

Contact: Marcia Brunson

**BOARD OF REGENTS POLICY MANUAL REVISIONS TO  
CHAPTERS 1 AND 4 – FIRST READING**

**Action Requested:** Consider, as a first reading, revisions to Chapter 1 “Board of Regents” and Chapter 4 “Personnel” of the Board of Regents Policy Manual.

**Executive Summary:** The revisions proposed to the Policy Manual are detailed in Attachments A (Chapter 1) and B (Chapter 4)

CHAPTER 1 – BOARD OF REGENTS

At an earlier meeting of the Board of Regents, it was noted that the language in the Policy Manual relative to the election of the President Pro Tem of the Board was inconsistent with the Iowa Administrative Code. Upon review, it was determined that both the Policy Manual and the IAC were not reflective of the Board’s current practice of scheduling meetings. Agenda Item #16 outlines amendments proposed on this topic to the IAC.

CHAPTER 4 – PERSONNEL

Revisions to Chapter 4 include modification of section 4.05 to clarify the process for appointment of administrators at the institutions. Additional changes to Chapter 4 clarify the process for changes in salaries (section 4.13 – Salaries).

Employee Tuition Assistance Principles approved by the Board in February 2007 have been added as a new section (4.45) to Chapter 4.

**1.04 Board Officers (Iowa Code § 262.9(1))**

The officers of the Board of Regents shall consist of the president, president pro tem and the Executive Director.

- A. ~~The Board shall, each even-numbered year, elect from its members a president of the Board, who shall serve for two years and until a successor is elected and qualified.~~ Prior to May 1 in even-numbered years, a president shall be elected by the Board of Regents from its members for a two-year term to commence on May 1. A president pro tem shall be elected at the same meeting
- B. The president of the Board shall preside at all meetings of the Board; shall appoint members of all committees; ~~shall nominate for approval by the Board a president pro tem to serve when needed due to the President's temporary absence;~~ with the Executive Director of the Board, execute such instruments and contracts as may be ordered by the Board; shall perform such duties as usually pertain to this office and such other duties as may be assigned by the Board; and the president of the Board shall be governed in action by the usual parliamentary procedure.
- C. In the event of a vacancy in the office of president, ~~the Board shall elect a new president~~ the president pro tem shall serve as president until such time as a new president is elected by the Board to fill the unexpired term. If a vacancy occurs in the office of president pro tem, a successor shall be elected as soon as practicable.
- D. In the event of an emergency situation in which the institutional head of a Regent institution is judged by the President of the Board of Regents as being incapacitated and unable to perform normal duties of the office, the Board President, in consultation with the Executive Director, may name an "acting President/Superintendent" until such time as the Board is able to ratify the appointment of an "Interim President/Superintendent".
- E. For authority and responsibilities of the Executive Director, see Chapter III.

**4.05 Other Board Appointments**

- A. Annually in accordance with Iowa Code section 262.9 - 2, the Board shall appoint a secretary and treasurer for each Regent institution with consideration given to nominations made by the institutional heads.
- B. Provosts, vice presidents, and directors of major units and comparable positions at the special schools shall be nominated by the institutional head for appointment by the Board. Appointments to these positions become effective on the date designated by the Board.

The institutional head shall inform the Board through the Executive Director of an impending vacancy in any of these positions and ~~shall apprise the Board of~~ plans for a search for a successor. The Board through the Executive Director shall be kept fully informed of the progress of the search, and the institutional head shall inform the Board through the Executive Director of the finalists before a nomination is made. If the compensation or duties of the successful candidate are to be substantially different from those of the previous person in the position, the Board through the Executive Director shall be informed prior to an offer being extended.

- C. ~~All administrative appointments not included above shall be reported on the institutional Register of Personnel Changes.~~

The appointment of Associate Vice Presidents, Assistant Vice Presidents, Deans and Associate Directors of major administrative units shall be reported in a separate section of the monthly register and shall be effective at the time designated by the Board.

~~When making an appointment to the position of Associate Vice President, Assistant Vice President, Dean and Associate Director of major units, the institutional head shall inform the Board and the Executive Director of the following:—~~

- ~~1. — An impending vacancy in the position as soon as it is known;—~~
- ~~2. — Plans for conducting a search;—~~
- ~~3. — Periodic progress reports on the search;—~~
- ~~4. — The names and summary vitae of finalists at the time the individuals are invited to campus for an interview;—~~
- ~~5. — The name of the person the institution intends to appoint at least one week before the appointment is made. A complete vita will be provided to regents upon request.—~~

- ~~6. Board members having concerns or comments about the proposed appointment of a person should notify the president of the board or, in the absence of the President, the Executive Director. Board members and the head of the institution involved will be notified of the comments or concerns by the President of the Board or the Executive Director and arrangements will be made for appropriate consultation.~~

The institutional head shall inform the Board through the Executive Director of an impending vacancy in any of these positions and plans for a search for a successor. The Board through the Executive Director shall be kept fully informed of the progress of the search, and the institutional head shall inform the Board through the Executive Director of the finalists before a nomination is made. If the compensation or duties of the successful candidate are to be substantially different from those of the previous person in the position, the Board through the Executive Director shall be informed prior to an offer being extended.

- D. A current chart showing the organizational structure of the institution shall be kept on file in the Board's office. Changes proposed in the organizational structure of an institution shall be presented to the Board for its approval, if they are significant. Other changes may be presented for the information of the Board at the discretion of the institutional head.

#### **4.07 Appointment to Positions with Tenure and Other Personnel**

- A. Recommendations for appointments or promotions to positions with tenure and those not covered in Section 4.05 shall be made by the institutional heads.
- B. All personnel appointments and promotions made under the authority of this section shall be reported to the Board in the monthly Register of Personnel Changes for Board approval.
- ~~C. Each university shall submit annual reports on the operation of tenure policy that include methods of evaluation of teaching performance.~~

(4.07 C moved to Chapter 6)

#### **4.13 Salaries**

- ~~A. Changes in salaries of budgeted employees~~

- ~~1. Proposed changes in salaries of personnel covered by Section 4.05 shall be transmitted by the institutional heads to the Executive Director for transmission to the Board.~~
  - ~~2. Changes in salaries of budgeted personnel covered by Section 4.07 may be made by the institutional executives subject to the following restrictions:
    - ~~a. Personnel appointed to line budget positions at the same or less salary than provided in the printed budget shall be reported in the Register of Personnel Changes.~~
    - ~~b. Changes of salaries in line budget positions involving salaries larger than those provided in the printed budget may be made by the institutional heads if such increases will not increase the overall budget of the department, college, or other unit involved. Personnel involved in such changes may be placed on the payroll by the institutional heads pending approval of the Register of Personnel Changes.~~~~
- ~~B. Procedure for changes in the salaries of major institutional administrators as defined in Section 4.05(C):~~
- ~~1. Following Board approval of preliminary budgets and approximately 10 days prior to its consideration of final detailed budgets, university presidents shall notify the Board of any requested changes in the salaries of all vice presidents, deans, and other major institutional administrators.~~
  - ~~2. Following Board approval of preliminary budgets and approximately 10 days prior to its consideration of final detailed budgets, the superintendents of the School for the Deaf and the Braille and Sight Saving School shall notify the Board of any requested changes in the salaries of major institutional administrators.~~
  - ~~3. Requested changes in salaries of major institutional administrators as identified in Section 4.05(C) and equivalent positions in the special schools shall be submitted by the institutional heads to the Board of Regents, State of Iowa, for approval.~~
- A. Changes in salaries during budget year.
1. Changes in salaries of provosts, vice presidents and directors of major units and comparable positions at the special schools as described in Section 4.05.

- a. Recommendations for salary changes for incumbents in positions covered by Section 4.05 shall be made to the Board President through the Executive Director prior to effecting the salary increase.
2. Changes in salaries of budgeted personnel covered by Section 4.07 may be made by the institutional heads as follows:
  - a. Changes to salaries of budgeted positions at a level less than the amount provided in the final approved budget shall be reported in the Register of Personnel Changes.
  - b. Changes that would increase salaries to amounts greater than those in the final approved budget may be made by the institutional heads if such increases will not increase the overall budget of the department, college, or other unit involved. Such changes and/or appointments may be effected by the institutional head and reported in the Register of Personnel Changes.
- B. Salary changes for new budget year.
  1. A listing detailing the current year salary, the proposed salary for coming year and the percentage increase of the incumbents in the positions covered by Section 4.05 shall be submitted to the Executive Director by July 1 of each fiscal year.
  2. Salary increases for faculty and staff covered by Section 4.07 shall be made by institutional heads in accordance with Board approved salary policies.

#### **4.45 Employee Tuition Assistance Principles**

Eligibility: Nontemporary/permanent employee with continuous appointment for one year or longer.

Coursework: Work related with approval of the supervisor unless the employee is pursuing an undergraduate degree.

Reimbursement: At the same rate as the institution's resident tuition with no predetermined credit hour minimum or maximum. This assumes satisfactory performance and the budgetary capacity to support the stipulated educational pursuits of the employee.

Reimbursement priority: Regent institutions, institutions of higher education with a partnership agreement with Regent institutions, external accredited institutions.

Under these proposed principles, a supervisor and an employee could discuss the employee's need for tuition assistance and only restrictions would be satisfactory performance and available budget.