

**Executive Memorandum No. 12**

**Control and Management of the Nebraska College of Technical Agriculture at Curtis**

The Ninetieth Legislature, First Session, enacted LB 656 which changed the name of the School of Technical

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Legislature, Second Session, enacted LB 1042 which established a new mission for NCTA under the control and management of the Board of Regents of the University of Nebraska. The Ninety-Second Legislature, First Session, enacted LB 663, which in Sections 62 through 65 gave authority to the Coordinating Commission for Postsecondary Education to determine whether control of NCTA should be retained by the Board of Regents or transferred to another public postsecondary education governing body. See Neb. Rev. Stat. §§85-121, 85-121.03, and 85-121.05. In 1993 the Coordinating Commission for Postsecondary

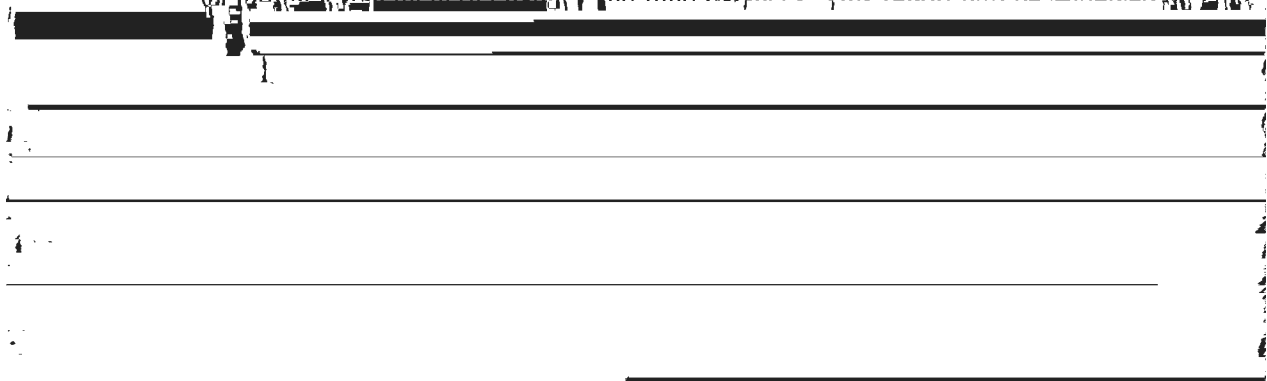
- b NCTA has been classified by the Legislature as a technical college. As such, it shall exist as a distinct subprogram of the University (Agency 51). However, it shall be closely aligned with the Institute of Agriculture and Natural Resources and collaborate with IANR's College of Agricultural Sciences and Natural Resources through articulation and transfer agreements. NCTA will have a separate operating budget. The budget will make provision for funding costs, both direct and indirect, incurred by other units of the University operationally supporting NCTA. Costs will be allocated in the same manner as to other University units.

2. Academic Planning and Programs

- a The Vice President for Agriculture and Natural Resources and Vice Chancellor for IANR shall develop policies and procedures for the planning, development, review, and approval of academic programs for NCTA. These processes shall be organized to provide for expedient responses to the changes needed in technical education to serve the agricultural industry of the State of Nebraska.
- b The faculty of NCTA shall have faculty status in IANR's College of Agricultural Sciences and Natural Resources (CASNR) and hold courtesy Special Appointments in related CASNR academic departments.

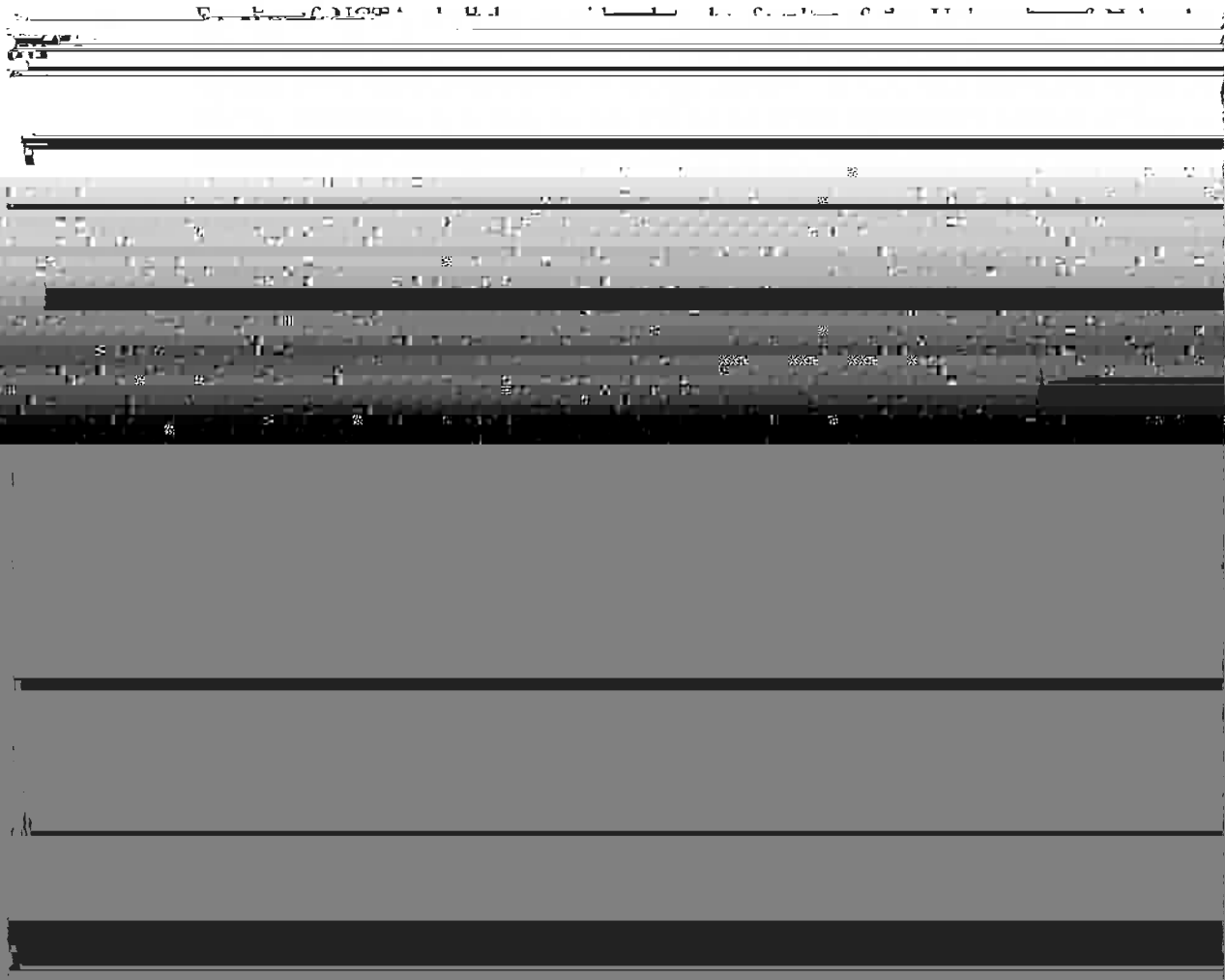
3. Budgeting and Accounting

- a The biennial operating budget request for NCTA will be submitted as a distinct budget request of the University of Nebraska. Guidelines used to develop the NCTA budget request may also be separate and distinct from the budget request guidelines for the other campuses of the University of Nebraska.
- b When the operating budgets are prepared following the legislative appropriation process, separate guidelines for budget preparation may be developed for NCTA. The Board will take separate action to approve each NCTA budget.
- c NCTA will use existing cash accounts established with the State Treasurer for UNL and IANR. However, all NCTA balances and activities will be segregated within the UNL-IANR Financial and Human Resources Management Systems.
- d For annual reporting and auditing purposes, NCTA will be included along with UNL. UNL Accounting will prepare an annual internal report of the results of the NCTA operations, including a statement of changes and fund balances. This report will be reviewed by UNL.



4. Personnel

- a. Except as hereafter provided, all personnel policies, procedures, rules, and regulations contained in the Bylaws of the Board of Regents, the University-wide Personnel Policy Manual, the UNL personnel policies and other written personnel policies, procedures, rules, and regulations adopted by IANR and the Board of Regents shall apply to employees of NCTA. Academic-administrative, managerial/professional, and office/service staff of NCTA will be eligible to participate in all University benefit programs under the same terms and conditions as other University employees with all costs to be paid from the separate budget of NCTA. Employees of NCTA will be paid through the University of Nebraska payroll system.
  
- b. NCTA personnel will be covered by liability insurance and workers' compensation to the same extent as other University employees with the cost of these programs to be paid from the separate budget for NCTA.



6. Purchasing

Purchasing activities of NCTA will be conducted in accordance with the Board of Regents Purchasing Policy and accomplished through the UNL Purchasing office in compliance with established procedures and practices.

7. Risk Management

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coordinating, and directing a comprehensive risk management program for NCTA under the general direction of the University of Nebraska risk manager. Specific duties and responsibilities are:

1. Coordinate building/contents valuation
2. Initiate claims reporting and processing
3. Conduct environmental health and safety programs
4. Conduct preliminary investigation into incidents, accidents, and potential

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