

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY NAME: Chancellor/Presidential Associate Appointment

POLICY NUMBER: 5024

A. PURPOSE

To establish procedures for the appointment of Associate to the President/Chancellor for spouses of Nebraska State College Presidents and Chancellor.

B. DEFINITIONS

None

C. POLICY

1. Associate Appointment

1.1 Authorization and Duties

- In order to reflect and to recognize the contributions and services to the Nebraska State College System or a member College of the spouse of a President or the Chancellor, the Board authorizes the creation of the position of Associate of the President/Chancellor.
- This appointment acknowledges the Associates' oversight responsibility in acting as official agents of the System and/or the College for the purpose of performing services that further the official business purposes of the System or College, if the spouse is available and chooses to so perform.
- Such designation is not automatic and is subject to approval by the Board. Such designation authorizes the spouse to act in a representative capacity for the System or College only when performing services that are consistent with those described in this policy.

1.2 Compensation and Potential Conflicts of Interest

- Appointment as Associate of the President/Chancellor is without salary or benefits and conveys no rights associated with employment.

- Designation of a spouse as “Associate to the President/Chancellor” must not conflict with any other employment.

1.3 Allowable Benefits and Coverage

The following will be provided to the Associate of the President/Chancellor:

- An appropriate identification card to provide access to College libraries and other facilities in accordance with College or System procedures.
- Official business cards.
- Special parking permits, where needed, for use at facilities owned or controlled by the College.
- Travel expenses incurred while traveling as an Associate will be reimbursed according to System travel policies. Whenever possible non-state funds such as Foundation allowances should be used for this purpose.
- An Associate of the President/Chancellor is formally recognized as a volunteer and when performing services as an Associate, is qualified for coverage under all applicable liability insurance coverages.

2. Services Performed

The following duties are illustrative of services that may be performed by the Associate of the President/Chancellor.

- Serves as special assistant and advisor of the President/Chancellor.
- Responsibility for planning, production, and oversight of official occasions, events, or activities.
- Serves as an official representative of the System or College within the institution and broader community at meetings, workshops, conferences, community and institutional activities, alumni events, faculty/student/staff activities, and other events that are related to or support the purposes of the System or College.
- Assists with public relations, development, and fund-raising activities.

3. Reimbursement Conditions and Limitations

Judgments related to whether an expense included in a request for payment or reimbursement of the Associate is bona fide are to be handled at the next supervisory level.

Taxes, if any, resulting from the reimbursement or payment of expenses of a spouse designated as an Associate are the obligation of the spouse or, if appropriate, the President/Chancellor.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: April 1999

Policy Revised: June 2006, October 2018, February 2022, October 2022