles of Community* serve as Appendix B.

VIII. Five-Year Athletic Plan

- 1. Consistent with the Board of Regents' Code (Title 4, Chapter 10, Section 18, Item 6) five-year plans for each institution shall be developed and implemented for intercollegiate athletics.
- 2. The WNC Intercollegiate Athletic Board and the department of intercollegiate athletics will co-develop and implement this plan on a periodic basis as mandated by Board of Regents and NJCAA requirements.
- 3. The WNC Intercollegiate Athletic Five-Year Plan serves as Appendix C.

IX. Assessment/Self-Study

1. The department of intercollegiate athletics will conduct assessment and program self-study activities consistent with Western Nevada College Policy No. 14-1-1:

Section 1. Purpose of Assessment and Evaluation

- A. The purpose of assessment is to gather information about the impact of a program or service; the ultimate goal of assessment is to improve a program or service.
- B. Assessment of a service or program, from the development of outcomes or objectives through the use of results, is the responsibility of those who provide the services or program.
- C. Evaluation is a process used to determine the worth or significance of something, be it a person, service, program or unit.
 1. The purpose of evaluation is to determine whether the college will commit resources, including funding, to support the position, service, program, or unit.
 2. While many people should be involved in the evaluation process, the final evaluation of a program, service, unit, or individual is an administrative responsibility.
 3. All evaluations should occur on a regular cycle, using clear, public criteria and procedures.

Section 2. Expectations

- A. The following points clarify the expectations regarding the participation of faculty, staff, and administrators in assessment and evaluation activities as well as establishing the guidelines for how the results of assessment and evaluation activities will be used at WNC.
- B. The first five statements address the domain of academic faculty and educational programs while the last three focus on classified staff and administrative faculty working in administrative and support services.
 1. The administration agrees to provide the support to allow faculty to improve student learning through assessment. Support includes budget, training, and staffing to aid faculty in this endeavor.
 2. The administration agrees that the purpose of the initial assessment is to improve student performance rather than evaluate faculty or individual outcomes.
 3. The administration and faculty agree that the purpose of assessment is to improve student learning.
 - a. Improvements in student learning can be accomplished in many ways, including changes to educational programs, courses, revision of criteria of success, or altering outcomes and mission statements.
 - b. It is the responsibility of the faculty within the teaching area being assessed to determine the outcomes, establish criteria for success, and develop systematic ways to improve student learning based upon the results of an assessment.
 4. If the program does not meet the criteria for success, the administration has an obligation to work with the faculty in the program to provide reasonable support to allow the program to improve.
 - a. Support can include budget, training, and staffing.
 - b. If reasonable support is unavailable, the administration agrees not to hold the individual faculty members within the program responsible for a failure to improve the program.
 5. It is the responsibility of faculty who teach in an area to use the results of assessment to improve the educational program for the area. Failure to develop and implement ways of improving the educational program using assessment results may be used in the evaluation of a faculty member unless it is clear that the reasonable support needed to make improvements was not available.
 6. The administration agrees to provide support for the improvement of administrative services and support programs deemed important to the college's mission and goals. The purpose of the initial assessment is to ascertain the success of the service or program and if the program or service is found to fall below the expected level of performance, this information will not be used in the evaluation of an individual or group connected with the program or service or in the evaluation of the service or program.

7. If a program or service does not meet the assessment criteria for success, the administration has an obligation to provide reasonable support to allow the program to improve. Support can include budget, training, and staffing. If reasonable support is unavailable, the administration agrees not to hold the individuals or unit responsible for a failure to improve the program.
8. It is the responsibility of those who provide the service or program to use the results of assessment to improve the service or program. Failure to develop and implement ways of improving the service or program using assessment results may be used in the evaluation of an individual, service, program, unless it is clear that the reasonable support needed to make improvements was not available.

X. National Junior College Athletic Association, and Scenic West Athletic Conference Memberships

1. National Junior College Athletic Association (NJCAA)
All WNC athletic teams are affiliated with the NJCAA. The purpose of this relationship is to promote and foster junior college athletics on intersectional and national levels so that results will be consistent with the total educational program of its members.
2. Scenic West Athletic Conference (SWAC)
All WNC athletic teams are affiliated with the SWAC. This organization serves as Region XVIII of the National Junior College Athletic Association. The purpose of the conference, in accordance with the philosophy and standards of the NJCAA, shall be to promote broad programs of intercollegiate athletics on the regional level, which are consistent with the educational aims and objectives of junior and community colleges.

XI. Staffing Responsibilities

a. Athletic Director

The director reports to the college president and is responsible for the organization and administration of effective programs in the area of intercollegiate athletics. The director is responsible for promoting the development and implementation of educational and athletic experiences that benefit the entire college community, while ensuring the academic and personal success of student-athletes.

The director has authority to recommend athletic policies and procedures; to evaluate staff assigned to the intercollegiate athletic department; to recommend the appointment of new and/or replacement personnel; to develop budgets related to the functional area and approve expenditures; and to represent the college in intercollegiate athletics.

The director has specific responsibilities as follows:

- i. Plan, coordinate, and direct the overall function of intercollegiate athletics, delegating authority and responsibility in this area as appropriate.
- ii. Foster goal-setting and assessment processes for the department consistent with the college's Strategic Plan and institutional goals.
- iii. Communicate with other areas of the college to enhance and improve services and to promote the mission of the department.
- iv. Direct the preparation of the intercollegiate athletic budget including individual budgets for each sport.
- v. Supervise and coordinate the preparation and maintenance of facilities through coordination with Buildings and Grounds.
- vi. Promote and coordination program visibility throughout the college, community agencies/ organizations, the media, alumni and other educational institutions.
- vii. Insure that effective and consistent procedures are utilized in the day-today operation of the department.
- viii. Promote the development, improvement and construction of facilities and equipment necessary to accomplish the mission and goals of the intercollegiate athletic department.

- ix. In cooperation with the office of institutional advancement, promote department efforts to enhance publicity, financial support, fund-raising and program visibility.
- x. Ensure compliance with all NSHE, NJCAA, and SWAC conference rules and regulations.

b. Head Coaches

As professionals, coaches are role models for student-athletes and are accountable to the standards established by NSHE, WNC, the NJCAA Coaching Ethics Code and the individualized performance standards established for each position (See Appendix D1 and D2). In addition, the following general expectations are established for all coaching positions.

The head coaches are directly responsible to the Athletic Director.

- i. All coaches must be thoroughly familiar with and comply with all policies and/or regulations of the NSHE, WNC, NJCAA, and the Scenic West Athletic Conference. Failure to abide by these policies and/or regulations will result in appropriate disciplinary action, including possible suspension or termination.
- ii. The head coaches are responsible for administering all aspects of the program under his/her charge – including coaching, recruiting, promotion, making grant-in-aid recommendations, scheduling, making travel arrangements, requisiting equipment, and supervising assistant coaches.
- iii. The head coach is accountable for managing his/her budget and is expected to authorize expenditures within the limits of that budget.
- iv. The head coach must submit a complete list of assistant coaches (including volunteers) to the Athletic Director prior to the beginning of the season for that particular sport. Any changes during the year must also be reported to the Athletic Director.
- v. Coaches must treat the academic status of their students with the highest priority. This is especially critical about the completion of requirements for progress toward a degree. Coaches are jointly accountable with the compliance officer regarding student academic progress and graduation.
- vi. Coaches should inform student-athletes of their responsibility to be aware of the WNC academic regulations.
- vii. The offices of Admissions & Records and the compliance officer verify the academic standing of all student-athletes at the end of each semester and summer sessions. At such times, students who are not meeting the minimums established by the intercollegiate athletic department and WNC are placed on probation or suspended in accordance with college regulations.
- viii. Head coaches are responsible for maintaining a current team roster with all appropriate WNC offices, including the compliance officer.
- ix. Coaches must submit the names of student-athletes to the office of the compliance officer for a verification of academic eligibility at the earliest possible date. Student-athletes are not issued equipment, or determined as eligible, until this process is completed.
- x. Prior to departure for any away-event, coaches must submit the appropriate travel forms, a roster showing the names of the student-athlete participants, dates of travel, itinerary (including locations of accommodations) to the Athletic Director and the WNC business office.
- xi. Coaches must recognize that they are public figures and that they must maintain a dress code that is appropriate for such a role. In doing so, they establish a standard for their student-athletes to emulate.
- xii. Head coaches are responsible for adhering to the NSHE and WNC drug and substance abuse policies, and referring student-athletes suspected of having such problems to the appropriate resource for assistance.

All coaches are responsible for the security of intercollegiate athletic department facilities and equipment including doors, keys, telephones, computers, etc. All doors should be locked after traditional working hours and keys should not be given to student-athletes.

A coach determined liable for equipment damaged will be personally responsible for replacement/repair of that equipment.

Coaches are not permitted to use physical or verbal abuse with student-athletes.

Coaches are prohibited from engaging in romantic or sexual relationships between members of the college community when one of the individuals involved has direct professional power or direct authority over the other.

c. Part-time Coaches

For the purpose of this section, the term part-time coach refers to individuals who are not full-time employees of Western Nevada College and report to a head coach. These individuals may be on the college's payroll or serve on a volunteer basis. Part-time coaches are appointed on an annual basis with the recommendations of the head coach for the sport and the Athletic Director. All relevant policies of NSHE and the State of Nevada apply to these individuals. Under general supervision, assists in the recruitment, supervision and coaching of intercollegiate student-athletes under NJCAA and SWAC guidelines. Assists the head coach in the coordination of a specific sport including the following responsibilities:

- i. Provide assistance in the coaching and coordination as delegated by the head coach.
- ii. Support identification and recruitment activities related to enrollment of potential student-athletes in accordance with NJCAA and SWAC regulations, guidelines, and standards.
- iii. Leads, monitors, and coordinates training and practice sessions, ensuring the adherence to all appropriate safety guidelines and standards.
- iv. Assist with the coordination and administration of a programs and activities of the intercollegiate athletic department and of their specific sport.
- v. Provide guidance and assistance to student-athletes on a variety of personal issues.
- vi. Represent the college, department, and their specific sport to various institutional programs and externally to the media, government agencies, funding groups, students, parents and the public.
- vii. Perform other duties as assigned by the head coach for their sport.

d. **Volunteers**

For the purpose of this section, the term volunteer coach refers to individuals who are not full-time employees of WNC and who are volunteering their time to assist the intercollegiate athletic department by agreeing to perform various duties with compensation. The following WNC policy must be adhered to for the appointment of all volunteers.

Procedure: **VOLUNTEERS IN STATE SERVICE**

Policy No.: 11-4-1

Note: NRS 616.130 requires volunteers to receive workers compensation coverage while engaging in the performance of those services set forth in the "description of volunteer duties."

Section 1. Use of Volunteers

- A. The volunteer agreement and the rights and obligations of the parties hereto shall be governed by and construed according to, the laws of the state of Nevada, and adjudicated in Nevada district courts.
- B. Volunteers are covered by the Workers Compensation Insurance program.
- C. Volunteers must be properly recruited and screened.
- D. Volunteers must formally complete all NSHE forms and agreements and follow the process for engaging. This includes the completion of forms by the engaging department.
- E. Only human relations can authorize a volunteer to start their assignment.
- F. The engaging department is responsible for training and assuring that the individual receives a safety orientation and other required periodic safety training.
- G. Volunteer services can be terminated with or without cause or notice at the discretion of either party.

Date adopted: September 15, 1985

Date last revised: May 11, 2004

See Appendix E for this form.

e. **Nevada Employee Handbook**

i. The State of Nevada Employee Handbook is available upon request at the following locations:

- Department of Personnel
290 East Musser Street
Carson City, NV 89701-4204
- Department of Personnel
Sawyer Building
555 East Washington Avenue
Las Vegas, NV 89101-1046
- WNC Human Resources Office
Bristlecone Building, room #104
2201 College Parkway
Carson City, NV 89703

XII. Student Participation

a. **Recruitment of Prospective Student-Athletes**

- i. All coaches recruit within the limitations of their respective budgets. Coaches must know and confirm to all NJCAA and Scenic West Athletic Conference rules and regulations that apply to their respective sports. If questions arise, coaches are to obtain clarification from the WNC Athletic Director.
- ii. All coaches are to provide the WNC compliance officer with the names of recruited student-athletes.
- iii. Letters of Intent (See Appendix F) must be initiated with the Athletic Director and completed/signed within the appropriate NJCAA guidelines.

b. **Eligibility Clearance**

- i. Coaches are responsible for ascertaining that each student-athlete who has completed his/her eligibility received intercollegiate athletic department clearance prior to departing the college.
- ii. Each coach will provide the Eligibility Clearance form (see Appendix G). The student-athlete will take the completed form to the appropriate offices to complete the exit interview process.
- iii. Failure of this process to be completed could result in a hold placed on a student's transcripts.

c. **Team Rules and Regulations**

- i. Each head coach will provide student-athletes on his/her team with rules and regulations regarding the general conduct of student-athletes. These rules and regulations will cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code, and expected standards of behavior. Student-athletes must be informed that the coaches will enforce appropriate disciplinary action when these standards are not observed.
- ii. The compliance officer and the head coach will meet with each team prior to the first scheduled completion to discuss compliance rules and regulations; to sign the NJCAA Student-Athlete Statement and Drug Testing Consent form stating he/she understand said rules and regulations.
- iii. Intercollegiate athletic department staff and student-athletes shall not knowingly:
 - a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition;
 - b) Solicit a bet on any intercollegiate team;
 - c) Accept a bet on any team representing WNC; or
 - d) Participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card, or any other method employed by organized gambling.
- d. Players who have been suspended by their head coach shall not travel to away games.

d. Student-Athlete Orientation

Prior to the beginning of any intercollegiate team practices or at the beginning of each sport's season, all student-athletes and other students directly involved in the WNC intercollegiate athletic program are required to attend an orientation program.

The program will consist of, but is not limited to, the following items:

- i. Athletic Principles of Conduct and behavior expectations (Appendix H)
- ii. Insurance information
- iii. Liability information
- iv. Calendar of scheduled competitions
- v. Important intercollegiate athletic department and staff telephone numbers
- vi. Academic requirements and guidelines
- vii. Health and immunization requirements
- viii. Eligibility
- ix. Financial aid

e. Academic Expectations

WNC establishes the following policies concerning academic issues, study time, and class time, assignments, tests and final examinations missed by student-athletes due to participation in officially sponsored intercollegiate athletic events.

- i. Selection of Academic Major
- ii. Academic Advisement/Testing
- iii. Academic Progress
- iv. Class Attendance
- v. Alternatives to Missed Class Time, Assignments, Tests and Final Examinations
- vi. Minimum Academic Requirements for Eligibility
 - a) Academic Good Standing
 - b) Initial Eligibility
 - c) Continuing Eligibility
 - d) Spring Semester Eligibility
 - e) Fall Semester Continuing Eligibility
 - f) Post Season Eligibility
 - g) Waiver of Requirements

XIII. Athletic Code of Conduct

The Nevada System of Higher Education (see Board of Regents Handbook, Title 4, Chapter 20, Section 6) and Western Nevada College have high expectations for all students including student-athletes.

a. Student-Athlete Responsibilities

As members of the WNC community, NSHE Board of Regents' Policies (Title 4, Chapter 20, Section 6), WNC Discipline Policy and Procedures (Appendix I), and the department of intercollegiate athletics' Principles of Conduct (Appendix H) govern student-athlete behavior.

b. Prohibited Conduct

Consistent with NSHE, WNC, NJCAA, and SWAC the college prohibits student-athlete involvement in specific actions and/or the use of certain substances. Appropriate disciplinary action, including suspension or termination from intercollegiate team membership, may result from a student-athletes conviction in such activities.

i. Illegal Drug and Substance Use

SWAC/Region XVIII prohibit the use of alcohol/drugs at any sponsored event (Appendix J). A student-athlete, coach, team official or other individual participating in an athletic event using or sufficiently impaired so as to endanger that individual or other individuals participating in said event by virtue of injury, use of alcohol, or drugs (including but not limited to performance

enhancing or pain killing drugs) may be removed or disqualified from further participation in the sporting event.

Student-athlete use of any illegal or performance altering substance is inconsistent with the philosophy and goals of intercollegiate athletic competition. For this reason, the college does not condone such behavior and will initiate immediate disciplinary sanctions in response to any alleged incidents of such conduct.

ii. Smoking and Use of Other Tobacco Products

The use of all tobacco products is prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. This rule applies equally to all student-athletes, coaches, authorized team personnel and other individuals participating in an athletic event. Although legal for individuals over 18 years of age, the college recognizes that the use of such substances outside of athletic activities negatively affects athletic performance and the quality of life on campus. Educational programming and cessation resources are made available by the college to assist student-athletes address their use of this substance.

iii. Hazing

Acts of hazing, which are defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual, are prohibited.

XIV. Recruitment Strategies

a. Publications

All publications, printed and/or electronic, will be developed and produced in consultation with the college's Information and Marketing office.

b. Website Development/Maintenance

The Intercollegiate Athletic department and specific sport websites are developed and maintained by the colleges' Information and Marketing office. The coaches and other intercollegiate athletic staff members provide input and data.

c. Partnerships with:

i. Academic Faculty

The members of the instructional faculty are critical components of a successful intercollegiate athletic program. As such, members of the Intercollegiate Athletic department work closely with the faculty and the vice-president of academic and student affairs to propose student-athlete and program success.

ii. Outreach

The college's outreach coordinator works closely with members of the Intercollegiate Athletic department to recruit student-athletes.

iii. Student Activities

Operating under the belief that extra-curricular activities help develop the "whole person," the Student Center Manager provides a wide variety of opportunities for personal growth, enrichment, and entertainment. To get the most out of the college experience, a student should get involved. Programs coordinated through the Student Center Office includes: WNC Fitness Center, Student Center facilities, special programs and events, and leadership development programs. The Student Center Manager functions as the primary contact for information about scheduling college activities. The office also assists with starting new student clubs, assisting students with implementing a great idea for a college event, or getting someone involved in student life. The Student Center Office is located on the first floor of the Dini Library and Student Center and is reached at 775-445-3324 or via email at stcenter@wnc.edu

iv. Information & Marketing

The Information and Marketing department personnel work closely with the Athletic Director and the individual coaches for publicity and media requirements. The information and marketing director makes all decisions regarding the assignment of personnel and staffing of events.

Maintaining a creditable image for the Intercollegiate Athletic department is an important function for the Information and Marketing area. It is important that the director and assigned staff are well informed by both the Athletic Director and members of the individual coaching staffs. Information and Marketing is the vehicle that presents the total picture of the intercollegiate athletic department for public consumption, and it is accomplished in consultation with the Athletic Director, coaches, student-athletes, and staff members.

Coaches and other staff may be interviewed and asked to comment on specific subjects. They are expected to cooperate at all times and show every courtesy. There may be instances when a coach may not want to grant an interview with a media person. However, it is important to note that the individual represents the entire WNC community, and therefore has the responsibility to NSHE and the college to obtain as much favorable publicity as possible. As much as possible, all interviews will be coordinated through the Information and Marketing function at a time and place convenient and mutually agreed upon by the coach, student-athlete, or staff member and the news media representative.

When information is given, ensure that the facts are accurate. Department and institutional issues are not aired in the media. The director of Information and Marketing is our liaison between athletics and the media. Use that office as conduit for information about our programs/sports, and realize that the staff do not control the editorial decisions made by the media concerning their coverage of our sports.

The director of Information and Marketing, in cooperation with the individual coaches, develops for the development and publication of media guides and programs.

v. Admissions & Records

The director of Admissions & Records serves as the designated compliance officer for the college. Working with the Athletic Director and individual coaches, the director collects all relevant data and documentation, determines the eligibility of each student-athlete, and processes the related NJCAA eligibility paperwork. The director also serves as a member of the WNC compliance team.

vi. Financial Aid

The college's Financial Assistance office is designated as the sole functional area responsible for the allocation and disbursement of financial aid to students, including all athletic-related financial assistance. The director serves as member of the WNC compliance team.

vii. Counseling/Academic Advisement Services

The director of Counseling Services or their designee advises all student-athletes on course enrollment and has institutional signature authority for changes to class schedules requested by a student-athlete. The director or designee serves as a member of the WNC compliance team.

XV. Post Season Competitions

As a representative for WNC, each athlete's conduct and appearance should be exemplary; whenever a student-athlete is on an intercollegiate athletic department sponsored function, s/he is expected to comply with the dress code established by the coach for that particular sport.

Student-athletes will use college-sponsored transportation unless a written request is submitted and approved by the coach and Athletic Director prior to the travel.

Qualifying for Regional, District, and/or National competition does not mean automatic entry. The Athletic Director must approve all requests for post-season competition. Post-season competition is a

privilege achieved by successful performance through the course of a sport season. The following criteria must be met for post-season competition:

1. Financial resources must be available to support the competition
2. Team Competition
3. Individual Competition
4. Eligibility
 - a. Academic
 - b. Physical
4. Scheduling

XVI. Financial Policies and Procedures

On a regular basis, WNC is responsible for reviewing and evaluating the financial, academic, and managerial aspects of the college's intercollegiate athletic program.

Consistent with Board of Regents Policies (Title 4, Chapter 10, Section 18), WNC is responsible for the proper accounting and administration of all funds, services, gifts-in-kind received and expended for intercollegiate athletics.

a. Budget

A budget plan will be developed and updated annually. This document will be acted on the by Intercollegiate Athletic Board. The Athletic Director, coaches and the Foundation Director will monitor funding and expenditures. As appropriate, the relevant accounts are audited as part of the college's on-going assessment and program review processes.

b. Purchasing



COLLEGE POLICIES

Procedure: WNC Purchasing Procedures

Policy No.: 7-3-1

Department: Finance and Administrative Services

Contact: Vice President of Finance and Administrative Services

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Purchasing Policy

As part of the Nevada System of Higher Education (NSHE), Western Nevada College is required to follow the Purchasing and Inventory Procedures established by Business Center North Purchasing Department. The complete [Purchasing Handbook](#) is available on-line.

To purchase materials, supplies, or services on behalf of WNC, the cooperation of the requestor, Business office-purchasing agent, and vendor is paramount. This cooperation includes a series of events that must occur in a specific sequence. Any variation from this sequence may result in Improper Purchasing Procedures, thus voiding the purchasing process. **Whenever possible, purchases of materials and supplies that total less than \$2,000 should be purchased using a WNC Purchasing Card.**

Step 1. The requestor obtains price information or quote from vendor for each item intended for purchase. Price information can come directly from the vendor's sales representative, catalog, web page, advertisement, etc.

Step 2. After receiving price information, the requestor prepares and submits a Purchase Transaction Request to the Signature Authority and the Business office-purchasing agent via e-mail.

Step 3. Following a review of the Purchase Transaction Request, the Signature Authority either approves or disapproves the purchase and notifies the Business office-purchasing agent, via e-mail, for further action.

Step 4. Upon receipt of proper authorization, the Business office-purchasing agent verifies vendor information within the NSHE Purchasing System.

Step 5. If the Purchase Transaction Request specifies a vendor not currently authorized within the NSHE Purchasing System, the requestor submits a Vendor Application Form and Form W-9 to the vendor for compliance with NSHE Purchasing Procedures.

Step 6. The Business office-purchasing agent processes the Purchase Transaction Request for the materials, supplies, or services requested by preparing the appropriate purchase document.

Step 7. The Business office-purchasing agent submits the purchase document to the vendor (or BCN Purchasing if applicable) and sends a copy to the requestor, Accounts Payable, BCN Purchasing, and WNC Receiving.

Step 8. The vendor ships the materials/supplies or provides the services identified in the Purchase Order to the requestor.

Step 9. The requestor verifies that the materials, supplies, or services identified on the packing slip exactly match those materials, supplies or services identified in the purchase order.

Step 10. The vendor sends an invoice for the materials, supplies, or services identified in the purchase order to Accounts Payable.

Step 11. Upon receipt, the requestor verifies the materials, supplies, or services identified on the packing slip were received in good order.

Step 12. The requestor notifies the vendor and Accounts Payable of any materials, supplies, or services not received in good order.

Step 13. The requestor returns the materials, supplies or services not received in good order to the vendor for replacement. A Vendor Return Authorization Number may be required.

Step 14. The vendor replaces the materials, supplies, or services not in good order and ships replacements to the requestor.

Step 15. The vendor credits the WNC Customer Account for the returned materials, supplies, or services.

Step 16. The vendor notifies Accounts Payable of any credit applied to the WNC Customer Account.

Step 17. Accounts Payable issues a check for payment for those materials, supplies, or services received in good order.

Purchasing Procedures

Section I – Administrators, Faculty, and Staff Responsibilities

1.1. Administrators, faculty, or staff should:

1.1.1. Complete the vendor/payee section of the *Purchasing Transaction Request* to include the vendor's name, mailing address, voice and fax telephone numbers, and vendor code. The vendor code can be obtained using Financial Data Warehouse. If this is a *Request for Check to an individual*, it is necessary to enter the SSN of the payee as the Signature Authority must answer the payee/beneficiary question and print and sign his/her name to the question (see paragraph 1.2.1). If the Request for Check is to refund or reimburse an individual, the Tax ID# is not required.

1.1.2. Complete the 'Requested By' section of the *Purchasing Transaction Request* to include the point-of-contact for this purchase request, mailing 'Ship To' address, voice and fax telephone numbers. This is to whom and where the vendor will ship the item(s) purchased.

1.1.3. Complete the Item Identification section. Use one line for each specific item purchased. Tab between the fields in each line to enter the data. From the right margin, outside the table, press *Enter* to ADD any additional lines you may need. Please DELETE (mark and right click) any unused item lines. Complete each field as follows:

1.1.3.1. Quantity: Fill in the number of items per Unit of Issue requested.

1.1.3.2. Unit of Issue: Fill in the Unit of Issue for the item (i.e., Each, Box, Package, Gallon, Pound, Foot, etc.)

1.1.3.3. Stock Number: Fill in the vendor's catalog or stock number of the item.

1.1.3.4. Detailed Description: Describe in detail what you are purchasing (i.e., Paper Mate Rolling Writer, Black). If this is a Service (non-commodity) Request requiring a Blanket Purchase Order or Renewal, fill in as complete a description of the service as possible to include frequency of service and attach any service agreement furnished by the vendor.

1.1.3.5. Unit Price: List the price of the item per Unit of Issue.

1.1.3.6. Total: Multiply the unit price by the quantity and fill in the amount here. The purchasing agent will confirm prices and totals as they process each request.

1.1.4. Total Amount: Add the amounts in the Total Column and fill in the amount here. Be sure to include any shipping & handling charges as a separate line item, if necessary.

1.1.5. Identify any special instructions you may have for the Business Office-Purchasing Agent (i.e., backup information sent via separate cover, disbursement instructions for a Request for Check, etc.). If you would like the Business Office-Purchasing Agent to comparison-shop your order with other vendors, please state on the Purchase Transaction Request. If this is a Service (non-commodity) Request requiring a *Blanket Purchase Order* or Renewal, be sure to indicate the period covered and reference the prior year's BPO number, if applicable.

1.1.6. Identify any special instructions you may have for the vendor (i.e., Customer Account Number, Ship Second Day Air, Deliver by Deadline Date, etc.).

1.1.7. Complete the name of the Signature Authority for each account from which funds will be expended. Note: One (1) line has been included on the *Purchasing Transaction Request* form. Copy and paste as many lines as needed, one for each Signature Authority.

1.1.8. Complete the Account Number(s) (Fund – Area – Orgn – Obj - Sobj) from which funds will be expended for this purchase. Use Financial Data Warehouse to look up the Obj and Sobj codes. Note: One (1) line has been included in the *Purchasing Transaction Request* form. Copy and paste as many lines as needed, one for each Account Line from which funds will be expended.

1.1.9. Save the document into your *Purchasing Transaction Request* file as a MS Word Document (.doc).

1.1.10. Submit the *Purchasing Transaction Request* once to the Signature Authority and appropriate Business Office-Purchasing Agent via e-mail as an MS Word Document (.doc) attachment. The subject line of the e-mail should include the *Area* and *Vendor's Name* (i.e. [982 Office Depot](#) Purchase Request). If you have backup documentation to accompany the *Purchasing Transaction Request*, you should include it as an attachment to your e-mail. If you cannot e-mail the backup information, you should also print a

copy of the *Purchasing Transaction Request*, attach the backup documentation, and forward (fax) these documents directly to the Business Office-Purchasing Agent.

1.1.11 The Business Office-Purchasing Agent will assign and fill-in the Order Number to your request, identify the type of purchase, encumber the funds, and place the order with the vendor upon receipt and authorization of an e-mailed *Purchasing Transaction Request*.

1.2. The Signature Authority should:

1.2.1. Review the *Purchasing Transaction Request* for accuracy, availability of funds, and approve for purchase as necessary. If this *Purchasing Transaction Request* is later determined to be a Request for Check (RFC) paid to an individual, the Signature Authority must answer the payee/beneficiary question (incorporated by Business Office-Purchasing Agent into the document) and sign his name to the question. (This does not pertain to refunds or reimbursements.)

1.2.2. If the *Purchasing Transaction Request* is approved, the Signature Authority should select *Reply All* and E-mail his authorization for purchase to their respective purchasing agent. The E-mail must originate from the Signature Authority and must contain the statement *Purchase Approved, Vendor Name, and Dollar Amount* or some such similar statement.

1.2.3. If the *Purchasing Transaction Request* is not approved, the Signature Authority should notify the purchasing agent and return the *Purchasing Transaction Request* to the requestor with an explanation for denial, if appropriate.

1.3. Once the Purchase Order is placed with the vendor, an e-mail copy will be returned to the requestor and division chair/director administrative assistant for their records and verification of goods received.

1.4. If you have a rush order, and Purchasing Card limitations preclude the use of the Purchasing Card, the order should be accompanied by a valid explanation for special handling and, if the order has a deadline, that date should be specified.

1.3 Improper Purchasing Procedures (IPP)

Invoices and requests for payment or reimbursement which do not reference a valid purchasing document, or are found to be in violation of WNC and NSHE purchasing policies and procedures, are considered to be an Improper Purchasing Procedure. If, for any reason, you violate purchasing procedures, stamp the invoice "Approved for Payment," assign the appropriate account number, date and obtain the authorized signature; submit the invoice along with your written explanation as to why proper purchasing procedures were not followed to the Business Office, Accounts Payable Department. The division chair/director and/or appropriate dean and the vice president of Finance and Administrative Services must approve the improper expenditure before payment can be made; more than one violation may require presidential sign-off. If approval is not obtained from the division chair/director and/or appropriate dean and the vice president of Finance and Administrative Services, the purchasing procedure violator could be held personally liable for this expense.

The Controller's office maintains a log of all Improper Purchasing Procedures and the violators. Those who are repeat offenders could be subject to personal liability.

Section II – Purchasing Department

2.1. Upon receipt of an approved *Purchasing Transaction Request*, the WNC Business Office-Purchasing Agents shall:

- 2.1.1. Identify the type of *Purchasing Transaction Request* received: Departmental Purchase Order (DPO); Internal Order (IXO); RX Requisition (RX); RQ Requisition (RQ); Request for Check (RFC); Independent Contractor Request (ICR); or Facilities Use Agreement (FUA).
- 2.1.2. Verify the individual(s) is authorized to expend funds from the account(s) listed on the *Purchasing Transaction Request* against the Advantage SIGA Table.
- 2.1.3. Verify availability of funds in the account(s) against the appropriate Advantage ESUM, EXP2 or APP2 Table.
- 2.1.4. Verify vendor information against the Advantage VEN2 Table.
- 2.1.5. Verify all necessary supporting documentation (i.e., bids, maintenance agreements, required quotes, Certificate of Liability, etc.) is received at Business Office-Purchasing before processing the request.
- 2.2. If the *Purchasing Transaction Request* is complete as required, the WNC Business Office-Purchasing Agent will process the request expeditiously as follows:
 - 2.2.1. If less than \$2,000.00, assign the appropriate Purchase Order Number to the DPO document. If the *Purchasing Transaction Request* is \$2,000.00 or more, or an Independent Contractor Request, WNC Purchasing Department Agent will complete the appropriate BCN Requisition Form or Independent Contractor process.
 - 2.2.2. Record the document in the appropriate *Purchasing Transaction Request* Log.
 - 2.2.3. Encumber the DPO and annotate it with their initials and date as required.
 - 2.2.4. Submit the Purchase Order (less than \$2,000.00) to the vendor. Fax the RX or RQ document to BCN Purchasing, 782-6017, for processing and encumbering.
 - 2.2.5. E-mail the requestor, with copies to the division chair/director/administrative assistant, Accounts Payable, BCN Purchasing, and Central Receiving notifying these individuals when (date and time) the order was placed with the vendor.
- 2.3. If the information contained in the *Purchasing Transaction Request* does not meet all the requirements for processing, the requestor will be notified by phone or e-mail. WNC Purchasing Department will hold the *Purchasing Transaction Request* for thirty (30) days. If there is no resolution of the problem within thirty days, the document will be returned, to the requestor, without action.

Section III – Accounts Payable Department

3. The Accounts Payable department is responsible for accurate payment of all invoices received at Western Nevada College. (See the Business office's web page [Accounts Payable](#) for payment procedures, etc.).

Purchasing Card Program

Western Nevada College's Purchasing Card Program is designed to implement a more efficient, cost-effective method of purchasing and paying for transactions within established usage limits. The purchasing card may be used at any merchant or service provider that accepts the card. For transactions that are RESTRICTED, (see Purchasing Card Financial Policy, in this document, paragraph 3).

The purchasing card is NOT intended:

- to avoid or bypass appropriate purchasing or payment procedures; rather it complements the existing processes available
- for personal use

The purchasing card can be used for both in-store purchases as well as mail, phone, Internet or fax orders.

All cards are issued for the use of a specific individual and card usage may be audited, and/or rescinded at any time.

To be used for any purchase under \$2000 when possible.

A Manual is provided to each cardholder and includes the guidelines under which the purchasing card may be used. Please read it carefully. A signature on the Western Nevada College Purchasing Cardholder Agreement (see Appendix 1) indicates that the employee understands the intent of the program and agrees to adhere to the guidelines established for the program. Employees will be issued a purchasing card when the Cardholder Agreement is signed. The card may be used immediately upon issuance. Contact the designated purchasing card administrator in the Business office if there are any questions about card usage.

Recordkeeping is essential to ensure the success of the program. As with any credit/charge card, you must retain sales slips, cash register receipts, invoices, order forms and receiving reports for your protection. In addition, a Purchasing Card Transaction Log should be maintained to expedite reconciliation and approval.

The card holder is responsible for the security of the purchasing card and the transactions made against the card. The purchasing card is issued in an employee's name, and any purchases made against the card are the employee's responsibility. Use of the card not in accordance with the guidelines established for the program may result in personal liability.

Finally, remember college funds are committed each time the purchasing card is used. This responsibility cannot be taken lightly!

Merchants Who Do Not Accept the Card

Anyone from whom you currently purchase goods or services should be considered a potential vendor of the Purchasing Card Program, even if they do not currently accept purchasing cards. If they are not currently participating, you should contact the WNC purchasing card administrator who will have the bank contact your vendor.

Although we do not endorse the specific card or any of its associated banks specifically, we encourage merchants to become involved in the Purchasing Card Program so that cardholders can use the program most effectively.

Some Restrictions Are Built into the Program

No individual transaction may exceed \$1,999.00. **In accordance with Purchasing Policies, no transaction over \$1999.00 may be broken into two or more smaller transactions to circumvent this restriction.** Each card has been assigned credit and transaction limits by the Business Office Purchasing Card Administrator.

The general credit and transaction limits assigned to new purchasing cards are as follows:

- Dollar Amount Per Transaction \$1,999.99
- Dollar Amount Per Cycle (monthly) \$5,000.00
- Number of Authorizations Per Day 10
- Number of Transactions Per Cycle (monthly) 50

These limits may be adjusted, with the exception of per transaction dollar amount, based upon the individualized needs of individual cardholders in consultation with the department purchasing representative and the WNC purchasing card administrator.

Some vendors have been "blocked" from participation in the program. If you present your purchasing card to any of these merchants, the transaction will be declined. It is likely that any merchant you currently utilize as a source for products or services will accept your purchasing card. If you are declined, and feel the decline should not have occurred, contact the bank customer service 800-number indicated on the back of the card or the WNC purchasing card administrator. They will explain if you were declined because of the merchant blocking, or if you may have exceeded the monthly credit limit or single transaction dollar limit imposed on your purchasing card.

In summary

Merchants are paid within three days of a business transaction. Please indicate to merchants that they must not invoice the college as an invoice could result in duplicate payment. Request merchants to give detailed description of goods purchased, not just "misc."

The program is designed to be simple and easy to use, providing you with the goods needed to perform your job more quickly and with fewer steps to accomplish the task. However, we need to maintain appropriate controls to insure the ongoing success of the Program.

We require card holders to exercise good judgment and act responsibly when using a purchasing card. **When using your card in person, before leaving the vendor's establishment, check the receipt for sales tax. Have it corrected at that time.** The card is issued in the employee's name and all activity is the employee's responsibility. Maintain the purchasing card transaction log and always retain the original receipts!

In addition, card activity and receipts/sales slips will be audited for correctness and appropriateness. Consequences, ranging from suspension of cards to appropriate disciplinary action may result from improper use of the purchasing card.

If there are any questions about the program or additional information is needed, contact the purchasing card administrator in the Business office.

Purchasing Card Financial Policy:

1. All cardholders must sign and accept the terms and conditions of the Western Nevada College purchasing card cardholder agreement.
2. All purchase transactions processed against a purchasing card must be made by the individual to whom the card is issued.
3. The purchasing card cannot be used for the following transactions:
 1. Alcoholic beverages
 2. Animals and animal related purchases
 3. Automotive fuel
 4. Cash advances
 5. Construction and renovations
 6. Consulting services/Independent contractor services
 7. Copying available from Copy Center
 8. Firearms/Weapons/Pyrotechnics
 9. Host/Entertainment related expenses

10. Inventorially equipment
 11. Items of a recurring nature that should be requisitioned in large quantities through Purchasing
 12. Participant support expense
 13. Personal Items
 14. Printing or typesetting available from Print Shop
 15. Radioactive and hazardous materials
 16. Restaurants
 17. Service/Maintenance agreements
 18. Sub-agreements/Subcontracts
 19. Travel and travel related expenses
 20. Tuition fees/Scholarships
 21. Sensitive and computer-related equipment (Policy #7-3-3)
 22. Utilities, including telephone bills
4. Purchase transactions cannot exceed \$1,999.00 (including all delivery, shipping and/or special handling charges) per transaction limit. A transaction is defined as one telephone call or visit to a vendor per day. Per Purchasing Policies, transactions over \$1,999.99 may NOT be broken into smaller amounts to circumvent this restriction.
 5. Purchases must be for the use and benefit of the College. **No personal purchases are allowed.**
 6. It is the cardholder's responsibility to maintain the documentation for all transactions in accordance with the college requirements (see Recordkeeping and Documentation).
 7. It is the cardholder's responsibility to report immediately the loss of the card to the issuing bank and the college designated purchasing card administrator (see Lost or Stolen Credit Card).
 8. It is the cardholder's responsibility as an agent of the college to ensure that State of Nevada sales tax is not charged. State of Nevada Sales Tax Exemption letters are available from the Business office website.
 9. The cardholder is responsible for ensuring that the proper college account is charged for the purchase and that sufficient funds are available in the account.
 10. It is the cardholder's responsibility to attempt to resolve a dispute with the vendor within fifteen (15) days of receipt of a disputed purchase. If a resolution is not possible, the cardholder should contact the bank's customer service department (1-800-366-6056). All disputes must be reported to the bank within 60 days of the last cycle in which the item was purchased (see resolving errors, disputes, returns, and credits).
 11. It is the cardholder's responsibility to assure that the purchasing card is secured at all time.
 12. Purchasing cards must be returned to the designated college purchasing card administrator upon a cardholder's termination of employment.
 13. Violation of these policies may result in revocation of the purchasing card.
 14. Fraudulent use of the purchasing card may result in disciplinary action and personal liability of the cardholder.

Purchasing Card Control

To Obtain a Purchasing Card

After an employee reads and understands the procedures outlined:

- Complete the Purchasing Card Cardholder Account Form. If there are questions, contact the designated purchasing card administrator in the Business office.
- Complete and sign the Western Nevada College Purchasing Cardholder Agreement.

- The employee's department dean/director must indicate approval by signing the Cardholder Agreement.
- Forward the original signed forms to the designated purchasing card administrator in the Business office.
- The designated purchasing card administrator will acquire a purchasing card from the card vendor. The employee will be notified when it is available from the purchasing card administrator. The employee must pick it up from the Business office and sign for receipt of the purchasing card. It will not be mailed. Photo ID will be required.

When an employee receives a card, call the 800 number to activate it, sign the back immediately and always keep it in a secure place! Although the purchasing card is issued in the employee's name, it is the property of the college and is only to be used for college purchases as defined in this document.

Cardholder Account Form and Cardholder Agreement

The purchasing card administrator requests purchasing cards from the bank after the purchasing card requestor and dean or director have completed the Cardholder Account Form and Cardholder Agreement. Cards are revoked for misuse or non-compliance with procedures.

Canceling the Card

To cancel a card upon a cardholder's request; upon termination of employment with the college; or upon request of the college, the card should be cut in half and delivered to the purchasing card administrator in the Business office. The purchasing card administrator will notify the bank of the cancellation.

Card Renewal

Renewal cards are automatically mailed to the designated purchasing card administrator in the Business office every other year. Again, it is the employee's responsibility to personally pick up the card from the purchasing card administrator and sign for receipt of it.

Lost or Stolen Card

If a purchasing card is lost or stolen, immediately notify JP Morgan-Chase at 1-800-207-5359 and the purchasing card administrator in the Business office. When reporting a lost or stolen card, the cardholder should tell the bank representative the call is regarding a Purchasing Card. The bank will automatically issue a new card.

Revising "Default Account Number" Information

The default account number codes for each card can be changed by submitting a revised Cardholder Account Form to the designated purchasing card administrator in the Business office.

Purchasing Card Security

Only the authorized cardholder may use the purchasing card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

Purchasing Cardholder Responsibilities

General

- The card is to be used for goods or services specified in the Purchasing Manual.

Receipt of Materials and Services

- The cardholder is responsible for ensuring receipt of materials and services and will follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.
- For telephone or catalog orders, make sure complete shipping address and instructions are given to the vendor along with the employee's name (e.g., name, center, city, state and zip code).

Recordkeeping and Documentation\Sample Statement of Account

- To facilitate the reconciliation and approval process, the cardholder is responsible for obtaining all original credit card slips, cash register receipts, packing slips, etc. and submitting them with the Statement of Account to their supervisor each month.
- The cardholder's copy of the credit card slip must contain a description of the merchandise purchased or be accompanied by an itemized receipt or invoice.
- When ordering by phone, a Telephone Order Information Sheet must be completed (vendor name, date of order, item(s) ordered, cost of order, and any shipping and handling charges), and attached to the Statement of Account.

Reconciliation and Approval Process

- On the 7th of each month (or the next working day after the 7th), the purchasing card administrator will send a reminder email to each cardholder to notify it is time to reconcile the Pcard transactions. Reconciliation period will always be from the 7th of the previous month to the 6th of the current month.
- The cardholder or designee can access daily transactions and a Statement of Account report via the web (www5.paymentnet.com).
- Credit card slips, cash register receipts, packing slips, telephone order information sheets, etc. and the monthly purchasing card Statement of Account should be stapled together. Small receipts must be attached to a letter size sheet of paper to avoid getting lost. These are to be forwarded to the Business office each month to insure the accounts are charged in a timely manner.
- Any discrepancies on the cardholders' Statement of Account should be noted and explained in writing on the statement. If a credit is pending, note this on the sheet.
- If associated receipts are not available when submitting the monthly statement of account, provide an explanation on the statement and submit the receipts later. Clearly indicate the month to which the receipt relates, cardholder name and the last four digits of the Purchasing card number on the receipt and submit it to the purchasing card administrator in the Business office.
- To obtain a copy of a charge or credit slip, call the bank's Customer Service Department at 1-800-207-5359. For each copy, there is a \$5.00 charge billed to your card.

Billing, Payment and Account Distribution Process

Cardholder Statement of Account

Department purchasing representatives access their accounts on the Internet and print a cardholder Statement of Account monthly.

Paying the Bank

- Payment to JP Morgan-Chase is automatic, via bank draft, approximately seven (7) days after the close of each monthly billing cycle, which ends on the 6th of each month.

- Each cardholder or designee will have the opportunity to edit transactions on the web (www5.paymentnet.com). The account numbers are entered on a transaction report associated with each individual purchase. A Statement of Account can then be generated and signed by the cardholder and the approving authority. With the receipts attached, the signed Statement of Account must be forwarded to the Business office each month to assure timely posting in the financial accounting system. Changes in account numbers or redistributions of the transaction after that date may be done via email submitted to the Business office, where a journal voucher will be processed.

Sales and Use Tax

Western Nevada College, as an agency of the State of Nevada, is exempt from payment of State of Nevada sales or use tax on its purchases as provided by NRS 372.325, NRS 374.330 and NRS 377, when applicable.

Information on the college's tax-exempt status appears on the front of the purchasing card. **Be sure to remind the Vendor of our *Tax Exempt* status when making a purchase.**

Resolving Errors, Disputes, Returns and Credits

- The cardholder is responsible for following up with the vendor or bank on any erroneous charges, disputed items or returns as soon as possible.
- The cardholder must contact the vendor first to resolve any outstanding issues (most exceptions can be resolved this way).
- If the cardholder is unable to reach agreement with the vendor, the next step is to contact the bank's Customer Service Center (1-800-207-5359).
- The bank may ask the cardholder to complete a dispute form and fax or mail the completed form to the bank (see Appendix 4). On the form, note the reference number the customer service representative gives to you. A copy of the dispute form should be sent to the purchasing card administrator in the Business office.
- The bank must be notified of any disputed item within 60 days of the last billing cycle in which the item was purchased. The billing cycle closes on the 6th of each month. The bank will credit the cardholder's account and conduct an investigation. Upon completion of the investigation, the cardholder is notified of the resolution. If the dispute is not settled in the cardholder's favor, the account is charged for the disputed transaction amount.
- If unable to reach an acceptable solution, the cardholder should call the purchasing card administrator in the Business office.
- Disputed billing can result from failure to receive goods or services charged, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. In the event of fraud, notify a designated purchasing card administrator or the Purchasing Card Administrator as soon as possible.
- Documentation should be kept explaining each credit received for returns or exchanges.

Host Expenditures and Procedures

Host expenditures are governed under the Board of Regents Handbook, Title 4, Chapter 10, Section 24 and the NSHE Procedures and Guidelines Manual, Chapter 5, Section 1.

GUIDELINES FOR USE OF HOST ACCOUNTS

Guiding Principle: The use of the host account must provide a benefit to the college such as create goodwill, promote business, etc.

Guidelines for Use of Host Account:

1. Special functions such as receptions, table purchases, workshops, large groups of visitors, etc., must have prior approval. If hosting a lunch or dinner for a few people, no prior approval is necessary. The intent of prior approval is for special functions.
2. Personnel external to WNC must be involved in the hosting of a meal or special function (exception: annual welcome back BBQ, holiday potluck, etc.). Meetings for employees may be hosted if they are infrequent in nature, there is an agenda and minutes are kept, or if the meeting extends through a mealtime.
3. When hosting meals, personnel external to WNC such as advisory boards, legislators, businesspersons, etc. must attend, and the WNC employee-to-guest ratio should not exceed 3-to-1 without written justification.
4. The expenses of a spouse or guest of an employee of WNC will normally not be reimbursed. Exception may be made in specific situations (e.g., meals for a candidate for a position at WNC where the candidate's spouse or guest is included).
5. The designated Signature Authority must approve the host expense prior to payment by Accounts Payable.
6. Cost guidelines for meals should not exceed the maximums currently established by the GSA standards.
7. Alcoholic Beverage Policy: The purchase of alcoholic beverages for use at Nevada System of Higher Education functions shall be permitted for the following functions or pursuant to the following conditions:
 - a. Conferences and institutes where a part of the fee collected are for a cocktail party.
 - b. Host account expenditures for liquor with dinner and for large receptions.
 - c. Student governments must have the institutional President's prior approval and the institutional President is to be the only person authorized to approve payment of the purchase of alcoholic beverages from student government funds. The institutional President will only grant this authorization upon being satisfied that proper supervision is provided in the dispensing of alcoholic beverages.

Host Expense Forms

Host Account Expenditures Form – (Found on the WNC Intranet, Business Office, Forms) Use for reimbursement to an employee for an out-of-pocket host expense such as a luncheon meeting at a restaurant, purchase of food for special events or meetings.

Purchase Transaction Request Form – (Found on the WNC Intranet, Business Office, Forms) Use to purchase food, refreshments, flowers, etc. from a vendor such as Costco, Wal-Mart, etc. for special events or meetings.

Petty Cash Accounts

Petty cash funds may be used for a variety of purchases including postage, PO box rental, miscellaneous supplies, services or repairs, city/county dumping fees, etc. Petty cash funds may not be used for cashing personal checks, host expenses or reimbursements, short-term loans, purchase of

equipment or radioactive material, or travel claims or advances. Use of petty cash funds is limited to \$50.00 per purchase.

Approved petty cash accounts may include:

Petty Cash Accounts	Approved Amount
Business Office	\$600.00
Carson Library and Media Services	\$65.00
Community Services	\$50.00
Douglas Campus	\$50.00
Fallon Campus	\$200.00
Fallon Library	\$65.00
ASWN Fallon	\$50.00
Fernley Center	\$100.00
Hawthorne Center	\$100.00
Lovelock Center	\$100.00
Yerington Center	\$100.00
Performing Arts Programs	\$200.00

Cashiers should submit requests for reimbursement of petty cash funds in accordance with the Purchasing Procedures. Be sure to attach the original receipts, credit card charge slips, or vendor invoices to the paper copy of the Purchase Transaction Request and forward this to the Business office for processing.

Revised: January, 2009

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Western Nevada College Policies

Policy 6-1-3: College Equipment

WNC Policy 6-1-3

Procedure: College Equipment
Policy No.: 6-1-3
Department: [Facilities Planning & Management](#)
Contact: Director

Policy: College equipment is property of Western Nevada College.

- [Students](#)
- [College Personnel](#)
- **Section 1: Students**
 - A. College equipment is only to be used by students for college work assignments.
 - B. The use of equipment for personal business or profit is prohibited.
 - C. Students using computer labs for non-computer courses will be required to pay a computer laboratory fee of \$20 per semester.
- **Section 2: College Personnel**
 - A. College personnel may not take computers, typewriters, or other college equipment home (except under special circumstances with written permission of the appropriate administrator).

Date Adopted and Dates Revised

Date Adopted	May 16, 1990	Dates Revised	September 2, 2008; May 11, 2004
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Western Nevada College Policies

Policy 9-1-1: Public Information and Promotion

WNC Policy 9-1-1

Procedure: Public Information and Promotion
Policy No.: 9-1-1
Department: [Information & Marketing Services](#)
Contact: Director

Policy: College public information and marketing shall be the responsibility of and coordinated through Information and Marketing Services.

• **Section 1: Public Information and Promotion**

- A. Promotion and public information at Western Nevada College includes all of those planned efforts, actions and other measures which are used to increase community awareness of the college. These include public service announcements, news releases, purchased print and broadcast advertising, photography, speaking engagements by college personnel, brochures, fliers, catalogs, and in-house produced video and slide/tape programs.
- B. It will be the responsibility of the college president and each college vice president, dean, director, or coordinator to identify those activities within their areas of responsibility which they wish to have promoted.
- C. It will be the responsibility of the director of public information/marketing to produce and disseminate general college promotional and/or informational material. This will include working cooperatively with the originator of the concept, and serving as a liaison between the college and non-college personnel (such as printers, typesetters, print and broadcast media personnel, vendors and program organizers).
- D. Individual faculty members and college staff personnel are encouraged to identify college events and personal accomplishments worthy of promotion. Faculty and staff should submit an e-mail or telephone request to the director of public information/marketing.
- E. The individual faculty or staff member is responsible for the accuracy and content of the material and for obtaining the approval of the dean, coordinator, director, vice president or president prior to release of the information.
- F. News releases and copies of other promotional and/or public information material will be forwarded to the director of public information/marketing.
- G. The director shall maintain a file of all such information and shall review the information with the president on a regular basis.

Date Adopted and Dates Revised

Date Adopted May 9, 1984

Dates Revised September 2, 2008; May 11, 2004; June 6, 1994

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Western Nevada College Policies

Policy 7-1-1: Contracts

WNC Policy 7-1-1

Procedure: Contracts
Policy No.: 7-1-1
Department: Finance & Administrative Services
Contact: Vice President of Finance and Administrative Services

Policy: WNC handles all non-employment contracts in the manner outlined in the following procedure.

- **Definitions**
- **Signature Authority**
- **Contracting Procedures**
- **Signature Authorization Form**
- **Exceptions**
- **Section 1: Definitions**
 - A. **Contract** - as defined in the NSHE Procedures Manual, Chapter 5, Section 3:
 - 1. "A contract is an agreement between two or more persons (or entities) that creates an obligation to do or not to do a particular thing. Its essential components are competent parties (persons or entities legally capable of contracting), subject matter (the purpose of the contract), a legal consideration (the inducement to contract, usually money or something of value, but also including mere promises to perform something or refrain from doing something), mutuality of agreement (all parties must voluntarily enter the contract) and mutuality of obligation (all parties are obligated to do something or not to do something they otherwise have a right to do).
 - 2. Labels do not control whether a contract exists or not. The following, which are not meant to be all-inclusive, **are all contracts** as they constitute an agreement between two or more persons that creates an obligation to do or not to do a particular thing (*this policy does not include letter of appointment contracts*):
 - a. contract
 - b. agreement
 - c. lease
 - d. rental agreement
 - e. letter or memorandum of intent
 - f. letter or memorandum of agreement
 - g. letter or memorandum of understanding
 - h. employee separation agreement
 - i. facility use agreement
 - j. education affiliation agreement
 - k. purchase order
 - l. grant application
 - m. grant agreement"
 - B. To be valid, the agreement must state that it is entered into by the **BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, on behalf of Western Nevada College.** Similarly, the signature block should read:

THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, on behalf of Western Nevada College

By: _____
 Chancellor (or appropriate title if signature has been delegated)

- **Section 2: Signature Authority**

- A. The president, pursuant to the delegation of authority from the Chancellor set forth in the NSHE Procedures Manual, Chapter 5, Section 3, Question 13, has signature authority for all contracts which require consideration (cash, property, or services) valued at one million dollars (\$1,000,000) or less calculated by adding the total cumulative payments, delivery or performance over the entire term of the contract, and which are for terms of five years or less or which provide the right to renew for terms that do not exceed five years in the aggregate and other prescribed agreements. Contracts exceeding these limitations must be recommended by the President and forwarded to the Chancellor for signature.
- B. The president, pursuant to authorization granted in the NSHE Procedures Manual, Chapter 5, Section 3, Question 14, has delegated to the vice presidents of Academic and Student Affairs, Finance and Administrative Services, Development and External Relations, and Human Resources and General Counsel signature authority for their appropriate areas, with the following limitations:
 - 1. The contract must not exceed \$100,000.00.
 - 2. The contract must not exceed one year in duration.
- C. Notwithstanding the delegation of authority set forth above, no vice president shall enter into a contract that substantially impacts the college without informing the president and obtaining the president's authorization to execute such an agreement.
- D. A letter memorializing the President's delegation is on file in the President's Office. Any contract exceeding the foregoing limitations must be signed by the President or his/her designee in times of absence.

- **Section 3: Contracting Procedures**

- A. All contracts must be reviewed by the vice president for Human Resources and General Counsel prior to signature.
- B. **A signed contract must be on file in the vice president of Finance and Administrative Services office *prior* to the effective date of the contract.**
- C. The Facilities Management & Planning department is responsible for coordinating and processing on-site Facility Use Agreements for the college.

- **Section 4: Signature Authorization Form**

- A. Yellow Signature Request & Certificate of Signature Authority coversheets should accompany three original contracts
- B. These forms are available at <https://intranet.wnc.edu/departments/finance/>.

- **Section 5: Exceptions**

- A. Any exceptions to this policy require the written approval of the college president or his/her designee(s).

Date Adopted and Dates Revised

Date Adopted	July 23, 2003	Dates Revised	November 3, 2009; September 2, 2008; May 11, 2004
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NSHE and NRS Codes

NSHE Code [Title 4, Chapter 10, Sections 1 and 9](#)

NSHE Procedures Manual, Chapter 5, Section 3

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Western Nevada College Policies

Policy 6-1-1: Facility Use Policy

WNC Policy 6-1-1

Procedure: Facility Use Policy
Policy No.: 6-1-1
Department: [Facilities Planning & Management](#)
Contact: Director

Policy: College facilities are available to faculty, students and campus organizations for sponsorship of various educational, recreational and social programs and/or events. College academic departments, administrative units and approved organizations may act as a sponsoring host for an external professional organization that is related to the sponsoring area's institutional role. If the primary audience of the scheduled event is not from the college, the group may be charged for use of the facilities.

College facilities are available to external not-for-profit organizations and for-profit organizations providing educational programs. All facility rentals are on a space available basis, and must not interfere with the educational programs of the college.

All facility rentals are scheduled through a process approved by the vice president for Finance and Administrative Services. The Facilities Management and Planning Department, which also assists users with the preparation of the initial contract and any subsequent issues, is responsible for daily coordination of the process.

- [Definitions and Restrictions](#)
- [Use of College Facilities by Non-College Groups](#)
- [Public Forums](#)
- [Sponsored Use](#)
- [Non-College Publications](#)
- [Direct Sales](#)
- [Long-Term or Continued Use](#)
- [Making Arrangements](#)
- [Liability Insurance](#)
- [Rental Fees and Services](#)
- [Cancellations and No Shows](#)
- [Exceptions](#)
- [Files/Forms](#)

- **Section 1: Definitions and Restrictions**

- A. College facilities are identified as all buildings and grounds owned or controlled by the college, including streets, sidewalks, parking lots, athletic fields, roadways and all other property owned or controlled by the college.
- B. An event is defined as any function, meeting, gathering, workshop, or seminar attended by others regardless of size and purpose.
- C. The use of college space can only be granted if such use is consistent with the mission of the college.
- D. The college and its facilities shall be used only in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
- E. The college and its facilities are provided primarily for the support of the regular educational functions of the college and the activities necessary for the support of these functions, which take precedence over any other activities.
- F. The use of the college facilities does not include the use of staff, services or equipment unless special arrangements are made in writing in advance and may include additional fees.

- G. There will be no eating or drinking in the facilities unless special arrangements are made in writing in advance. The renter is responsible for maintaining cleanliness during the scheduled event.
- H. All WNC buildings are non-smoking.
- I. Non-campus organizations, groups or individuals may not solicit during the first two weeks of classes and may apply through the president's office for time to solicit.
- J. The use of alcohol at any event/program hosted by and/or held on WNC property must have prior approval from the president's office. (See College Policy 1-6-1)
- K. Publicity for all events scheduled in campus facilities by non-college groups and/or organizations must clearly identify the college as the location and not as an event sponsor.
- L. To ensure adequate security measures are in place, security assessments by the director of Public Safety are required for all non-classroom related events on any Western Nevada College campus that are open to any student, non-student, staff member, or the general public.
 - 1. If additional Public Safety staff is necessary or contract law enforcement services required, the costs of these additional services shall be the responsibility of the sponsoring group or individual. If funding is requested from the college, approval by the vice president of Finance and Administrative Services is required.
 - 2. Only the director of Public Safety has the authority to contact local law enforcement to provide these services or to schedule Public Safety staff at these events.
- **Section 2: Use of College Facilities by Non-College Groups**
 - A. Organizations eligible to use college facilities:
 - 1. Not-for-profit, educationally oriented associations and organizations
 - 2. Local, county, state and Nevada System of Higher Education system agencies and organizations
 - 3. Organizations that meet on campus and enhance the relationship between the college and the community or enhance the educational mission of the college
 - 4. Organizations that provide a community service and their use of College facilities do not compete with area business
 - B. All non-sponsored, non-college organizations, groups, and individuals may be required to identify themselves and any products, information or materials distributed as being neither sponsored by, nor endorsed by the college. Prominent display of this disclaimer may be required to be prominently displayed at all times for the duration of the use.
 - C. This policy also applies to all WNC employees using college space for personal non-college sponsored events.
- **Section 3: Public Forums**
 - A. Public expression in the form of freedom of speech and advocacy may be exercised on college property at such times and places, and in such a manner as to assure orderly conduct, the least possible interference with college responsibilities as an educational institution, protection of the rights of individuals in the vicinity of college facilities, and reasonable protection of persons against practices that would make them involuntary audiences.
 - B. In the spirit of open discussion and freedom of expression, the college will not discourage any group from using designated college facilities or services to render an opinion as long as the college determines the time, place, and manner of presentation of the views in question. The college will not attempt to control the viewpoint of the speaker.
 - 1. Such activities shall be consistent with maintenance of college facilities and the free flow of persons and shall not interfere with other scheduled activities. Interference with entrances to buildings, classroom, offices or study areas is strictly prohibited.
 - 2. An application with signed approval must be in the possession of the person who is present and that person must be within the reserved location for the duration of the use of the area.
 - 3. Arrangements for amplified sound must be made in advance. The privilege to use amplified sound may be withdrawn if such sound interferes with academic instruction, scheduled events, normal business of the college, or the general public.
 - 4. If scheduling allows, the following spaces are identified as available for public forums:
 - a. Carson Campus: Marlette Hall, Sarah Winnemucca Hall, Rotary Plaza, and Reynolds Building, rm. 103
 - b. Fallon Campus: Art Gallery
 - c. Douglas Campus: Student Lounge
- **Section 4: Sponsored Use**
 - A. Sponsored use of space by non-college organizations, groups and individuals shall follow the guidelines above.
 - B. All notices, advertisements, literature or other communications for the event must clearly represent the event as sponsored by the non-college group and include contact information.

- C. The on-campus sponsor must be present with the off-campus group at all times they are on campus including set-up and teardown.
- D. The campus sponsor may assume responsibility for scheduled fees and charges resulting from the use of WNC facilities.
- **Section 5: Non-College Publications**
 - A. Prior to display or distribution, all non-college publications must be approved by the Information and Marketing Department.
 - B. The on-campus distribution of non-college publications, notices, advertisements, literature or other communications must be approved by the college and is limited to approved distribution area.
- **Section 6: Direct Sales**
 - A. Direct sales are not allowed on college properties except for those agencies that have contracted with the college to do so.
 - B. On-campus marketing for credit cards companies is prohibited.
- **Section 7: Long-Term or Continued Use**
 - A. Long-term or continued use of WNC facilities requires a WNC lease agreement approved by the vice president for Finance and Administrative Services or designee(s).
- **Section 8: Making Arrangements**
 - A. The Facilities Management and Planning Department is responsible for approving, coordinating and scheduling the use of all space for non-instructional events as defined above in accordance with college policy.
 - B. Arrangements to use designated areas must be made at least ten business days in advance of the requested event date, and can be made by contacting the facilities management and planning department.
 - C. A signed facility use form must be on file with the facilities management and planning department two business days prior to the start of an event.
- **Section 9: Liability Insurance**
 - A. The facility user shall carry commercial general liability insurance as indicated below:
 - 1. Commercial General Liability: (minimum limits)
 - 2. Each Occurrence - \$1,000,000
 - 3. Products/Completed Operations Aggregate - \$1,000,000
 - 4. Personal and Advertising Injury - \$1,000,000
 - 5. General Aggregate - \$1,000,000
 - B. The Board of Regents of the Nevada System of Higher Education must be named as an additional insured with respect to their liability arising out of the facility user's activities.
 - C. An Accord 25 Certification of Insurance form or a form substantially similar must be submitted to the Board of Regents of the Nevada System of Higher Education as evidence of the insurance policies and coverage s required of the facility user. The certificate shall require that NSHE be given 30 days notice of cancellation or material change in coverage.
- **Section 10: Rental Fees and Services**
 - A. Short-term rental fees do not include the use of staff, services or equipment unless special arrangements are made in writing in advance and may include additional fees. See attached WNC Facility Use Rate Structure for the fee and charge schedules.
 - B. Payment for room use is payable to "Board of Regents" and submitted directly to the college's Facilities Management and Planning Department. The Facilities Management and Planning Department coordinates the due date for payment.
 - C. Coordination for other services is made through the Facilities Management and Planning Department.
 - D. Appeals and Waivers
 - 1. Appeals of decisions made under these guidelines may be addressed in writing to the college president.
 - 2. Waiver requests for facility use fees must be submitted in writing to the vice president of Finance and Administrative Services with the facility use request form. The request must include the basis for the request (i.e., conducting the event/activity on the WNC campus would support or benefit the educational mission of the college by...).
- **Section 11: Cancellations and No Shows**
 - A. Cancellation of a facility use contract should be made as far in advance as possible to allow other groups the opportunity to use WNC facilities.
 - B. Reservations canceled 48 hours or less prior to an event/meeting may result in the assessment of charges to the sponsoring group.
 - C. A reservation that has not been canceled prior to the event will be considered a 'no show' and the group may incur charges.

- **Section 12: Exceptions**
 - B. Any exceptions to this policy require the written approval of the college president or his/her designee(s).
- **Section 13: Files/Forms**
 - A. [Audiovisual Rental Rates](#) [PDF / 31 KB]
 - B. [Facility Use Agreement Form](#) [PDF / 261 KB]
 - C. [Facility Use Rates](#) [PDF / 24 KB]
 - D. [Facility Use Request Form](#) [DOC / 82 KB]

Date Adopted and Dates Revised

Date Adopted	February 11, 2009	Dates Revised	December 4, 2012; February 2, 2008; May 11, 2004; November 1, 2003; March 1, 2003
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NSHE and NRS Codes

NSHE Code [Title 4, Chapter 10, Section 23 \(7\)](#)

NRS Code [NRS 396.433](#)

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g. Travel



Western Nevada College Policies

Policy 7-2-1: Travel

WNC Policy 7-2-1

Procedure: Travel
Policy No.: 7-2-1
Department: Controller's Office
Contact: Controller

Policy: All WNC travel is governed by the State Administrative Manual (SAM) and the WNC Travel Policy.

- **In-State Travel**
- **Out-of-State Travel**

NOTE: All Travel Claims must include detailed conference/meeting agenda/itinerary.

Section 1: In-State Travel

A. Travel Advance

1. If an advance is desired, a completed Employee Travel Request form must be submitted to the controller's office at least five (5) working days prior to the time the check is needed.
2. Advances are not made for less than \$50.00.
3. An Employee Travel Expense Reimbursement Claim must be filed and advances must be cleared within fifteen working days after completion of the trip.
4. An advance is not issued if a previous advance has not been cleared.
5. Advances are released three working days prior to the trip.
6. No advances are made for airfare.

B. Allowable Travel Expenses

1. Per Diem Rate

- a. Persons traveling in-state shall receive travel reimbursement at a per diem rate as specified at www.gsa.gov.
 - 1) Lodging: per www.gsa.gov (receipt required).
 - 2) Breakfast: Per www.gsa.gov - Must leave employee residence or work location before 6:00 a.m. and return after 8:00 a.m. (receipt not required).
 - 3) Lunch: per www.gsa.gov - Must leave employee residence or work location before 11:00 a.m. and return after 1:00 p.m. (receipt not required).
 - 4) Dinner: per www.gsa.gov - Must leave employee residence or work location before 5:00 p.m. and return after 7:00 p.m. (receipt not required).
 - 5) Maximum per diem: see www.gsa.gov
 - 6) WNC calculates per diem based on the departure/arrival times and does not follow the "First Day/Last Day of Travel" per diem rate found on www.gsa.gov.
- b. Employees must be at least 75 miles from their principal workstation to receive reimbursement for meals.
- c. The employee may claim in-room telephone charges if details of the numbers called, business purpose, and original receipts are provided.
- d. The employee may claim internet charges with documentation used for business purposes.
- e. Reimbursement for lodging in areas less than 50 miles from the employee's principal work station must be pre-approved and justified in writing or their Employee Travel Request form will not be allowed unless:
 - 1) Inclement weather conditions make travel difficult

- 2) Late official meetings are required
- 3) Individuals involved are conference hosts responsible for the meeting arrangements.
- f. Upon approval of the division head, divisions may make exceptions to the rate of reimbursement for lodging when the following applies:
 - 1) Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held, or
 - 2) Costs escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. If the condition(s) above exist, divisions may apply the following rules to the rate of reimbursement for in-state travel:
 - 3) 150% of the standard CONUS federal per diem rate for nonsurveyed in-state travel sites.
- g. When requesting reimbursement for higher room rates, the employee must obtain pre-approval by the president or appropriate vice president and must attach a copy of the approval to their reimbursement request.
- h. Reimbursement requests for taxi, bus, shuttle or limousine expenses must include original receipts and must outline what portion relates to gratuity/tip. Gratuities/tips are reimbursed under incidental expenses.
- i. Parking or storage fees will be allowed when considered necessary for either college or private vehicles (original receipt required).
- j. Employees may receive up to the rate permitted by the United States General Services Administration (GSA) for incidental expenses (fees for luggage carts, metered parking, subway/bus use, toll charges and tips/gratuity); no receipt required.
- k. When employees receive free meals or lodging, no reimbursement is allowed.
- l. When conference/meeting fees provide for meals, no additional reimbursement will be allowed for meals.
- m. Meals exceeding the state reimbursement rates will not be allowed as part of the registration fee when listed as an optional item on the registration form.
- n. Employees may voluntarily claim less than the established rates.

C. Method of Travel

- 1. Transportation must be by the most economical means, considering total cost, time spent in transit, and the availability of state-owned vehicles, personal vehicles and special use vehicles.

D. Airlines and Travel Arrangements

- 1. Airline tickets should be purchased at discounted rates whenever possible.
- 2. Travelers who lose the discounted rate because of a lack of planning will be reimbursed at the discounted rate only.
- 3. Transportation from air terminals shall be by the most economical means.

E. Bonus Flight Coupons

- 1. Whenever possible, frequent flier mileage earned because of state-paid travel, should be used by the college to meet state travel needs.

F. Combining State Business and Personal Travel

- 1. Employees who incorporate personal travel as part of state travel must demonstrate that the state costs are not increased by the personal travel.
- 2. The employee must clearly delineate the personal and the state charges when submitting a travel claim or the claim will be returned for additional documentation.

G. Financial Responsibility for Canceled Trips

- 1. Employees may be held financially responsible if a trip is canceled based on their request.
- 2. Employees will not be held responsible for trips canceled from circumstances beyond their control.

H. Use of Rental Vehicles

- 1. The motor pool must be used before rental vehicles for in-state travel.
- 2. A rental vehicle may be used in Carson City, Reno and Las Vegas only when the state motor pool division gives written notice prior to travel that no motor pool vehicle is available.
- 3. The State's Purchasing division negotiated rental agreements with various vehicle rental companies that provide first dollar liability insurance, without having to pay an additional amount at the time of rental.
 - a. These agreements provide a full physical damage waiver.

- b. The use of these contracted companies is mandatory, and if we fail to utilize them then the agency, in this case the NSHE or the individual institution, is being placed at risk for the full value of the rented vehicle.
 - c. Refer to the Nevada State Purchasing division website:
<http://www.purchasing.state.nv.us/rental.htm> before renting a vehicle.
4. BCN Purchasing has contracted with certain companies for out-of-state vehicle rental.
- a. The companies agree to limit liability to the state in the event of an accident, and they must be used when a vehicle is rented outside Nevada.
 - b. Contact the Purchasing division for the names of these companies at
<http://www.purchasing.state.nv.us/rental.htm>

I. Private Vehicle Use

- 1. For institution's convenience
 - a. Legitimate travel is travel that takes place from an employee's work station to another location for business purposes. COMMUTING IS NOT A REIMBURSABLE TRAVEL EXPENSE. For trips related to an employee's travel to a work location other than a primary assignment, the employee is only paid for the mileage in excess of the standard commute-to-work mileage for that employee, which should be supported with map mileage information (mapquest or google maps detail).
 - b. An employee using their personal vehicle for the state's convenience will be reimbursed at the state approved rate.
 - c. A traveler flying out of Reno for a trip exceeding one day, is requested to use a private vehicle. Since this request is for the college's convenience, the traveler will be reimbursed at the higher state approved rate.
 - d. All travelers leaving from their college work station and returning the same day must use a college vehicle, if one is available.
 - 1) If a college vehicle is NOT available, the traveler may use a personal vehicle, and receives reimbursement at the higher state approved rate.
 - 2) A "Statement of Vehicle Availability" from the person keeping the vehicle log must be attached to the travel reimbursement request prior to the date used.
 - e. Travelers living in Reno may periodically be requested to pick up information at a NSHE facility before coming to WNC. These people will be reimbursed at the higher state approved rate from Reno to Carson City.
- 2. For employee's convenience
 - a. An employee using a personal vehicle for their convenience will be reimbursed at the lower state rate per mile.
 - b. If a college vehicle is available and the traveler chooses to use a personal vehicle, reimbursement is at the lower state rate per mile.
- 3. Travel claims are due fifteen working days after the trip is completed. Travel claims submitted more than fifteen working days after the travel occurred must include a letter of explanation approved by the appropriate vice president.
- 4. Persons traveling on a routine basis on college business must submit travel claims by the 15th of the following month. State funded travel claims submitted after July 15 will be charged to unrestricted funds.

J. Purchase of Plane Tickets

- 1. Purchasing plane tickets from internet/ travel agencies is discouraged because of the service charges assessed by internet/travel agencies.
- 2. The Business office will purchase tickets for employees upon receipt of a request from the appropriate account signer. The following information is needed:
 - a. Departure airport
 - b. Destination airport
 - c. Preferred flight number or approximate time of departure
 - d. Account to be charged.
 - e. Legal name on federal identification.
 - f. Birthdate as follows: mm/dd/yyyy.
- 3. Requests for tickets should be sent via e-mail to the travel desk in the Business office. An e-ticket will be purchased and a confirmation will be sent to the traveler.
- 4. Travelers may also purchase tickets with a personal credit card and request a reimbursement.
- 5. If circumstances require purchases from a travel agency, the service charge will be allowed.

K. State Motor Pool Use

- 1. Obtain the Nevada State Motor Pool Daily Vehicle Approval Form from the following site:
<http://motorpool.state.nv.us/WebPages/Reservations.htm>

2. Travelers on college business in Las Vegas are required to use the state motor pool. The hours of operation are from 7:00 a.m. to 7:00 p.m.
3. A state motor pool, shuttle is available outside the baggage claim area.
4. A "Daily Vehicle Approval Form" must be completed and confirmed BEFORE the trip.
5. CONTRACT TERMS AND CONDITIONS: The renting agency agrees to exercise all reasonable care and observe all traffic laws while using a state vehicle. Except for acts of God, mechanical failure or identifiable third party accident fault, the renting agency will return state vehicles in the same condition as received, less normal wear and tear, and will be financially responsible for all abuse or physical damage expense. All non-reported accidents/incidents, including accidents /incidents reported after the reporting time requirements, will result in billing to the rental agency for total physical damage sustained by the state vehicle.
6. In the event a vehicle is damaged, which renders the vehicle "out of order" until repairs can be completed; a substitute vehicle may be obtained on a daily rental basis provided substitute vehicles are available.
7. Each motor pool vehicle is issued or assigned with a spare tire, snow chains (except in Las Vegas), jack and jack handle.
 - a. The renting agency will be responsible for returning the vehicle with all items listed above.
 - b. If motor pool must replace missing items, the last renting agency will be billed for replacement items at motor pool cost.
8. REMARKS: Include vehicle malfunctions, service required, accidents, citations received, etc. to the motor pool upon returning vehicle.

Section 2: Out-of-State Travel

A. Out-of-State Approval

1. An employee's approved travel request form must be signed by the president or appropriate vice president prior to the out-of-state trip.
2. Confirmation of approval of the travel request shall be provided to the employee prior to departure.

B. Out-of-State Advance

1. If an advance is desired, an Employee Travel Request form must be filed in the Controller's office at least five (5) working days prior to the time the check is needed.
2. Advances will not be made for less than \$50.00.
3. An Employee Travel Expense Reimbursement Claim must be filed and advances must be cleared within fifteen working days after completion of the trip.
4. An advance will not be made if a previous advance has not been cleared.
5. No advances will be made for airfare.
6. Advances are released three working days prior to the trip.

C. Out-of-State Allowable Travel Expenses

1. Persons traveling out-of-state shall receive travel reimbursement at a per diem based on www.gsa.gov rates for destination.
2. Per diem and lodging is based upon rates listed at www.gsa.gov
 - a. Lodging : per www.gsa.gov (receipt required)
 - b. Breakfast: per www.gsa.gov-- Must leave employee residence or work location before 6:00 a.m. and return after 8:00 a.m. (receipt not required)
 - c. Lunch per www.gsa.gov -- Must leave employee residence or work location before 11:00 a.m. and return after 1:00 p.m. (receipt not required)
 - d. Dinner per www.gsa.gov -- Must leave employee residence or work location before 5:00 p.m. and return after 7:00 p.m. (receipt not required)
 - e. Total: per www.gsa.gov.
 - f. Maximum per diem: see www.gsa.gov
 - g. WNC calculates per diem based on the departure/arrival times and does not follow the "First Day/Last Day of Travel" per diem rate found on www.gsa.gov.
3. The employee may claim in-room telephone charges if details of the numbers called, business purpose, and original receipts are provided.
The employee may claim internet charges with documentation used for business purposes.
4. Reimbursement for lodging in areas less than 50 miles from the employee's principal work station must be justified in writing, in advance, and will not be allowed unless:
 - a. Inclement weather conditions make travel difficult.
 - b. Late official meetings are required.

- c. Individuals involved are conference hosts responsible for the meeting arrangements.
- 5. Reimbursement requests for taxi, bus, shuttle or limousine expenses must include original receipts and must outline what portion relates to gratuity/tip. Gratuities/tips are reimbursed under incidental expenses.
- 6. Parking or storage fees will be allowed when considered necessary for either college or private vehicles. (original receipt required)
- 7. Employees may receive up to the rate permitted by the United States General Services Administration (GSA) for incidental expenses (fees for luggage carts, metered parking, subway/bus use, toll charges and tips/gratuity); no receipt required.
- 8. When employees receive free meals or lodging, no reimbursement is allowed; when registration fees provide for meals, no additional reimbursement will be allowed for meals.
- 9. Meals exceeding the state reimbursement rates will not be allowed as part of the registration fee when listed as an optional item on the registration form.
- 10. Meals served in flight as part of the airfare may not be claimed for reimbursement.

D. Exceptions to Lodging Rates

- 1. Except for the following, lodging exceeding the out-of-state lodging rates will not be allowed:
 - a. Persons attending conferences and lodging is included in the registration fee, lodging rates above www.gsa.gov will be allowed provided a Travel Request Form is signed and approved, and the lodging does not exceed 175% of rates per www.gsa.gov or 300% of the standard CONUS federal rates for non-surveyed out-of-state travel rates prior to travel.
 - b. Receipts must accompany reimbursement requests.
 - c. When requesting reimbursement for higher room rates, the employee must get pre-approval by the president or appropriate vice president and must attach a copy of the approval to their reimbursement request.
- 2. Other exceptions to the maximum out-of-state lodging rates must be approved in writing by the president or appropriate vice president.

E. Use of Rental Vehicles

- 1. For out-of-state travel, rental vehicles should only be used when necessary and rented from a company with whom the state has a contract.
- 2. Justification for renting a vehicle must accompany an out-of-state travel request form.
- 3. Out-of-state vehicle rental must be approved by the president or appropriate vice president prior to the travel.

F. Submission of Out-of-State Travel Claims

- 1. Employees have fifteen working days after returning to complete a travel claim. The travel claim should include:
 - a. Out-of-state travel request, including approval for hotel rates in excess of the standard rates.
 - b. A complete brochure and/or correspondence related to the meeting to include program, location, hotel rates, hosted meals, etc.
 - c. A Claim for Employee Travel Expense form must be completed, even if the amount requested is \$0 due to expenses being paid by an outside entity.
- 2. It is the responsibility of the traveler to insure that room rates are confirmed when reservations are made. If hotel rates are not confirmed, the traveler will not be reimbursed for the increased expense.

G. Foreign Travel

- 1. Per Diem for foreign travel will be reimbursed at Federal per diem rates.
- 2. Refer to the U.S. Department of State website for current rates at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78 for lodging, meal and incidentals according to location.

Date Adopted and Dates Revised

Date Adopted

May 11, 2004

Dates Revised

March 12, 2013, December 17, 2012; July 30, 2012; December 6, 2011; September 2, 2008; April 15, 2008; December 18, 2007; March 28,

SAM: Section 0200-0256

U.S. Department of State: http://aoprals.state.gov/content.asp?content_id=114&menu_id=81

NSHE Business Center North Purchasing Department:

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h. Travel - Student Team or Group Travel



Western Nevada College Policies

Policy 7-2-1-1: Student Team or Group Travel

WNC Policy 7-2-1-1

Procedure: Student Team or Group Travel
Policy No.: 7-2-1-1
Department: Controller's Office
Contact: Controller

Policy: All WNC travel is governed by the State Administrative Manual (SAM) and the WNC Travel Manual.

- **Definition**
- **Reimbursable Expenses**
- **Advances**
- **General Fund Cash Advance Settlement**
- **Method of Transportation**
- **Side Trips**
- **Alcoholic Beverages**

- **Section 1: Definition**

- A. Team travel is defined as any student group, such as a team, class or other organization directly affiliated with and sponsored by the college, traveling to an activity or event directly related to a college recognized function. Team travel includes expenses of college employees required to accompany a student group and appropriately chargeable to team travel expense. For team or group travel claims, one college employee assumes responsibility for the payment and reporting of all expenses associated with the trip. Team travel does not include unchaperoned students.

- **Section 2: Reimbursable Expenses**

- A. Reimbursements for team travel are dependent on the needs and circumstances of each trip. The maximum reimbursements are those approved in the travel section in the WNC Policy Manual. Team travel reimbursements may be less. At least five (5) days prior to each trip, the responsible college employee will submit a travel budget to the athletic director, or appropriate dean for non athletic group travel, for approval. The athletic director, or dean for non-athletic group travel, will review the proposed travel budget to ensure that it does not exceed the standard meal and lodging rates and verify the availability of funds. The travel budget will also be reviewed for adequacy to meet the nutritional needs for the activity and safe lodging of the participants. The amount approved will be advanced to the responsible employee and is the maximum support the college will reimburse. All requests must be accompanied by a roster of all travelers and each traveler's affiliation with WNC (i.e., student, coach, team doctor, etc.).

- **Section 3: Advances**

- A. Advances for team travel may be secured by submission of a Team Travel Advance Request and roster of participants at least five days prior to the time the check is required. An advance will be issued by the WNC Controller's Office with a check payable to the coach or college employee acting in an advisory capacity. The amount of the advance will be the amount approved by the respective dean on the Team Travel Advance Request.

- **Section 4: General Fund Cash Advance Settlement**

- A. Within ten days after the completion of the trip, an expense report on a Claim for Team Travel Expenses form must be filed in the Controller's Office. Food and lodging items on the expense report shall not exceed the amounts preapproved by the athletic director. Other expenses such as transportation will be reimbursed in accordance with the college's general travel policy. Another advance may not be made if a previous travel advance has been outstanding for more than ten days.
- B. The Claim for Travel Expense must include the original Group Travel Per Diem Sheet signed by each person who traveled with the group/team. This acknowledges their receipt of travel per diem monies or expenditures made on their behalf. A Lodging Room Number List indicating the room assignment for each traveler must also be attached.

- C. Upon completion of the trip the coach or advisor will submit a completed Claim for Travel Expenses to the Dean who initially approved the trip. If the cash advance amount was in excess of actual needs, the cash advance recipient must return the excess amount by submitting a personal check or money order (NO CASH) payable to the "Board of Regents" with the travel claim. Do not return the excess cash advance directly through the College Business Office. Doing so will not clear the traveler's outstanding cash advance and may delay reimbursement.
- **Section 5: Method of Transportation**
 - A. The method of transportation must be the most economical available. Charter planes are not allowed. College employees and students may use State motor pool and college-owned vehicles for travel sponsored by the college, as well as contracted types of commercial transportation.
- **Section 6: Side Trips**
 - A. Official business-related side trips by an employee taken during team or group travel should be submitted as a separate travel claim and not included with the team travel claim. However, the employee claim and the team travel claim must cross-reference each other.
- **Section 7: Alcoholic Beverages**
 - A. The purchase of alcoholic beverages shall not be included in the travel budget for any trip or part of the reimbursement.

Date Adopted and Dates Revised

Date Adopted	May 17, 2005	Dates Revised	September 2, 2008
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i. Vehicle Usage Procedures



Western Nevada College Policies

Policy 6-2-1: Vehicle Usage Procedures

WNC Policy 6-2-1

Procedure: Vehicle Usage Procedures
Policy No.: 6-2-1
Department: [Facilities Planning & Management](#)
Contact: Director

Policy: All Western Nevada College personnel (employees, work study students and volunteers) having a valid driver's license, must use an agency vehicle when conducting college business. If an agency vehicle is not available, a State Motor Pool or personal vehicle may be used under the stipulations indentified herein.

- [Usage Guidelines](#)
- [Procedures for Checking Out and Maintenance of an Agency Vehicle](#)
- [NSHE Vehicle Insurance](#)
- [Personal/Private-owned Vehicles](#)
- [Vehicle Rentals](#)
- [Vehicle Accidents/Claims](#)
- [State Motor Pool](#)
- [Files/Forms](#)

- **Section 1: Usage Guidelines**

- A. Under specific conditions, an employee may request and obtain special exception from this policy through their appropriate department administrator to use a private vehicle.
- B. All vehicles owned by the college are only for authorized official business use.
- C. Agency vehicles are not used to drive between home and workstations at the beginning or end of working hours, or driving on personal business.
- D. College employees using college and/or State motor pool vehicles should familiarize themselves with state vehicle use policies and procedures. They are located at <http://nevadabudget.org/index.php/publications/sam/32-1300>
- E. All employees must successfully complete and hold a current National Safety Council Defensive Driver Training Certificate or State of Nevada Defensive Driving Course Certificate prior to use of campus/state motor pool vehicle or when using their personal vehicle for state business. Employees must successfully complete the course within 60 days of appointment. New employees must send the course completion certificate to the Carson environmental health and safety office. They will send a copy to the WNC motor pool. Maintain a copy of the defensive driver training certificate for yourself for when using a State auto from other State motor pools a copy of the certificate will be required. To take this training course, contact the college's Environmental Health and Safety office for class information, or click on the following for class locations and times <http://www.risk.state.nv.us/SafetyTrainingClasses.htm>, you also need to contact the State NEATS Defensive Driving Coordinator at 687-3188 to enroll in a class. On-line training through NEATS may be available soon. Both defensive drivers' certificates valid are for four years.
- F. Effective in 2011, the Nevada State Administrative Manual Section 1320 was revised to prevent texting while driving a state vehicle section reads as follows:

A person shall not drive a State motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. a) As used in this section "write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail. b) For purposes of this section, a person shall not be deemed to be writing, reading, or sending a text-based communication if the person reads, selects, or enters a telephone number or name in an electronic wireless communications

device for the purpose of making or receiving a telephone call. 2. This does not apply to a driver who is: a) Receiving messages related to the operation or navigation of a motor vehicle; safety-related information including emergency, traffic, or weather alerts; data used primarily by the motor vehicle; or radio. b) Using a device or system for navigation purposes. c) Conducting hands-free wireless interpersonal voice only communication that does not require manual entry, except to activate, deactivate, or initiate a feature or function.”

- G. SStudents are not allowed to ride in an agency staff or private vehicle unless they are working for the college (e.g. volunteer or student government member).

The only exception to this is an approved activity/ field trip approved by the appropriated WNC vice president (see Attachment “B” the “Request for Activity/Field Trip Approval Form”) whereby all employee, volunteer or work study drivers must have complied with Defensive Driver Training, “Employee Driver Acknowledgement form/Work Related Business”, and driver license requirements. In addition all students (except WNC employees) must complete Attachment “C” “Activity Waver, Release, and Indemnification Agreement.”

In addition to the above if private vehicles are used for an activity/field trip. Private vehicle information must be stated on Attachment “D” the “Activity/Field Trip Private Vehicle Information” form.

NOTE: Vehicle mileage for private vehicles will not be paid to owner drivers unless all vehicle usage procedures are followed.

- **Section 2: Procedures for Checking Out and Maintenance of an Agency Vehicle**

- A. On the Carson campus, a vehicle is checked out through Central Receiving/Mail Services; on the Fallon campus, arrangements for vehicle use are made through the main office.
- B. In compliance with the Nevada Department of Motor Vehicles and Public Safety, all employees must show a valid driver's license when checking out a state vehicle or have a record of their driver's license on file with Central Receiving/Mail Services (Carson/Douglas) or the Fallon Campus office, and must have a valid driver's license in their possession while operating a state vehicle.
- C. To comply with State Risk Management, which now handles the college's vehicle physical damage (APD) insurance, all WNC personnel driving on NSHE business, whether in a state, WNC, or personnel vehicle, must complete and sign the WNC “Employee Driver's Acknowledgement Form/Work Related Business” see Attachment “A” to this procedure. The purpose of or all campuses to the implementation of the use of the “Employee Driver Acknowledgement Forms” is twofold. First, this form establishes a method of consistently communicating all the rules related to vehicle use that the State has established and establishes best practices related to prevention of claims. Secondly, it provides documentation that the college has implemented a procedure to inform all employees and drivers of the vehicle use rules and thus preserves the ability to have claims accepted and reimbursed.

In the event of an accident, the State's claims adjustor will ask for documentation of the employee's Defensive Drivers Training and documentation of the procedures in place to notify employees of the rules and requirements related to vehicle use. If this documentation cannot be provided, and one of the established rules was violated, the claim can be denied and/or **the employee could be held personally responsible to reimburse the claim costs.**

- D. For in state travel (i.e. trips to meetings, conferences, travel to other college centers to teach etc.), employees should reserve a car at least two days prior to when it is needed. Realizing that the requested two days notice is not always possible, all efforts to reserve a state vehicle will be made, but because of limited numbers of vehicles, a choice as to vehicle type may not be available.
- E. When checking out a car for out-of-state travel, employees should make a request at least three weeks in advance of a trip.
- F. A gasoline credit card may be issued to college personnel using agency vehicles. Anyone using a vehicle should check to ensure that the vehicle used has at least one-half of a tank of gas when returning the vehicle to the college. Personnel who pay cash for gas purchases must have a receipt in order to be reimbursed.
- G. If a driver notes problems with a vehicle, the problem must be reported to the college's motor pool immediately upon returning to the college.
- H. Vehicle users must discard all trash upon returning the vehicles.
- I. Smoking is prohibited in all college and state motor pool vehicles.

- **Section 3: NSHE Vehicle Insurance**

- A. The Nevada System of Higher Education (NSHE) is self-insured for vehicle liability through the State of Nevada Torts Claim Fund. The Office of the Attorney General administers the Fund. Claims are

handled in accordance with Chapter 41 of the Nevada Revised Statutes. Under Chapter 41, claims against the state and NSHE are limited to \$75,000 per cause of action. There is no per occurrence cap on claims.

- 1. Liability insurance for NSHE owned vehicles - Liability includes bodily injury or property damage to others, including passengers in our vehicle, arising out of a NSHE driver's negligence. The NSHE employee is generally entitled to defense and indemnification in such situations.
- 2. Liability insurance for Volunteers - A person, who performs volunteer service under the direct supervision and control of and for the benefit of NSHE, is considered an employee for liability purposes and is generally entitled to defense and indemnification.
- 3. Liability insurance for student employees - Students cannot be defended or indemnified by the NSHE under Nevada law unless the student is also an employee and is acting as such at the time of the accident. Students performing required course work are not volunteers.
- B. Uninsured motorist coverage (coverage for bodily injury to a vehicle occupant caused by an at-fault driver who does not have insurance or enough insurance) - NSHE does NOT provide uninsured motorist coverage. In this situation, an injured NSHE employee would have his medical bills and part of his lost wages (when eligible) paid by Workers Compensation.
- C. Medical payments coverage - The coverage provides limited medical expense to anyone injured in a vehicle accident regardless of fault. NSHE does NOT provide medical payments coverage. An injured NSHE employee in this situation would have his medical bills and part of his lost wages paid by Workers Compensation.
- D. Vehicle physical damage coverage for NSHE owned vehicles - Vehicles can be insured for Comprehensive and Collision (collectively known as Automobile Physical Damage coverage or APD) at your option through a self-insurance program funded by the State of Nevada, effective July 1, 2009. Claims will continue to be administered by NSHE Risk Management. This coverage is not provided unless requested by the department owning the vehicle. The department bears the cost of repairs or replacement of a damaged vehicle when coverage has not been requested. Insured vehicles are subject to a deductible of \$300. The deductible will be waived when it is recovered from another party.
 - 1. NSHE owned vehicles insured with APD while being used "off-road, are subject to a \$2,000 department deductible. For additional information, see the document "NSHE Vehicles Used Off-Road" on the BCN Risk Management website at: <http://www.bcn-nshe.org/hr/riskmanagement/>
- E. Automotive Physical Damage Coverage and Liability Coverage, add, delete or change coverage - A request to have a vehicle covered must be made within 30 days of purchase. This request should be made by completing a URM-004 form. Once the form is completed, it should be submitted to the BCN Risk Management Office. Requests to delete a vehicle or change liability or APD coverage should also be made by completing a URM-004 form.

The URM-004 can be located at:

<http://www.bcn-nshe.org/downloads/riskmgmt/urm004vehiclechangeform.pdf>

- 1. For more information on insurance and auto physical damage procedures see the BCN Risk Management office website at:
<http://www.bcn-nshe.org/hr/riskmanagement/>
- 2. **Covered Vehicles:** Any vehicle that is scheduled for automobile liability coverage with the State is eligible to have APD coverage. This includes busses, cars, trucks, dump trucks, motor homes, motorcycles, trailers, Gators and golf carts.
- 3. **Leased Vehicles:** When the lease agreement requires that NSHE insure these vehicles, the same provisions will apply to these vehicles that apply to vehicles owned by NSHE.
- F. All WNC motor pool vehicles have NSHE accident packets in the glove box. Within 48 hours of an accident you must complete the accident report and file it with Business Center North and the Attorney General's Office. To meet this deadline it is important to notify your supervisor, as well as the Carson City motor pool and the WNC Carson Environmental Health and Safety Department for assistance.

• **Section 4: Personal/Private-owned Vehicles**

- A. Personal/private-owned vehicles - NSHE does not have insurance coverage on the personal vehicle of an employee. Persons using their privately owned vehicles for regular business use should inform their insurance agent. In some cases, a "business use rate" may be applied. In the event of an accident, the personal vehicle insurance carrier would be required to provide coverage for liability, physical damage to the vehicle and legal defense for NSHE.
- B. Private Vehicle Use for College's Convenience - If a college employee is directed by his department administrator to use a private vehicle for the college's convenience, he/she shall be reimbursed at the current higher rate (see Travel Policy) allowed for reimbursement per mile and shall be entitled to reimbursement for meals and lodging enroute.

- 1. An employee shall not be directed to use a private vehicle if a college vehicle is available unless the round trip is 75 miles or less. Use of a private vehicle is prohibited for transportation of students on official trips.
- 2. A college employee must use a private vehicle when using Reno/Tahoe International Airport for a trip exceeding one day, and will be reimbursed at the current higher rate allowed for reimbursement per mile.
- 3. Taxicab, bus fare and parking receipts are required for reimbursement of these expenditures.
- 4. A college employee leaving from his/her college workstation and returning the same day must use a college vehicle, when available.
 - a. If a college vehicle is NOT available, the college employee may use a personal vehicle and obtain reimbursement at the current higher rate allowed for reimbursement per mile. Vehicle non-availability form must be obtained from appropriate college motor pool office.
 - b. If a college vehicle is available, and the college employee chooses to use their personal vehicle, he/she is reimbursed at the lower rate allowed for reimbursement per mile.
- C. Private Vehicle Use for Employee's Convenience - If a college employee is authorized by their appropriate department administrator to use a private car for the employee's convenience for a trip to a city served by commercial airlines, he/she is reimbursed the round trip air coach ticket cost or at the current lower rate allowed for reimbursement per mile, whichever is less, to the destination city.
 - 1. When a college vehicle is available, and a college employee's request is authorized by an administrator to use his/her private vehicle for a trip to a city not served by commercial airlines, he/she is at the current lower rate allowed for reimbursement per mile.
 - 2. There shall be no reimbursement of meals enroute, or for any other enroute expenses. Reimbursement departure and return times should correspond to the airline departure and return times.
- D. In all cases where private vehicles are used, reimbursement of mileage payments will not be made unless all vehicle usage requirements are followed including defensive drivers training, employee driver acknowledgment forms, and current driver's license on file.

● **Section 5: Vehicle Rentals**

- A. Rental Vehicles: Vehicles must be rented from companies with whom the State of Nevada's Purchasing Division has negotiated overriding agreements. This information is found on their website at: http://purchasing.state.nv.us/Vehicle_Rentals/Vehicle_rental.htm
- NOTE:** Departments renting from car rental companies with whom there is no overriding agreement will be responsible for all APD claims and other contractual fees relating to those rentals. Should it be necessary to rent a vehicle outside of these agreements, the collision damage waiver must be accepted and paid for at the time of the rental.
- B. NSHE has a rental agreement with Enterprise Rent-a-Car that provides primary automobile liability limits of \$500,000 per claim. This insurance will pay damages to third parties that the NSHE would otherwise have to pay. The program also provides for a FULL LOSS DAMAGE WAIVER with no deductible (the rental company does not hold the renter responsible for damage to the rented vehicle). This means there is no charge to the NSHE or the driver for physical damages to a rental vehicle. This program can be accessed online at <http://www.enterprise.com> or by calling 1-800-593-0505. This program will be honored by all Enterprise locations in Nevada. The NSHE rental agreement account number and PIN number must be referenced to insure access to the insurance coverage. The NSHE rental agreement account number is on this web-site "http://purchasing.state.nv.us/Vehicle_Rentals/Vehicle_rental.htm" (this is the State of Nevada Department of Administration Purchasing Division. Please contact the BCN Risk Management Office at 775-682-6105 for the account and PIN number for they may change.)
 - C. NSHE can also use the State of Nevada Purchasing Department's four automobile rental agreements. These agreements provide primary liability insurance coverage for \$100,000 per claim, \$300,000 per accident, and \$25,000 property damage. While these limits are not as good as those provided by Enterprise, they are much better than renting a vehicle without using them. These agreements also provide for a FULL LOSS DAMAGE WAIVER with no deductible. Current information on these agreements is available at <http://purchasing.state.nv.us/rental.htm>. The Vehicle must be rented in the name of the individual traveler, and the State of Nevada rental agreement account number and PIN number must be referenced to assure the contracted price and appropriate insurance coverage are provided. The State of Nevada account number is NA54621. (Please contact the BCN Risk Management Office at 775-682-6105 for the PIN number.)
 - D. There are exclusions under the Enterprise and State's programs for:
 - 1. Driving under the influence of alcohol or drugs
 - 2. Driving off road

- 3. Vehicles rented principally for personal use
 - 4. Vehicles driven by non-employees (which means students cannot drive unless they are also paid employees and acting as such at the time they are driving)
 - 5. Anyone under the age of twenty-one.
 - E. Enterprise Rent-A-Car or the State purchasing programs must be used whenever they are available. The campus and renting department are responsible for all damages to a rented vehicle if the vehicle is rented from a rental agency other than those in the two programs above. Payment for damages to the rented vehicle in this situation may be available under the employee's personal insurance or by a Loss Damage Waiver if one was purchased from the rental agency.
 - F. Rental trucks and sport utility vehicles (SUVs) - If a truck or SUV is rented from anyone other than Enterprise Rent-A-Car, please call the BCN Risk Management Office prior to renting the vehicle to ensure that proper insurance coverage is obtained.
 - G. Long-term rentals - Long-term rentals requiring APD coverage must be reported to the NSHE's BCN Risk Management Office prior to the date of the rental. Coverage cannot be retroactive. The request for liability coverage must be made within 30 days of the rental.
 - H. Rentals in foreign countries - NSHE has no contracts with rental companies that apply to foreign countries. Employees renting a car in a foreign country should purchase the insurance offered by the rental company.
 - I. If a college employee is authorized by the appropriate administrator to rent a vehicle while conducting college business (i.e., out-of-state travel in conjunction with conferences, workshops, etc.), the employee will be reimbursed for the rental cost, excluding the insurance waived collision deductibles.
 - J. Fifteen-passenger vans may not be rented, leased or used in the transaction of college business.
- **Section 6: Vehicle Accidents/Claims**
 - A. Accidents involving NSHE owned vehicles - All accidents involving another party must be reported to the BCN Risk Management Office and to the Tort Claims Manager in the Attorney General's Office within 48 hours. Details of the accident should be reported on the URM-002 (Vehicle Accident Report).
 - B. Claims for damages to NSHE owned vehicles with APD coverage should be reported to the BCN Risk Management Office as soon as possible. Reports should be made utilizing the URM-002 (Vehicle Accident Report) form and filled out as completely as possible. The department is responsible for obtaining three repair estimates. Reimbursement will be made based on the lowest estimate. There is a \$300.00 department deductible. Claims will be adjusted by BCN or BCS Risk management.
 - C. If a third party is responsible for the damage to a NSHE vehicle, the BCN Risk Management Office will subrogate against the third party's insurer for the repair or replacement of the damaged vehicle. If the third party has no insurance or is not able otherwise to pay for the damages, the cost of repairs will be reimbursed through the BCN Risk Management Office if there is APD coverage on the vehicle. The \$300.00 deductible will be applied.
 - D. Accidents involving rental vehicles - Damages to rental cars should be reported to the rental agency and the BCN Risk Management Office as soon as possible.
 - E. Glass Repairs - If the damage is such that a repair, rather than replacement, will take care of the damaged glass, departments are encouraged to make the repair. These repairs usually cost between \$30 and \$50 and are 100% reimbursable. Multiple estimates are not required for glass repairs and the usual \$300 comprehensive deductible is waived.
 - F. Glass Replacement - NSHE Risk Management uses the contracts awarded by the State of Nevada. Departments utilizing these vendors will not be required to obtain competitive bids for automobile glass replacement. The URM-007 (Windshield/Glass Loss Report) form should be completed and submitted to the BCN Risk Management Office with a check for the \$300 deductible. Attach the original invoice if BCN Risk Management is requested to pay the vendor directly. Go to the Windshield Repair Vendors form for a list of authorized vendors. Departments unwilling to utilize preferred glass replacement vendors must obtain three (3) estimates for vehicle glass replacement and have the glass replaced for the lowest available cost. Exceptions to this rule may be made on a case-by-case basis in rural areas where there are not three available vendors. Because of the nature of glass replacement claims, agencies may obtain telephone estimates for windshield and other vehicle glass replacements. However, these estimates should still be documented for the file. Reimbursement of claims not utilizing contracted vendors must also be made using the URM-007 (Windshield/Glass Loss Report) form, which also helps to document telephone estimates.
- **Section 7: State Motor Pool**
 - A. A college employee, with the approval of the appropriate administrator, may use state motor pool vehicles, if an agency vehicle is unavailable.
 - B. All State-owned vehicles shall be used only for authorized official business and driven by qualified and authorized personnel in a safe and courteous manner. (State Administrative Manual, Twenty-Fourth Edition, page 80, State Vehicles, and Chapter 1300)

- C. A partial list of potential abuses includes:
 - 1. Driving between home and work stations at beginning and end of shift or during lunch
 - 2. Driving by anyone other than authorized state employees
 - 3. Driving on personal business, visiting, shopping trips, etc.
 - 4. Carrying unauthorized passengers
 - 5. Excessive speed and poor driving habits
 - 6. Improper care and treatment of state property
- D. Motor Pool Locations and Hours
 - 1. State motor pool information is available at the following website - <http://www.motorpool.state.nv.us/>
 - 2. Parking space for private vehicles is available.
 - 3. Motor pool vehicles may be assigned to other locations throughout the state.
- E. Motor Pool Requisitioning
 - 1. College employees will present a completed Rental Request Form (vehicle requisition) signed by an authorized college administrator to the motor pool attendant. The Rental Request Form can be located at:

<http://motorpool.state.nv.us/Word%20Docs/MP-2%20Rental%20Request%20Form.pdf>

All employees who complete the approved defensive driving class will receive a certificate of completion. Employees with current certificates will be asked to attach a copy to the MP-2 form when submitting a request to Motor Pool. We understand that there will be unique circumstances for non-compliance and Motor Pool will not deny use if the certificate is not presented. However, Risk Management will be auditing the Motor Pool forms and initiate follow up if defensive driving has not been completed.

- 2. The motor pool attendant will enter the vehicle number and starting mileage on the requisition. If the trip destination is away from motor pool service areas, credit cards, field requisitions and instructions are furnished to the driver. The pool will retain the vehicle requisition while the vehicle is in service.
- 3. On the return, the driver will note in the remarks section of the requisition, any discrepancies encountered. Emergency service, if necessary, will be provided as instructed by the attendant.
- F. Insurance and Accident Reporting
 - 1. Accidents must be reported promptly to the college motor pool and to risk management, as well as normal law enforcement agencies.
 - 2. In the event of an accident where driver neglect is apparent or where defensive driving practices are not used, the college motor pool shall follow-up with risk management and with the driver's supervisor. In such an event, the college employee driving the vehicle is required to complete recertification under the National Safety Council Defensive Driver Training program.
 - 3. Liability coverage on state vehicles provides insurance to the state, its officers and employees (or volunteers formally registered with an agency) when driving state vehicles.

● **Section 8: Files/Forms**

- A. [Attachment A: Western Nevada College Employee Driver's Acknowledgement Form/Work Related Business \[PDF / 36 KB \]](#)
- B. [Attachment B: Western Nevada College Request for Activity/Field Trip Approval \[PDF / 34 KB \]](#)
- C. [Attachment C: Western Nevada College Activity Waiver, Release and Indemnification Agreement \[PDF / 30 KB \]](#)
- D. [Attachment D: Western Nevada College Activity/Field Trip Private Vehicle Information \[PDF / 32 KB \]](#)

Date Adopted and Dates Revised

Date Adopted	July 1, 1983	Dates Revised	September 6, 2011; November 3, 2009; September 2, 2008; November 20, 2007; May 11, 2004; September 1, 1998; October 1, 1993; June 1, 1993
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Memo: March 27, 1992, from Randy Waterman to Edy Anderson
 NRS: Chapter 41; Chapter 42; and Chapter 336;
 State Administrative Manual: 0246.0; 0250.0; 252.0; 0254.0; 256.0; and 2900
 Please direct comments about this page to the Assistant to the President
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Western Nevada College Policies

Policy 11-3-16: Volunteers in State Service

WNC Policy 11-3-16

Procedure: Volunteers in State Service
Policy No.: 11-3-16
Department: [Environmental Health & Safety](#)
Contact: Environmental Health and Safety Officer

Policy: NRS 616.130 requires volunteers to receive workers compensation coverage while engaging in the performance of those services set forth in the "description of volunteer duties".

- **Section 1: Use of Volunteers**
 - A. The volunteer agreement and the rights and obligations of the parties hereto shall be governed by and construed according to, the laws of the state of Nevada, and adjudicated in Nevada district courts.
 - B. Volunteers are covered by the Workers Compensation Insurance program.
 - C. Volunteers must be properly recruited and screened.
 - D. Volunteers must formally complete all NSHE forms and agreements and follow the process for engaging. This includes the completion of forms by the engaging department.
 - E. Only human relations can authorize a volunteer to start their assignment.
 - F. The engaging department is responsible for training and assuring that the individual receives a safety orientation and other required periodic safety training.
 - G. Volunteer services can be terminated with or without cause or notice at the discretion of either party.

Date Adopted and Dates Revised

Date Adopted	September 15, 1985	Dates Revised	September 2, 2008; May 11, 2004
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NSHE and NRS Codes

NRS Code NRS [616A.130](#)

Please direct comments about this page to the Assistant to the President

URL: <http://www.wnc.edu/policymanual/11-3-16.php>

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XVII. Fund Raising

- a. Athletic Fees
The college does not charge an athletic fee to students.
- b. Revenue
Revenue received in the current fiscal year for services or goods provided in a future fiscal year may not be used in the current year except with Board of Regents approval.
- c. Relationship with Institutional Advancement
 - i. Generally, intercollegiate athletic department personnel may raise funds for their respective programs on behalf of WNC and intercollegiate athletics.
 - ii. When doing so, it is recommended that the activities of department personnel be coordinated with the WNC office of institutional advancement. This coordination should recognize:
 - i. The timing and amount of request to be made
 - ii. A request may be made to restrict the gift to a specific program, to the intercollegiate athletic department, or the WNC Foundation
 - iii. The name of the individual or corporation must be cleared with the institutional advancement office prior to the solicitation
 - iv. Any gift arranged for the benefit of WNC and its programs must be given by the donor to WNC through the Board of Regents gift accounts or through the WNC Foundation. In either case, the WNC Foundation will process the gift. Gifts must not be made personally, even though the donor intends the gift to be used for the benefit of a specific sport. If the donation is not made through the Board of Regents or the WNC Foundation, the donor cannot use the gift as a tax-deductible donation, and the college staff member or the donor may be liable for a taxable gift.
- d. Gifts and Donations
 - i. The intercollegiate athletic department may receive cash, personal checks, or money orders for deposit from booster donations, tournaments, program donations, etc. These monies are deposited within two business days with the WNC Foundation. Donation deposits must detail:
 - a) The fair market value of benefits received by the donor, if any
 - b) The account to which the deposit is to be made
 - c) The purpose of the deposit, and
 - d) Any restrictions placed on the use of the donation.
 - ii. The WNC Foundation office will acknowledge all donations with a letter to the donor confirming the total donation amount and tax-deductible amount after considering the cost of benefits received by the donor.
 - iii. Gifts or donations of equipment are to be reported to the WNC Foundation office using a form available from the office. The WNC Foundation acknowledges receipt of equipment gifts or donations similar to other donations.
- e. Ticket Sales
Consistent with NSHE and WNC financial procedures, all revenue generated from intercollegiate activities is deposited with the college's business office. This includes funds generated through the sale of tickets to athletic events.
 - i. Complimentary Ticket Policy
 - a) Requests for tickets to intercollegiate athletic department events by a member of the department must be directed through the director of intercollegiate athletics. The director of intercollegiate athletics will provide approval or denial of each request.
 - b) Tickets for intercollegiate athletic events are the property of WNC and may not be utilized for personal gain of any employee. Such use is considered a violation of state policies and procedures.

- f. **Booster Organization(s)**
The creation of such an organization shall be consistent with the mission and goals of Western Nevada College, and with the approval of the institutional president and vice president of institutional advancement.

XVIII. Media Coverage

- a. **Coordination/Process** – Relationships with all types of media will be coordinated with the college's Information and Marketing function. This includes such as media releases, photography/video needs, reporting of statistics, interviews with coaches and assistant coaches, website development and maintenance and other forms of media relations.

XIX. Facilities

- a. **Reservation Procedures** – All members of the department of intercollegiate athletics must adhere to the approved college policies and procedures for the scheduling and use of facilities.
- b. **Priority of Use** – Facilities specifically designed for use by teams that are part of the college's approved intercollegiate athletic sports program have a priority for the use of those identified facilities. The college-approved faculty use procedures will be used to reserve these facilities.

XX. Athlete Health and Safety

Recognizing that the health and safety of student-athletes is a priority for the intercollegiate athletic program and the college, the following procedure is implemented:

- a. **Student-Athlete Injury during Competition or Practice** – If a student-athlete is injured during a practice session or intercollegiate competition, an immediate determination is made regarding if the injury necessitates evaluation and/or treatment at a medical facility.
 - i. **No further treatment needed** – Health care professional determines if student-athlete can return to play or sit-out for a period of time.
 - ii. **Transport to health care facility** – If a determination is made that the student-athlete needs additional assessment and/or treatment, an ambulance is called to transport the individual to the facility. A member of the intercollegiate sports staff either goes with the student-athlete in the ambulance (if permitted) or uses another vehicle to arrive at the medical facility. The college staff member is responsible to update the head coach and other college staff (i.e., director of intercollegiate athletics, director of information and marketing, etc.) on the condition of the student-athlete. Consistent with the facility's protocol, parents or guardians are contacted. Follow-up on all medical emergencies of this type is the responsibility of the appropriate head coach.
- b. A manual with all student-athletes' insurance information is kept by each head coach. This document is marked 'CONFIDENTIAL.'
- c. As soon as the team and coaching staff returns to the campus, an incident report is completed and submitted to the offices of Intercollegiate Athletics, Public Safety, and Health and Safety. A copy of this report serves as Appendix M.

XXI. Insurance and Liability

Prior to the beginning of the fall sports season, the director of intercollegiate athletics will send out insurance and parent authorization forms to each student-athlete at their home address. The student-athlete and his/her parent/guardian must complete these forms and return them to the college as soon as possible, either before the beginning of the fall semester or the start of practice for the specific sport in which they intent to participate. If the student-athlete does not have individual insurance coverage or coverage through their parents, they must still complete the forms and return them to the director of intercollegiate athletics' office. If a student does not have primary insurance coverage, he/she is encouraged to purchase the insurance policy offered through the University of Nevada-Reno to act as primary insurance.

All walk-on student-athletes must show proof of primary insurance before they are allowed to participate in intercollegiate athletics.

All student-athletes (and parent/guardian, if appropriate) must sign Insurance and Liability Acknowledgement Form (See Appendix N) prior to participation in any intercollegiate athletic-related activities.

Western Nevada College does not provide a secondary insurance plan that covers injuries directly related to a student-athlete's sport that occur during practices, games, or events, or while traveling to and from an intercollegiate athletic event.

In the event that a student-athlete sees a medical provider related to an injury sustained in an athletic-related event, a bill may be generated for the services rendered by the provider. This bill is the responsibility of the student-athlete, even if an athletic trainer or other college staff member refers the student-athlete to the provider.

Intercollegiate Athletic Policy and Procedures Manual

Appendices

INTERCOLLEGIATE ATHLETIC BOARD

BYLAWS

I. NAME:

To help ensure the attainment of the Western Nevada College's intercollegiate athletic program philosophy, goals, and objectives, an athletic board of control will be established and named the Western Nevada College (WNC) Intercollegiate Athletics Board, hereinafter referred to as the IAB. The IAB shall be responsible to and report to the College president or his/her designee.

II. MEMBERSHIP:

The IAB shall be comprised of 11 voting members, and no less than one-third of the voting membership being students. All voting members must be full-time employees or full-time students in good academic standing at WNC or community individuals who have demonstrated a strong commitment to the College and its athletic program. To ensure compliance with National Junior Collegiate Athletic Association (NJCAA) applicable athletic conference policies, faculty, professional staff, and students shall comprise the majority of the voting membership.

A. COMPOSITION OF THE IAB:

1. Chair: The chair of the IAB shall be elected annually from among the faculty or professional membership.
2. Athletic Director: The athletic director shall be responsible for the administration of the athletic program. He/she shall be a voting member of the Board.
3. Coaches (2): One female sport and one male sport shall be represented. Coaches shall be recommended by the athletic director and appointed by the College president.
4. Faculty and classified staff (3): At least one (1) member shall hold academic faculty rank and at least one (1) and not more than two (2) faculty/classified staff shall be females. These members shall be appointed by the College president after consultation with appropriate college governance bodies.
5. Students (4): Including at least one male and one female team member and at least one student member who is not a team member. The athletic department shall nominate the student-athletes; the United Students Association shall nominate the non-athletes. The College president shall determine the final appointments to the IAB recognizing that there is a need for multi-campus representation. Student alternates may also be appointed to the IAB.

6. Friends of Athletics (2): Regional and local community members who have a demonstrated interest in the WNC athletic program shall be appointed to the IAB by the College president.
7. The dean of student services shall be an ex-officio member.

B. TENURE OF MEMBERS:

1. The length of term for faculty/professional staff members shall be two (2) years with initial terms to be staggered to ensure continuity. Faculty/professional staff shall serve no more than three (3) consecutive terms.
2. The length of term for the coaching members shall be staggered three (3) year terms. Coaches shall serve no more than two (2) consecutive terms.
3. Student terms shall be one (1) year appointments.

III. DUTIES OF THE IAB:

The IAB shall conduct appropriate reviews and engage in such other activities as will enable it to advise the College president on such matters as:

- A. Planning for athletic participation by WNC in the NJCAA, and the Scenic West Athletic Conference.
- B. Develop and approval periodic program reviews and planning documents consistent with NSHE, WNC, and other organizational requirements.
- C. Funding for intercollegiate athletics at WNC:
 1. The IAB shall formulate the annual athletic budget and recommend it to the College president for approval.
 2. The IAB shall ensure that all available and expected funds for intercollegiate athletics from all sources are set forth in the athletic budget.
 3. The IAB shall revise the budget when necessary and send such revisions to the College president for approval.
 4. All funds identified by the IAB for support of the college's intercollegiate athletic program shall be deposited into such account(s) and administered in accordance with fiscal and accounting procedures issued by the college's vice president for finance and administrative services.
 5. The IAB shall ensure that policies and procedures of the NJCAA, Scenic West athletic conference, the National Intercollegiate Rodeo Association, and NSHE are upheld.
- C. The IAB shall periodically review standards and policies for student participation in athletics.
- D. The IAB shall submit an annual report for the athletics program to the College president.

- E. The IAB shall address other matters appropriate to its purview referred to it by the College president.
- F. Other duties:
 - 1. The IAB shall hear and act on all requests for the addition or deletion of an intercollegiate sport(s).
 - 2. The IAB shall regularly review Title IX regulations as they pertain to athletics.
 - 3. The IAB shall promote and cooperate with the operation of a WNC booster organization and monitor its operation.

IV. MEETINGS/VOTING:

- A. The IAB shall meet each academic semester.
- B. The IAB chair and/or Athletic Director may call an emergency meeting of the IAB if such a meeting is deemed necessary.
- C. An IAB member who misses two (2) consecutive meetings or three (3) meetings shall, upon recommendation of the IAB membership, be subject to removal from the IAB.
- D. A simple majority of the membership must be present to conduct business at any scheduled meeting.
- E. A student member who cannot attend an announced meeting may, with prior notification (24 hours) to the chair, delegate voting responsibility to a designated student alternate.
- F. All members shall have one (1) vote.

V. IAB BYLAWS AND OPERATIONS:

- A. These bylaws may be amended by a two-thirds (2/3) vote of the membership and are subject to approval by the College president.
- B. The IAB shall uphold the bylaws of the NJCAA, and Scenic West athletic conferences and the Policies of the NSHE Board of Regents as appropriate to the conduct of athletic programs.
- C. All coaches/advisors, assistant coaches/advisors, and the individual designated as Athletic Director contracted in accordance with the NJCAA, the Scenic West athletic conference, and/or NSHE policy shall comprise the department of intercollegiate athletics at WNC.

Approved by College Council – 1/25/05
C:\\Policies\\IAB By-Laws.doc

Western Nevada College Policies

Policy iii: Principles of Community

Procedure: Principles of Community
Policy No.: Introduction: iii
Department: President's Office
Contact: Assistant to the President

As members of the WNC community, we choose to be part of an academic community dedicated to those principles that foster personal and professional integrity, civility, and acceptance.

We strive toward lives of personal integrity and academic excellence--We will encourage in ourselves, and in one another, those responsible actions which lead to lives of productive work, personal enrichment, and useful citizenship in an increasingly interdependent world.

We commit to treat one another with civility--Recognizing that there will be differences of opinion, we will explore the differences in a courteous and forthright manner, always acknowledging individual rights to the freedom of expression and association.

We embrace diversity--We encourage those of all cultures, orientations, and backgrounds to understand and respect one another in a safe and supportive educational environment.

Date Adopted and Dates Revised

Date Adopted	January 25, 2005	Dates Revised	October 17, 2008; September 2, 2008
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Please direct comments about this page to the Assistant to the President
 URL: <http://www.wnc.edu/policymanual/iii.php>



FIVE-YEAR PLAN 2010-2015

Western Nevada College

Mission Statement

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

College Goals

Student Success

- Students graduate with a degree or certificate.
- Students engage in the college experience.

Institutional Excellence

- WNC is the educational institutional of choice in western Nevada.
- All academic programming is of the highest quality.
- All support programs and services meet the needs of the WNC community.
- WNC has an exemplary system of governance and management.
- WNC strives for institutional sustainability.

One College Serving Many Communities

- WNC promotes access to higher education in western Nevada.
- WNC serves as a catalyst for personal and community enrichment.
- WNC promotes community connections.

Department of Intercollegiate Athletics Mission Statement and Goals

MISSION

Intercollegiate athletics enhance the educational mission of Western Nevada College by providing NJCAA Division I athletics programs for men and women and promotes institutional pride through the pursuit of academic success, athletic excellence, integrity, sportsmanship, and service to the community.

GUIDING PRINCIPLES

- To provide a high-value educational experience to all student athletes
- To promote a culture of degree-completion and university transfer among all student-athletes
- To conduct an athletics program that conforms in every way to all applicable rules, regulations and guidelines
- To ensure that student-athletes represent the college in a positive manner in the community and within the college
- To promote an environment that values cultural diversity and gender equity
- To provide a safe and supportive environment where student-athletes are encouraged to reach their full athletic potential

GOALS AND OBJECTIVES:

- **Academic Excellence**

The primary goal of the Western Nevada College intercollegiate athletics program is to provide a high-quality academic experience.

Objectives:

1. Athletes will excel in grade point average and course completion
2. Athletes will excel in persisting from semester to semester
3. Athletes will excel at degree-completion and university transfer

- **Integrity**

Western Nevada College will continue operating in compliance with all NJCAA, Region XVIII, institutional, state, and local policies and regulations including all Title IX and gender equity regulations.

Objectives:

1. NJCAA audits will result in no findings
2. Region XVIII Standard Operating Procedures are enforced
3. Board of Regents guidelines and procedures are followed
4. Institutional policies and procedures are adhered to
5. Title IX and gender equity regulations are in place

- **Athletic Excellence**

Western Nevada College supports athletic success on the field.

Objectives:

1. Coaches recruit quality athletes

2. Coaches are expected to field teams which are competitive within the Scenic West Athletic Conference
3. Players demonstrate good sportsmanship at all times

- **Service to the Community**

Objectives:

1. Athletes represent the college in a positive manner at all times, on the field and in the community
2. Athletes provide a positive role model to other students by conducting themselves with academic integrity
3. Coaches are available as mentors in the community
4. Teams complete a service project each year

Intercollegiate Sports Offered

Acknowledging that limited private resources provided through the WNC Foundation support the WNC intercollegiate athletic program, the college created an Athletic Development Committee. The group's initial role was to conduct a community interest assessment to determine which intercollegiate sports are of interest to residents of the college's service area. Based on that initiative, the college created a coed rodeo team in 2003-04. Subsequently the group proposed and developed two additional sports (men's baseball and women's Softball) beginning in the 2005-06 academic year.

The Athletic Development Committee composed of college, Foundation, and community representatives, developed position descriptions for each of the coaching positions and conducted search processes that resulted in the appointment of coaches for the two new sports. In addition, the team developed three-year operational and recruitment draft budgets for intercollegiate athletics. This initial document, which updated on an annual basis utilizing actual cost data, serves as Appendix A of this plan.

Institutional Memberships

The Athletic Development Committee also initiated membership with the National Junior College Athletic Association (Region XVIII/Division I) effective with the 2004-05 academic year. This is for men's baseball and women's softball. Based on that affiliation, the college initiated action for affiliation with the Scenic West Athletic Conference. The Conference approved the college's application on May 24, 2005.

Administrative Organization and Oversight

During the 2004-05 year, WNC developed an Intercollegiate Athletic Board (IAB) that assumed responsibility for the operational aspects of the intercollegiate sports program. The college developed bylaws (Appendix B) that were approved by the college president; the group's first meeting held in the spring semester 2005. This organization will utilize interest data from the above noted community assessment to develop implementation plans for future sports. Prior to the addition of any sports, a new assessment will be conducted to determine current interest. A copy of the sport implementation plan (chart) serves as Appendix C of this plan.

Finance and Resource Availability

Recognizing that WNC funds the intercollegiate athletic sports program from a variety of private resources, the ability of the college to expand the number of sports offered, construct new facilities, and promote the intercollegiate offerings is dictated by those resources. The WNC Foundation fundraises and administers these dollars consistent with NSHE and WNC policy and procedures.

Staffing

Concurrent with the activities of the Athletic Development Committee, the college president appointed the dean of student services as the college's first Athletic Director. This individual has administrative and supervisory responsibility for all sports, including related staff, and reports directly to the college president in this role.

Subsequently, the college completed national searches to fill the women's soccer and men's baseball coaching positions. These individuals recommended and received approval to appoint assistant coaches. Women's softball replaced women's soccer in 2008 and a search was conducted to fill the women's softball coaching position. That individual recommended and received approval to appoint a women's softball assistant coach.

Facilities

With the College's approval of men's baseball and women's soccer and now softball, the WNC Foundation began fundraising activities in support of constructing facilities to house both sports. Land was available adjunct to the Carson City campus of the college and designated for the purpose. This initiative identified two specific projects:

- Construction of professional quality baseball stadium on property owned by WNC and adjacent to the current campus. The concept paper and initial Carson City Special Use Permit Application for the construction of this facility serve as Appendix C of this plan.
- Design and utilization of city-owned water catchment basin for the construction of a collegiate soccer field (now a softball field) and stadium. This project is in its initial planning stages.

Pending the construction of on-campus sports facilities, the college negotiated a shared facilities agreement with Carson City and the Carson City School District. This document permitted the college's intercollegiate sports teams to utilize the facilities of these organizations until the time at which campus facilities are available.

2010-2015 Challenges:

- 1. Secure a source of ongoing funding adequate to cover the costs of team travel, operations, and the coach's salaries.**
- 2. Secure a donor to fund the construction of a women's softball field on the college campus.**
- 3. Assure that all aspects of Title IX requirements are followed.**

Western Nevada College Professional Position Announcement

Position Title

Women's Softball Coach

Minimum Qualifications and Experience

1. Bachelor's degree from a regionally accredited institution is required; Master's degree is preferred.
2. Softball coaching experience required, preferably in a college setting.

Responsibilities

1. Direct the intercollegiate women's Softball program. This includes recruiting, coordinating, planning, organizing and coaching.
2. Work closely with the Dean of Student Services to provide an athletic program that contributes to the mission and goals of the college.
3. Develop, supervise and implement fund-raising activities for intercollegiate athletics and the athletic department in collaboration with the WNC Foundation.
4. Recruit high school and college transfer student-athletes to participate in WNC's intercollegiate women's Softball program.
5. Conduct practice and training activities to develop skills of WNC Softball players.
6. Implement college athletic policies and procedures.
7. Develop and maintain statistics.
8. Promote WNC athletics through visibility in the community.
9. Represent the college at national, state and regional events.
10. Other duties as assigned.

Western Nevada College Professional Position Announcement

Position Title

Men's Baseball Coach

Minimum Qualifications and Experience

3. Bachelor's degree from a regionally accredited institution is required. Master's degree is preferred.
4. Baseball coaching experience required, preferably in a college setting.

Responsibilities

11. Direct the intercollegiate men's baseball program. This includes recruiting, coordinating, planning, organizing and coaching.
12. Work closely with the Dean of Student Services to provide an athletic program that contributes to the mission and goals of the college.
13. Develop, supervise and implement fund-raising activities for intercollegiate athletics and the athletic department in collaboration with the WNC Foundation.
14. Recruit high school and college transfer student-athletes to participate in WNC's intercollegiate baseball program.
15. Conduct practice and training activities to develop skills of WNC baseball players.
16. Implement college athletic policies and procedures.
17. Develop and maintain statistics.
18. Promote WNC athletics through visibility in the community.
19. Represent the college at national, state and regional events.
20. Other duties as assigned.

**Western Nevada College
VOLUNTEER AGREEMENT**

Whereas, it is deemed that the services of volunteers are both necessary and in the best interest of the Nevada System of Higher Education (NSHE);

Now, therefore, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **ASSENT.** The NSHE accepts the service of the volunteer until such services are terminated with or without cause or notice at the discretion of either party.
2. **INCORPORATED DOCUMENTS.** The parties agree that the services performed shall be specifically described, including, when applicable, any certifications, licenses and/or other credentials the volunteer is to possess; the number of hours or number times the service is to be performed, or when appropriate, a description of the work product.
3. **LIMITED NSHE LIABILITY.** The NSHE will not waive and intends to assert NRS chapter 41 liability limitations in all cases.
4. **INDEMNIFICATION.** To the fullest extent permitted by law, the NSHE shall indemnify, hold harmless and defend the volunteer, as if as an employee of the NSHE within the scope and meaning of NRS 41.0339, from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to attorney's fees and costs, arising out of the performance of the those services set forth in the 'Description of Volunteer Duties' statement contained below if the act or omission on which such liability, claims, actions, damages, losses, and expenses are based appears to be within the course and scope of the public duty assumed by the volunteer, appears to have been performed or omitted in good faith, was done under the control and direct supervision of the NSHE and in the furtherance of the NSHE's business.
5. **INSURANCE.** The volunteer, as an employee of the NSHE within the scope and meaning of NRS 41.0339, shall be treated as an employee regarding any applicable liability maintained by or on behalf of the NSHE while engaged in the performance of those services set forth in the 'Description of Volunteer Duties' statement. However, the volunteer is excluded from participation in any employee rights, benefits or plans, including, without limitation, those found in NRS Title 23.
6. **WORKERS' COMPENSATION INSURANCE.** Volunteers shall receive workers' compensation coverage in accordance with NRS 616A.130 while engaged in the performance of those services set forth in the "Description of Volunteer Duties" statement.
7. **GOVERNING LAW; JURISDICTION.** This Volunteer Agreement and the rights and obligations of the parties hereto shall be governed by, construed according to, the laws of the State of Nevada, and adjudicated in Nevada district courts.
8. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code, or any other documents and drawings, prepared or in the course of preparation by the volunteer while engaged in the performance of those services set forth in the "Description of Volunteer Duties" statement shall be the exclusive property of the NSHE and all such materials shall be remitted to the NSHE by the volunteer upon completion, termination, or cancellation of service. A volunteer shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of the volunteer's service under this agreement without prior written consent of the NSHE,
9. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from a volunteer may be open to public inspection and copying. The NSHE will have the duty to disclose unless a particular record is made confidential by law or common law balancing of interests.
10. **CONFIDENTIALITY.** A volunteer shall keep all information confidential, in whatever form, produced, prepared, observed or received by the volunteer to the extent that such information is confidential by law.

Volunteer Name		SSN	
Description of Volunteer Duties		Assistant baseball coach	
Campus	Carson City	Department	Student Services/Intercollegiate Athletics
Start Date of Assignment		End Date of Assignment	
Certifications, Licenses and/or other Credentials Needed		N/A	
Emergency Contact	Telephone Number		

IN WITNESS WHEREOF, the parties hereto execute this Volunteer Agreement

Volunteer Signature	Date	Volunteer Title
		Dean of Student Servs./Athletic Director
NSHE Department Signature	Date	Title
Parent Signature	Date	(If volunteer is under 18 years of age)



Eligibility Clearance Form

Name: _____

Sport: _____

Date: _____

Policy:

All student-athletes who have exhausted his/her eligibility are required to complete an Eligibility Clearance Form. Failure to complete this process may result in a hold being placed on transcripts, registration, or other academic records.

Procedure:

1. The intercollegiate athletic department will provide each student-athlete with the Eligibility Clearance Form. It is the student's responsibility to complete the form and turn it in during an exit interview.
2. Closeout physical is completed and documentation submitted.
3. The student-athlete exit interview is completed last.

1. Meeting with Head Coach

Signature of head coach

Date

2. Athletic Equipment Checkout

Signature of designated equipment staff

Date

3. Business Office

Signature of Business Office representative

Date

4. Schedule an appointment for an exit interview with the coordinator of retention by calling 445.3267.

Signature of retention coordinator

Date

Approved 2/05

WNC Athletics Principles of Conduct

Statement of Purpose

Western Nevada College recognizes the importance of promoting and developing morally upstanding citizens in the college community and society as a whole. Intercollegiate athletics foster the premise that the development of ethics and morals is the foundation for higher education. The athletics department understands the magnitude of its role within the educational framework. Furthermore, intercollegiate athletics considers participation a privilege offered to students at WNC. As such, that privilege may be suspended at any time if a student-athlete violates college policies and/or the Athletic Principles of Conduct.

OBJECTIVES

1. To develop a written policy of behavior expectations for all student-athletes.
2. To educate the student-athlete on the importance of developing strong ethical and moral decision making, allowing him/her to establish a sense of responsibility to self and others within the college community.
3. To function consistently within policies outlined by the Nevada System of Higher Education Code, WNC's Principles of Community, and WNC's Disciplinary Policies and Procedures. This is to insure that the Athletic Principles of Conduct do not supersede the purpose or intent of the Disciplinary Policies and Procedures.

I. STANDARDS

The term 'student-athlete' includes any member of a sports team at WNC whose name appears on the eligibility lists submitted to the National Junior College Athletic Association. It shall also include managers, scorekeepers, timers, and other individuals directly associated with the college's intercollegiate teams.

II. DRUG AND SUBSTANCE USE

The department of athletics is opposed to the use of all performance-altering substances in any form. Illegal drug and substance use, including alcohol, will not be tolerated. While each case is addressed on an individual basis, the athletics director, acting in conjunction with a coach, reserves the right to temporarily suspend any athlete charged with the drug and/or substance use from all practices and games until such time as his/her case has been adjudicated through the college's judicial process.

III. ACADEMIC PERFORMANCE

The Department of Intercollegiate Athletics stresses success in academic coursework as the first priority of its student-athletes. Therefore, the department follows the guidelines established for eligibility by the college and the NJCAA. The athletics department acts in conjunction with all available resources to insure that students receive every opportunity to achieve success, with an ultimate goal of degree or certificate attainment.

IV. REPRESENTATION

While participating as a student-athlete, students will present themselves in a socially acceptable manner. It is expected that they will act in an ethical and moral manner and are held personally responsible for their decisions and actions. Student-athletes must be willing to accept negative, as well as positive, consequences for their

behaviors.

The athletics director, acting in conjunction with a coach, reserves the right to suspend or dismiss any student-athlete for violation of the Athletics Principles of Conduct provided that due process is ensured. The following procedure shall be followed in such cases: When the athletics director, working with the information provided by all parties involved, considers the actions of a student-athlete to be detrimental to the goals of the department, the athletics director may recommend in writing the temporary suspension of the student-athlete from participating in that sport, and when appropriate, refer the case to the college's judicial process for review. In addition, violation of team rules can result in loss of the athletics talent grant.

It shall be the responsibility of each coach to implement this suspension. The student may request a meeting with the coach and athletics director to review the written charges and to obtain clarification of the temporary suspension prior to the departmental hearing. After reviewing all evidence, the department hearing committee may recommend permanent suspension or may overturn the temporary suspension.

The committee's decision must be made in writing within 24 hours of the hearing. The department hearing committee shall consist of the student-athlete's coach, two professional staff members from Student Services, one academic faculty representative from the Intercollegiate Athletics Board, and the director of athletics, who shall chair the hearing.

V. RIGHT OF APPEAL

The decision for a permanent suspension by the department hearing committee may be appealed in writing by the student-athlete to the vice president for Academic and Student Affairs. This appeal must be submitted within 24 hours of the student's notification of the decision.



Student Conduct Policies and Procedures

Rationale

Human beings grow and mature in communities. Living in a community requires depending upon the knowledge, integrity, and decency of others. In turn, the best communities help individuals form habits and values that enable them to achieve the highest personal satisfaction, including the satisfaction associated with helping to make a better world. Western Nevada College, a community comprised of students, faculty, staff and administrators, recognizes the need to establish policies and procedures to guide student actions and defines the penalties that are imposed when these rules and regulations are violated. The rules enforced by the College are designed to protect individual liberties, and other values stated in the College's Mission and Goals, especially the commitment to "personal growth and development, achieving their educational goals, advancing in their careers, and coping with the technical and social changes in our global society."

It is the policy of Western Nevada College (WNC) to ensure that the rights of an individual guaranteed by state laws and the U.S. Constitution are protected for all members of the community regardless of their gender, race, color, ethnicity, sexual preference, or religion. When such rights are infringed upon by violence, threats, or other harassment, the College will use every necessary resource to rapidly and decisively identify perpetrators for criminal and/or administrative prosecution in accordance with the WNC policies and the Board of Regents' Policies.

I. Authority for Student Discipline

Ultimate authority for student discipline is vested in the NSHE Board of Regents that charges the president of WNC with responsibility of establishing and enforcing rules and regulations outlined in the NSHE Policies. At WNC, disciplinary authority is delegated to the dean of student services as set forth in these policies and procedures, and in other appropriate policies, rules, or regulations adopted by the Board. The President appoints the dean of student services to serve as an administrative officer, and delegates other duties by the President as set forth herein.

The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary action for any act prohibited by local, state or federal law that occurs on System premises or at a System sponsored on or off such premises. In addition, misconduct, as defined and established in the NSHE Code, title 2, chapter 6 (6.2.2), is as follows:

1. Commission of any act interfering with academic freedom
2. Use of, or threat to use, force or violence against any member or guest of the System community, except when lawfully permitted
3. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the System
4. Intentional disruption or unauthorized interruption of the functions of the System, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the System
5. Willful damage, destruction, defacement, theft, or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by the System
6. Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of any System institution or the president's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees or students
7. Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the System after having been ordered to leave by the president of a System institution or the president's designee

8. Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the System
9. Making an accusation, which is intentionally false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under this code or under any applicable established grievance procedures in the System
10. Repeated use of obscene or abusive language in a classroom or public meeting of the System where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter
11. Willful incitement of persons to commit any of the acts herein prohibited
12. Disorderly, lewd, or indecent conduct occurring on System premises or at a System sponsored function on or off such premises
13. Any act prohibited by local, state, or federal law that occurs on System premises or at a System sponsored function on or off such premises
14. Use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the System
15. Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin. (referred to affirmative action officer)
16. Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic grading, or where verbal or physical conduct of sexual nature has the effect of creating an intimidating, offensive or hostile work or classroom environment. (referred to the affirmative action officer)
17. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same
18. Willfully destroying, damaging, tampering with, altering stealing, misappropriating or using without permission any system program or file of the University and Community College System of Nevada.
19. Acts of hazing, which are defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual
20. Any conduct, which violates applicable stated prohibitions, policies, procedures, rules, regulations, or bylaws of the Board of Regents or a System institution

Students will be informed of the Student Conduct Policies and Procedures through a variety of communication vehicles including the College's website, student handbook, and/or electronic and written media as appropriate.

II. Standards Governing the Conduct of Students

The College expects its students to act with integrity. Dishonesty, fraud, and failure to respect the rights of others will not be tolerated in a community that is dedicated to the development of responsible individuals.

The Student Conduct Policies and Procedures prescribe standards for the conduct of students on and off the campus. Many of these regulations are similar to federal and state statutes; therefore, a violation of these Student Conduct Policies may concurrently represent a violation of a civil statute. The College and civil/criminal jurisdictions are considered independent, each based on its separate, distinct needs. Thus, both civil/criminal and College proceedings could result from the same violation. Civil or criminal action before or after College action shall in no way alter the College proceedings or findings, nor provide any right to immunity from College jurisdiction. College authorities shall expedite disciplinary proceedings, recognizing the advantage of a prompt hearing in the event of alleged infractions, while guaranteeing due process.

The above policy recognizes that College disciplinary jurisdictions may not extend to off-campus activities unless the College sponsors such activities (e.g., athletic event, concerts, etc.) or the off-campus incident or activity has a direct or indirect adverse affect on the College. Alleged infractions taking place off the College campus are left to the courts or other authorities, although College action shall be initiated in cases where individuals are representing the College or where the alleged actions give cause for concern that the presence of certain individuals on campus may endanger the College community. Behavior causing serious personal endangerment, may subject a student to immediately being placed on administrative leave prior to a disciplinary hearing in accordance with Board of Regent's Code, title 2, chapter 6 (6.5.1), and as outlined in the Section III of this Code "Extraordinary Action Pending Judicial Process."

III. Extraordinary Action Pending Disciplinary Process/Administrative Leave

Pending a formal hearing, the President may place a student on administrative leave temporarily from the College if there is a determination that the administrative leave is required to:

1. Protect life, limb or property;
2. Ensure the maintenance of order; or
3. Remove a person from the University of Nevada System community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned other duties or classes or placed else in the System institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation.

The dean of student services, if acting as an administrative officer, will inform the student in writing, by personal delivery or, if this is not possible, by registered mail to the student's identified place of residence.

The notice of administrative leave will include charges specifying the violation(s). The matter will be referred in writing to a general hearing officer. The student charged will be provided a copy of the written referral. A student placed on administrative leave shall be given the opportunity to appear personally before the dean of student services, or a designee, in order to discuss the following issues only:

- a) the reliability of the information concerning the student's conduct, including the matter of his or her identity;
- b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal College functions.

There is no appeal to the President's decision of an interim suspension pending a hearing. Unless the person placed on leave agrees to delay the hearing to a later time, the hearing committee will convene within ten (10) days considering the circumstances of each case including but not limited to:

- (1) time of academic year;
- (2) availability of witnesses (especially any injured party);
- (3) whether criminal charges are pending.

IV. Due Process Procedural Protections

As provided for by the NSHE Code, students accused of disciplinary violations are entitled to the following procedural protections, which are general described as the following:

- a. To be informed of the charge and alleged misconduct upon which the charge is based;
- b. To request that the dean of student services, as administrative officer, to resolve the case in an informal disciplinary conference;
- c. To be allowed reasonable time to prepare a defense.
- d. To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response;
- e. To call and confront relevant witnesses;
- f. To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act.
- g. To request that any person conducting a disciplinary conference or serving as a hearing board member or hearing officer be disqualified on the ground of personal bias.
- h. To be considered innocent of the charges until proven responsible by a preponderance of the evidence.
- i. To be advised by a person of their choice.

V. Interpretation of Regulations

The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. These policies and procedures are a summary of the grounds, process and forms of discipline that are governed by the NSHE Code, title 2, chapter 6. Reference is made to this document for specific and detailed information on the NSHE and Western Nevada College disciplinary process.

VI. Disciplinary Action while Criminal Charges Are Pending

Students may be accountable both to civil/criminal authorities and to the College for acts that constitute violations of law and of these policies. Disciplinary action at the College will normally proceed during the

pendency of criminal or other proceedings, and will not be subject to challenge on the ground that criminal or other charges involving the same incident are dismissed or reduced.

VII. Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the academic faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by disciplinary proceedings in accordance with the WNC Policies and the Board of Regents' Code.

VIII. Prohibited Conduct

Unacceptable misconduct includes, but is not limited to any of the activities or behaviors outlined in Section I of this document and the NSHE Code, title 2, chapter 6 (6.2.2).

IX. Sanctions

Consistent with the NSHE Code, title 2, chapter 6 (6.3), possible sanctions associated with violations of these WNC Policies may include:

- a. *Warning*: notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- b. *Reprimand*: a written warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. Notice of this action may appear on the student's academic transcript for up to one year.
- c. *Disciplinary Probation*: exclusion from participation in privileged or extra-curricular institutional activities for a specified period of time not to exceed one year. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation during the period of probation, will normally result in suspension or expulsion from the College. Notice of this action may appear on the student's academic transcript for up to two years.
- d. *Restitution*: repayment to the College or to an affected party for damages resulting from a violation of these Policies.
- e. *Suspension*: exclusion from College premises, and other privileges or activities for a defined time period as set forth in the suspension notice. Notice of this action may appear on the student's academic transcript as *Disciplinary suspension effective (date) to (date)*. Parents or legal guardians of minor students shall be notified of this action.

A student who is not currently enrolled in the System and who was not registered during the previous semester, or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such a request must be submitted in writing to the President. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

No student suspended shall be refunded or credited any fees paid by and/or for the student.

- f. *Expulsion*: termination of student status for an indefinite period of time, and exclusion from College premises, privileges and activities. Permission of the President shall be required for readmission. This action will be recorded on the student's academic transcript as *Disciplinary Expulsion Effective (date)*. The parents or legal guardians of minor students shall be notified of this action.

No expelled student shall be refunded or credited any fees paid by and/or for the student.

- g. *Other Sanctions*: other sanctions, if agreed to in writing by the student, may be imposed instead of, or in addition to, those specified in sections (a) through (f) of this part. Service activities, fines or research projects may also be assigned.

Violations may result in expulsion or suspension from the College unless specific and significant mitigating factors. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

Repeated or aggravated violations of any section of these Policies may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate. Attempts to commit acts prohibited by these Policies may be punished to the same extent as completed violations.

X. Case Referrals

Any person may refer a student or a student group or organization suspected of violating these Policies to the dean of student services. This referral must be done in writing using a standard form available from the College's public safety, dean of student services, coordinator of student activities, or dean of instruction offices.

Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in hearings or conferences. The complainant may request the assistance of an advocate.¹

XI. Conference and Hearing Committee Referrals

The dean of student services or a designee will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the College. Students not subject to suspension or expulsion will be entitled to a disciplinary conference to attempt an informal resolution of the matter, in accordance with Sec. 6.8.2(c) of the Regents' Code, with the dean of student services, or a designee, as set forth in section XIII of this Code of Student Conduct. Students who are subject to suspension or expulsion will be entitled a hearing before the Campus Hearing Committee as set forth in section XIV.

Students referred for a hearing by the dean of student services, or a designee, may elect to have their cases resolved in accordance with section XIII of these Policies. Such an election must be in writing, affirming that the student is aware a hearing is being waived.

The dean of student services, or a designee, may defer proceedings for alleged minor violations of these Policies for a period not to exceed ninety days.

XII. Disciplinary Conferences

As permitted by NSHE Code, title 2, chapter 6 (6.8.2), students accused of non-academic offenses that may result in penalties less than expulsion or suspension may be subject to an informal resolution or recommendation for a disciplinary conference with the dean of student services or designee. The following procedural protections are provided to accused students in disciplinary conferences:

1. Written notice of the information specified in subsection 6.8.1 of the NSHE Code at least three business days prior to the scheduled conference.
2. Reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered "educational records," pursuant to the Family Educational Rights and Privacy Act of 1974; personal notes of College staff members or complainants are not included.
3. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
4. A right to be accompanied by an advisor as provided in item XV of these Policies.

XIII. Campus Hearing Committee

There shall be a Campus Hearing Committee appointed in accordance with procedures established by the College and approved by the President, and in accordance with Sec. 6.11.2 of the Regents' Code. Each hearing committee shall consist of at least five participants and not more than three from both the student or faculty/staff constituencies, and a faculty or staff member appointed as chair. The dean of student services shall be responsible for training and providing administrative support to the Campus Hearing Committee.

Both the findings and the sanctions determined by the Campus Hearing Committee shall be regarded as recommendations to the College President.

Members of the Campus Hearing Committee charged with a violation of these Policies or with a criminal offense may be suspended from their positions by the dean of student services during the pendency of the charges against them. Appointments of members found responsible of any such violation or offense will be terminated immediately upon determination of a case.

Hearing Committee procedures include the following procedural guidelines and will be implemented in accordance with the procedural requirements of the Board of Regents' Code, Title 2, Ch. 6:

¹ An individual, usually an employee of WNC, who could assist the victim during the hearing and advocate for the individual in relation to issues related to the case.

- a. The College president will appoint a committee chair from the faculty or staff members of the committee. The chair shall conduct the hearing, participate in Board deliberations and discussions, but shall vote only in cases of a tie vote by the committee.
- b. The dean of student services, or a designee, shall provide an accused student notice of the hearing date and the specific charges against him/her at least five business days in advance. Notice shall be by personal delivery or by certified mail to the last address provided by the student to the College. An accused student shall be accorded reasonable access to the case file which will be retained in the office of the dean of student services.
- c. The committee chair may call relevant witnesses in consultation with the dean of student services. Notice of the hearing will be personally delivered or sent by certified mail. College students and employees are expected to comply with such requests issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal College activities, as determined by the president of the College.
- d. Accused students who fail to appear after proper notice will be deemed to have pled "innocent" to the charges pending against them. A hearing will be conducted in their absence.
- e. Unless requested otherwise by the individual charged, hearings will be closed to the public except for accused, an advisor for the accused, and if appropriate, the victim and relevant witnesses.
- f. The chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts a hearing, may be excluded by the chair.
- g. Hearings shall be tape recorded or transcribed. These records are maintained for a seven-year time-period.
- h. Any party may challenge a hearing board member or the hearing officer on the grounds of personal bias. Board members may be disqualified by the chair, or upon majority vote of the voting members, conducted by secret ballot. The chair may be disqualified by the dean of student services and a pro tem chair appointed by the College president for a specific hearing.
- i. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating these Policies by intentionally providing false information to the College.
- j. Witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Board deliberations, which shall not be recorded or transcribed.
- k. The charges against the respondent must be established by a preponderance of the evidence.
- l. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to these Policies. The chair shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence that reasonable persons would accept as having probative value, materiality and relevancy. Unduly repetitious or irrelevant evidence may be excluded.
- m. Complainants and accused students (not their advisors), will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.
- n. Board members may ask questions of the parties and all witnesses. They may also take judicial notice of matters which would be within the general experience of College students and faculty members. The past disciplinary record of the accused student, if any, will be supplied to the board during the proceeding.
- o. A determination of responsibility and recommendations on the appropriate sanction(s) to be imposed shall be made to the President.
- p. Any determination of responsibility and recommendations will be supported by written findings completed by the chair. This document will be provided to the President.

XIV. Advisors

Complainants and accused students may be assisted by an advisor, who may be an attorney. The role of an advisor will be limited to providing confidential advice to the complainant or accused student. Even if accompanied by an advisor, an accused student must respond to inquiries from the chair and the hearing board. In consideration of the limited role of an advisor, and acknowledging the compelling interest of the College to conclude the matter expeditiously, the work of the hearing board will not, as an expeditiously general practice, be delayed due to the unavailability of an advisor. If an attorney accompanies a student, the name, address, and telephone number of the attorney must be provided to the dean of student services at least five (5) working days prior to a hearing.

XV. Student Groups and Organizations

Student groups and organizations may be charged with violations of these Policies.

A student group or organization and its officers may be held collectively and individually responsible when violations of these Policies by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

The officers, leaders, or any identifiable spokesperson for a student group or organization may be directed by the dean of student services to take appropriate action designed to prevent or end violations of these Policies by the group or organization. Failure to make reasonable efforts to comply with the dean's order shall be considered a violation of these Policies, both by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.

Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

XVI. Decisions on Appeal

Consistent with the NSHE Code, title 2, chapter 6 (6.14.2), an accused student will be provided with a copy of the President's decision by personal delivery or by certified mail to the last address provided by the student to the College.

For a suspension or lesser sanction, the student has ten (10) business days to submit a written request for reconsideration of the decision to the President. In the event of a decision for expulsion, the accused will have ten (10) business days to provide a written appeal to the Board of Regents for action.

As outlined in the NSHE Code, title 2, chapter 6 (6.14.1), the basis for such an appeal must establish that:

1. The procedures under which the person was charged are invalid or were not followed;
2. The person charged did not have adequate opportunity to prepare and present a defense to the charges;
3. The evidence presented at the hearing was not substantial enough to justify the decision; or
4. The sanction imposed was not in keeping with the gravity of the violation.

XVII. Transcript Encumbrances

In pending cases that could result in suspension or expulsion, a temporary encumbrance will normally be placed on a student's records by the dean of student services.

XX. Disciplinary Files and Records

Case referrals will result in the development of a disciplinary file in the name of the accused student. Disciplinary files will be retained as a disciplinary record for seven years from the date of the letter providing notice of final disciplinary action.

XXI. Revocation of Degrees

The College reserves the right to revoke an awarded degree for fraud in receipt of the degree. The process outlined in the NSHE Code, title 2, chapter 6 (6.2.8) is utilized to determine this as a recommendation to the President.

XXII. Definitions

When used in this document, the term(s):

- a. aggravated violation means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal College or College-sponsored activities;
- b. group means a number of persons who are associated with each other, but who have not complied with College requirements for registration as an organization;
- c. institution and college mean the College and all of its undergraduate divisions and programs;
- d. organization means a number of persons who have complied with College requirements for registration;
- e. reckless means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal College or College-sponsored activities;

- f. student means any person who is taking or auditing classes at the College, or is matriculated in any College program;
- g. College premises means buildings or grounds owned, leased, operated, controlled or supervised by the College;
- h. weapon is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury;
- i. College-sponsored activity means any activity on or off College premises that is directly initiated or supervised by the College;
- j. will or shall are used in the imperative sense.

Approved – College Council – 3/29/05

NJCAA Position Paper: Substance Use and Abuse

The National junior College Athletic Association (NJCAA) is the governing body of intercollegiate athletics for two-year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds and whose purpose in selecting a junior college may be as varied as their experiences before attending college.

Given this perspective, the NJCAA accepts its responsibility by seeking to provide a competitive environment that is free from drug and substance use and abuse in any form for facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

It is the position of the NJCAA, that it will serve as a resource and referral agency for any athlete, coach, or administrator, who wishes to secure information relative to the effects consequences and potential avenues of treatment for substance abuse; to coordinate the efforts of coaches and athletic administrators, in their efforts to serve as educational liaisons for those student-athletes wishing to further their athletic careers at four-year institutions, that are subject to drug testing procedures; and to continue to endorse and encourage efforts on the part of member institutions to educate their athletes to the implications of drug usage, in their lives beyond athletics.

It is a fundamental belief of the NJCAA that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege. In response to any violations of this nature that occur and are detected in NJCAA-sponsored events, continuation of rights and privileges of participation by the individual or the institution will be reviewed or revoked, as appropriate.

The NJCAA requires of its member institutions the following:

- 1) Development and implementation of a drug and alcohol (to include tobacco) awareness education program for all members of inter-collegiate athletic department staffs and student-athletes.
- 2) Development and distribution of an institutional policy statement relative to the use and abuse of alcohol, tobacco, drugs, and other controlled substances. This policy statement should address participation and the expectations of the member institution for each inter-collegiate athletic department staff member's and student-athlete's standard of behavior.
- 3) Development and implementation of a plan for referral, treatment, rehabilitation for all members of intercollegiate athletic department staffs and student-athletes with drug and/or alcohol-related problems.
- 4) By using various resources of individual institutions in response to institutional needs and demands, investigate the feasibility of a complete and comprehensive drug use and abuse-screening program.
- 5) Substances banned for use by student-athletes competing in NJCAA sponsored events are those found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example by the NCAA.



HEALTH INSURANCE CERTIFICATION

CERTIFYING THAT THE UNDERSIGNED STUDENT AT WESTERN NEVADA COLLEGE HAS ACCIDENT AND HEALTH INSURANCE COVERING THEIR PARTICIPATION AS A STUDENT-ATHLETE ON THE INTERCOLLEGIATE TEAM AT THE COLLEGE.

I, _____, hereby certify that I am aware that WNC and the college's athletic program **DOES NOT** provide for any athletic accident and health insurance for the students participating on the intercollegiate teams at the college.

Further, I certify that I (or my parent(s) or guardian(s)) have accident and health insurance that provides coverage for me as a participant in the athletic program at WNC.

Further, I certify that the following information is true and accurate:

NAME OF INSURANCE COMPANY: _____

INSURANCE POLICY NUMBER: _____

POLICY IS IN THE NAME OF: _____

Sport(s): _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Individual health insurance plan coverage varies by region and a student-athlete and their family should verify that their coverage is effective in Carson City, NV, and when the student is traveling to and from an intercollegiate athletic event.

_____ I do not have insurance coverage. I understand that WNC **DOES NOT CARRY** insurance to cover injuries to students engaged in intercollegiate athletics. **Note:** WNC and the Intercollegiate Athletic Department recommends that the student-athlete obtain the medical insurance offered through the WNC Business office.

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

RETURN TO:
Department of Intercollegiate Athletics
Bristlecone Building, room 100
Western Nevada College
2201 West College Parkway
Carson City, NV 89703

IN-STATE
 IN-STATE/W REGISTRATION
 IN-STATE/WOUT REGISTRATION
 OUT-OF-STATE/W REGISTRATION
 FOREIGN

**Western Nevada College
Employee Travel Request**

9TA _____
For Business Office use only

Date: _____

TRAVEL REQUEST MUST BE IN THE BUSINESS OFFICE FIVE (5) DAYS PRIOR TO TRAVEL.

INSTRUCTIONS FOR USE: This request must be completed prior to registration and/or reservations being made. Reimbursement for traveling expenses may not be secured without the authorizations listed on this form. All copies the department, through the proper dean, director or administrative office for approval of this form should be forwarded by the department, through the proper dean, director or administrative office for approval.

Employee Number _____ *DOB _____
 *Legal Name _____ Title _____
 Home Address _____ City/State _____
 Department _____
 Departure Date _____ Return Date _____ Mode of Travel _____
 Destination _____
 (City) (County) (State)

PURPOSE OF TRIP: If a conference, symposium, workshop or meeting is involved, give full name of organization, location and time:

Please attach meeting/conference agenda or itinerary.

REGISTRATION FEE: \$ _____ Please issue a check payable to: _____

Disposition of payment: Cashier's Office Check Mail to Vendor For Pickup Procard DEPT/BO

REQUEST FOR PRIOR APPROVAL OF LODGING EXPENSES IN EXCESS OF WWW.GSA.GOV PER DIEM RATE.

I will be staying at _____
 at the rate of \$ _____ per night, including _____% room tax
 Justification for lodging above the GSA rate: _____

_____ !

 Approved Not Approved **DATE:** _____

ACCOUNT(S) CHARGED					DESCRIPTION	AMOUNT
FUND	AREA	ORGN	OBJ	SOBJ		
Purpose				Destination		\$ -

The amount of travel advance will be encumbered on the account(s) designated unless/except travel expenses are paid by other sources. I understand that I must submit a travel claim within fifteen (15) days after completion of the trip with remittance of any balance due the college. If no travel claim is submitted, I will be liable for the full amount of any travel advance I received, plus any subsequent collection costs through payroll deductions. I further understand that no aspect of personal travel may be billed to or reimbursed by the college.

Transportation _____

Traveler _____

Claimant Signature Date

Per Diem _____

Approved _____

Head of Department Date

Estimated Total Cost \$ -

I request an advance of \$ _____
 (Fifty dollar minimum)

Approved _____

Dean or Vice President Date

Western Nevada College
2201 West College Parkway
Carson City, Nevada 89703

**Department of Intercollegiate Athletics
Waiver of Liability and Release of All Claims**

Dear Student:

This is to inform you that as a member of an intercollegiate sports team, you will travel to participate in scheduled activities related to the sport. If you participate in this activity, please sign this waiver and return it to your coach.

Coach's Name: _____

Field Trip Location: _____

Purpose of Activity: _____

Date and Time: _____

Transportation: State vehicle _____ Bus _____ Private Vehicle _____

The safety of students participating in the field trip is not guaranteed by WNC, its officers, employees or agents. Knowing the dangers, hazards, and risks of the activity, set forth above, and in consideration of being permitted to participate in the field trip, on behalf of myself, my family, heirs, and personal representative(s), I, the undersigned, agree to assume all the risks and responsibilities surrounding my participation in the field trip, and any related activities, and in advance release, waive, forever discharge, and covenant not to sue NSHE and WNC, its governing board, officers, agents, and employees (hereinafter called the "Releases"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releases, or otherwise, while in, on, upon, or in transit to or from the premises where the field trip, or any related activity, occurs or is being conducted.

Student's Name: _____
Print Name

Student's Signature: _____ Date

Home Address: _____

Home Phone: _____ Work Phone: _____

WESTERN NEVADA COLLEGE
INTERCOLLEGIATE ATHLETICS CONCUSSION MANAGEMENT PLAN

1. Overview:

The following document will serve as a guide for Western Nevada College athletics in the event of a traumatic head injury or concussion.

1.1 Definition of Concussion:

A traumatic head injury is an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force. A concussion, or mild traumatic brain injury (mTBI), is defined by the Center for Disease Control as “a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces.” Although a concussion will most commonly occur after a direct blow to the head, it can also occur after a blow elsewhere to the body and translate to the head.

1.2 Possible Symptoms of a Concussion may include:

- Loss of Consciousness
- Confusion
- Post-Traumatic Amnesia (PTA)
- Retrograde Amnesia (RGA)
- Disorientation
- Delayed Verbal and motor responses
- Inability to focus or irritability
- Headache
- Nausea/Vomiting
- Seizures
- Disequilibrium
- Feel in a fog or zoned out
- Vacant stare, lethargic
- Emotional Instability
- Dizziness
- Visual Disturbances
- Slurred/incoherent speech
- Blurry/double vision
- Sensitivity to light
- Excessive Drowsiness

2. Concussion Action Plan:

In the event there is a traumatic head injury during a Western Nevada College athletics event such as practice, conditioning, strength training, or competition, the course of action will be followed by the coaches, and other staff, which is defined in section 4.2 of this document.

- 2.1 If a student-athlete shows any signs, symptoms, or behaviors consistent with a traumatic head injury or concussion, the athlete will be removed from practice, conditioning, strength training, or competition and will be evaluated by a health care provider who is experienced in the evaluation and the management of traumatic head injuries and concussions.
- 2.2. A student-athlete diagnosed with a traumatic head injury or concussion by the health care provider will determine when the student-athlete will return to practice, conditioning, strength training, or competition. The requirements for return to play are

defined in section 5 under Return to Play Protocol and will be followed by coaches, and all other staff.

3. Athletic Camps:

Any individual that participates or is invited to an athletic camp, skills seminar, or other activity that is hosted or sponsored by Western Nevada College and is not considered a WNC student-athlete will be referred to as "participant".

- 3.1 During such activities, the participant may be involved in activities that put them at risk for an injury. By engaging in such activities and camps, the participant recognizes these risks.
- 3.2 If a participant is suspected to have a traumatic head injury during this type of activity, the participant is to be removed from ALL physical activity. A **written notice from a physician** must be obtained to clear the participant to return to physical activity of the camp.
- 3.3 In the event that a participant of an athletic camp or skills seminar **loses consciousness** due to a suspected head injury, an immediate referral to a Physician is required. **The participant will not be allowed to engage in activities for the remainder of the camp or seminar.**

4. Personnel Roles:

Coach:

Those whom are considered to be a coach are: Head Coaches, Assistant Coaches, and Volunteer Coaches.

Health Care Provider:

Those whom are considered to be a Health Care Provider are: Surgeons, Orthopedic Specialists, Physicians, Physician Assistants, and Athletic Trainers.

4.1 Course of Action defined by Personnel Roles:

Coach:

- (a) Immediately remove any student-athlete that shows any sign of traumatic head injury or concussion from activities.
- (b) Refer student-athlete to the health care provider for further evaluation.
- (c) Allow the student-athlete to return to play **only** after receiving clearance from the health care provider whether it is verbal or written.

Strength, Weight, and Conditioning Staff:

- (a) Fulfill the same role as the Coach in the event of a traumatic head injury or concussion.

Health Care Provider:

1. Physician, Physician Assistant, Orthopedic Specialist:

- (a) When present, remove the student-athlete that shows sign of traumatic head injury or concussion from activity.
- (b) When present, perform the initial concussion evaluation and subsequent evaluations as needed.

- (c) Direct the care for the student-athlete.
- (d) Determine when the student-athlete can return to play.

5. Return to Play Protocol

It is expected that student-athletes that have been determined to have a traumatic head injury or concussion will have some of the signs and symptoms as defined in section 1.2 of this document. A student-athlete may not have all or any of the signs or symptoms to be considered to have a traumatic head injury or concussion.

- 5.1 The evaluation of the student-athlete's head injury will be performed by a Health Care Provider as defined in section 4.3 in this document. The evaluation will consist of the SCAT2 (Sport Concussion Assessment Tool, version 2) as used by the International Olympic Sports Medicine Staff, and BESS (Balance Error Scoring System) as developed by the University of North Carolina. These assessment tools are included at the end of this document as addendums. The Health Care Providers are the only personnel that may determine if a student-athlete has a traumatic head injury or concussion.
- 5.2 The Coaches, Student-Athlete, and the Strength, Conditioning, and Weight Training Staff will be informed by the Health Care Provider of the athlete's condition, severity, and status of the student-athlete's injury. It is anticipated that the student-athlete will be advised to rest until asymptomatic. This is to be referred to as the "Initial Stage". The amount of time spent in this stage will be determined by the Health Care Provider.
- 5.3 Once the student-athlete is asymptomatic, he or she may, under the direction of the Physician, progress to balance tests and cognitive assessment tests to evaluate the status of the injury. This stage is to be referred to as the "Testing Stage". If the student-athlete's symptoms are exacerbated by any of the tests, then he or she will return back to the Initial Stage. Rest will again be advised until the student-athlete is asymptomatic.
- 5.4 The "Testing Stage" will include such tests as the SCAT 2 and the BESS and any other test that a Physician administers.
- 5.5 Once the student-athlete passes the test under the direction of the Physician, Physician Assistant, or Orthopedic Specialist, a Cardiovascular Assessment Test will be administered. This is the final portion of the "Testing Stage". If the student-athlete's symptoms are exacerbated by any portion of the cardiovascular test, he or she will return to the "Initial Stage" and remain there until he or she is asymptomatic.
- 6 When the student-athlete has successfully passed through the stages as defined in section 5, he or she may obtain a verbal or written notice of clearance to return to physical activity from the Health Care Provider.

Western Nevada College Policies

Policy 4-1-4: Nevada's Whistleblower Law

WNC Policy 4-1-4

Procedure: Nevada's Whistleblower Law

Policy No.: 4-1-4

Department: [Finance & Administrative Services](#)

Contact: Vice President of Finance and Administrative Services

Whistleblower, NRS 281.611 through 281.671, encourages State officers and employees to

Policy: disclose improper governmental action, and it is the intent of the Legislature to protect the rights of employees who make such a disclosure.

The Legislature has declared to be the public policy of this state that a state officer or employee is encouraged to disclose, to the extent not expressly prohibited by law, "improper governmental action," and it is the intent of the Legislature to protect the rights of a state officer or employee who makes such a disclosure.

"Improper governmental action" means any action taken by a state officer or employee in the performance of his official duties, whether or not the action is within the scope of his employment, which is (1) in violation of any state law or regulation; (2) an abuse of authority; (3) of substantial and specific danger to the public health or safety; or (4) a gross waste of public money.

The Nevada Revised Statutes prohibit a state officer or employee from using his or her official authority or influence to intimidate, threaten, coerce, command, influence or attempt to intimidate, threaten, coerce, command or influence another state officer or employee in an effort to interfere with or prevent disclosure of information concerning "improper governmental action."

The use of "official authority or influence" includes taking, directing others to take, recommending, processing or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation or other disciplinary action.

Western Nevada College encourages employees or other members of the WNC campus community to report suspected incidents of "improper governmental action" to the vice president of finance and administrative services. This individual is charged with investigating and issuing a report detailing the outcome of the investigation. The vice president provides the report to the college president or other appropriate NSHE representative. The vice president also informs the reporting individual of the outcome of the investigation.

If requested by the individual reporting such a possible violation, the vice president will preserve anonymity of the reporting individual.

In situations possibly involving the vice president of finance and administrative services, another college vice president may initiate a similar process.

The Nevada Revised Statutes prohibit any reprisal or retaliatory action against a state officer or employee who discloses information concerning "improper governmental action." A claim of reprisal retaliatory action must be submitted on the NPD-53 form, Request for Hearing under the provisions of NRS 281.641 (Whistleblower Law) within the 10 working day filing pursuant to NAC 281.305. This form is obtained from the Nevada Department of Personnel at 775.684.0141 or from the WNC Human Resources office.

Date Adopted and Dates Revised

Date Adopted May 11, 2004 **Dates Revised** September 2, 2008; February 20, 2007

NRS 281.611 through NRS 281.67

NJCAA REGION XVIII/SWAC BY-LAWS

Article I - Membership

- Section A A member college must be a member of the National Junior College Athletic Association.
- Section B Annual membership dues, established at the spring meeting each year, will be payable on or before October 15th of each academic year.
- Section C To be a member of the Scenic West Athletic Conference (SWAC) must meet the core sport requirement code as outlined in the constitution.

Article II - Legislative Assembly - Voting

- Section A Two delegates from each member college may attend the regional meetings.
- Section B The delegates may be representatives of the Women's division and a representative of the Men's division, each holding one vote. In the case where one (1) person represents both divisions, one (1) person may cast one vote in joint meetings.
1. Each member college must declare its delegates for the year as the first order of business as the fall meeting.
 2. A designated voting delegate may choose to vote by proxy if unable to attend a meeting.
- Section C Proxy voting shall be allowed at the regularly scheduled Fall and Spring meetings. In order to vote by proxy, a delegate must lodge written authority with the Regional Director prior to the meeting. The proxy vote must be exercised by a representative of the delegate's school.
- Section D A majority vote of a quorum shall be necessary to effect changes in operating procedures of Region XVIII. A quorum shall consist of more than 50 percent of the member colleges in Region XVIII.

Article III - Administration

- Section A Regional Directors:
1. Shall act in accordance with Article III, Sec. 1d of By-laws of the NJCAA.
 2. Shall oversee the duplication and distribution of minutes for each meeting.
 3. Shall order all trophies, awards, and certificates that are presented as standardized Region XVIII awards.
 4. Shall distribute a membership roster by the annual spring meeting each year, listing the voting representatives.
 5. Shall acknowledge receipt and disposition of all communication within seventy-two (72) hours. (Exception: Appeal matters. See Article VI, Executive Committee Operating Code).
 6. Shall appoint regional sports advisors.
 7. Shall perform other duties as may be assigned by the Legislative Assembly or Executive Committee.

Section B Assistant Regional Directors:

1. Shall chair Legislative Assembly meetings when the Director is not present.
2. Shall assist the Director on matters of eligibility.
3. Shall attend annual national meetings as appropriate.
4. Shall supervise the maintenance of sport histories.
5. Shall perform additional duties as assigned by the Regional Director.

Section C Treasurer:

1. Shall collect dues, pay all bills, and make a financial report to the Legislative Assembly at each meeting.
2. Shall perform additional duties as directed by the Regional Directors.
3. Shall collect and disperse tournament monies as designated in the SOP's. Tournament monies designated for distribution to the region's representative to national championships (or to traveling teams to inter-regional competition) must be dispersed through the Region XVIII treasurer.
4. Shall bill sponsor schools for the expenses incurred by the Regional Director or representative to Region XVIII championships.
 - a. The sponsor school shall be responsible for expenses up to the maximum amount designated in the SOP's.
 - b. Expenses beyond the amount designated in the SOP's shall be the responsibility of the region.
 - c. Following the regional championships, Regional Directors or their representatives should turn in expense vouchers to the treasurer that sponsor schools can be billed.
5. Shall reimburse the Assistant Region Directors expenses when they attend and stay through the entire NJCAA National Convention. Expenses to be reimbursed:
 - a. Transportation (airfare or mileage @ .32/mile, whichever is less, and taxi if necessary)
 - b. Hotel
 - c. Per diem (\$35.00/day)
(Rental cars are the responsibility of the Assistant Director)
Reimbursement must be submitted on the **Region 18 Reimbursement Form** with receipts attached.
6. Shall reimburse Sports Chair Advisor expenses to Region Coaches Meetings/Region Tournament only if necessary due to advisors team not attending the Region tournament. Expenses that can be reimbursed:
 - a. Transportation (airfare or mileage @ .32/mile, whichever is less, and taxi if necessary)
 - b. Hotel
 - c. Per diem (\$35.00/day)
Reimbursement must be submitted on the **Region 18 Reimbursement Form** with receipts attached.
7. Shall send a stipend of \$1,500 to each, the Region Women's Director and Region Men's Director, to be used for Region expenses incurred by their institution.

Article IV - Committees

Section A Executive Committee:

1. Shall include Regional Directors for men and women; Assistant Regional Directors for men and women; Treasurer; and a Member-at-large. The Member-at-large shall be selected by the Legislative Assembly.

2. Shall be responsible for reviewing the regulations which govern the activities or Region XVIII. In performing its function the committee shall act in accordance with its operating code.

Section B The Board of Appeal:

1. Shall consist of three (3) members plus two (2) alternates.
2. Shall hear appeals regarding decisions, findings, or rulings of the Executive Committee.

Section C Sport Committees:

1. Each sport shall be represented by one sport advisor whose function is to improve communication within the region. The sport advisor shall serve as a liaison between the Executive Committee and the coaches in that sport. Sport advisors shall function in accordance with their operating code.

Section D Ad Hoc Committees:

1. Shall be appointed by the Regional Directors whenever they are needed. The actions and decisions of these committees shall be subject to the approval of the Executive Committee. The committees shall cease to function as soon as they have completed a specific task.

Article V - Meetings

Section A Two regular meetings shall be held each year.

1. The fall meeting will be held no later than October 15.
2. The spring meeting will be held on a date to follow the annual NJCAA Delegate Assembly.
3. The date and location of the fall meeting will be determined at the previous Spring meeting.
4. The regional directors may call special meetings as required.
5. Member colleges are encouraged to have representation at the meetings.
(A joint AD/President's meeting will be held in March at the Region Basketball Tournament)

Article VI - Amendments

Section A The By-laws may be amended at any regular or special meeting provided the substance of the amendment shall have been published and mailed to all Region XVIII voting representatives at least two (2) weeks prior to said meeting. A majority vote of the quorum shall govern.

Article VII - Parliamentary Authority

Section A The rules contained in Roberts Rule of Order, Revised shall govern the meetings of Region XVIII where applicable, unless those rules are inconsistent with the Region XVIII Constitution and By-laws.

Article VIII - Championship Tournaments

Section A Size of Tournaments will be based on the number of teams participating in Conference play.

10 or more teams	= 8 team tournament
9 teams	= 7 team tournament
8 teams	= 6 team tournament
7 or less	= 4 team tournament

(Note Article VIII not in effect at present time, beginning August 2003, for Region 18 Championship Tournaments).

Article IX - Non-Contests and/or failure to meet contractual contest agreements

Section A If an institution cannot field a team resulting in a “no-contest” and/or non-fulfillment of a contractual contest agreement, the effected institution will be credited with a win for each contest not played for SWAC standings that will be used to qualify/seed teams (only) for Region 18 Championship Tournaments. Such win(s) will not go on an institution’s permanent record for national standings/polls/etc.

Section B Financial penalty assessed to the institution that cannot field a team resulting in a “no-contest” and/or non-contractual contest agreement:

- \$2,000/date for Men’s Basketball
- \$2,000/date for Women’s Basketball
- \$2,000/date for Volleyball
- \$2,000/date for Baseball
- \$2,000/date for Softball

Note: Multiple games scheduled on the same day, i.e. baseball or softball doubleheaders, will be fined as one day.

Article X - Post-game review after a player has been ejected or display of gregious unsportsman like conduct.

- Section A In the event that any player(s) and/or coach(s) are ejected from any contest where Region XVII/SWAC teams are involved, the following actions will take place:
1. Immediately following the contest, the host athletic director or designee and the entire official/umpire crew will meet with the game/match DVD to review the actions that brought about the ejection(s) or unsportsmanlike conduct actions. This group, upon review of the DVD, will make a full report of any other infractions and/or penalties. The reported additional infractions/penalties report and DVD will be sent to the coordinator of officials/umpires and to the appropriate regional director.
 2. In the event the ejection(s) occurs on the first game of a double header or the first night of a two night contest, the above policy must occur before the next scheduled game/match.
 3. After review of the ejection and/or unsportsmanlike conduct DVD, the regional director(s) and the executive committee may consider and may impose any sanctions in a timely manner and if possible prior to the next contest.
 4. This policy shall be utilized with all sports that fall under the jurisdiction of Region XVIII/SWAC. This decision will be final.

Article XI - All SWAC Academic Team
Article XII - All SWAC Academic Team

Section A At the end of the academic year an “All SWAC Academic Team” for each institution will be named. Each SWAC member institution will submit their “All SWAC Academic Team list” to the appropriate Region Directors based on the following requirements:

1. 3.2 GPA for the academic year
2. Pass 24 hours throughout the academic year
3. Must have played in some games/matches during the academic year

Section B The Region Director will send the All SWAC Academic lists to the webmaster to be published on the SWAC website.