MEMORANDUM

To: Board of Regents

From: Board Office

Subject: Revisions to the Board of Regents Policy Manual

Date: September 1, 2004

Recommended Action:

Approve, as first reading, revisions to Chapter II -- Meetings of the Board of Regents Policy Manual:

Executive Summary:

First Reading A number of revisions are proposed to the Board of Regents Policy Manual, Chapter II -- Meetings.

Background and Analysis:

Standard revision process takes two Board meetings Changes are proposed to the Policy Manual as a result of editorial review and Regent comments. The traditional revision process for substantive revisions involves initial review and comment by the institution and the Board (the “first reading”) and then providing final Board approval for publication at a subsequent Board meeting.

Revisions to the Policy Manual that have been approved by the Board to date are listed in Attachment B.

Meetings Revisions are proposed to Chapter II – Meetings. The revisions are either editorial in nature or revise the policy to conform with current practice and terminology. These revisions are detailed in Attachment A.

Marcia R. Brunson

Approved: Gregory S. Nichols
IV. Meetings

2.01 Regular Meetings (Iowa Code § 262.8)

A. The Board shall meet at least four times a year.

B. Meetings shall be held on the third Wednesday and Thursday of each month unless otherwise designated by the Board.

C. Meetings shall be held at either a Regent institution or as otherwise sites designated by the Board. The Board shall approve the place of each meeting at least one month in advance.

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2.04 Dockets Agendas

A. The Board Office shall be responsible for assembling all matters to be brought before the Board, together with all supporting material. These matters are commonly referred to as the Board’s “dockets” “agendas” and will be indexed and included in a binder for Board reference.

1. Each institution will prepare its own portion of the docket agenda and forward same, with all supporting material, to the executive director on a schedule provided by the Board Office. Docket Agenda materials are due in the Board Office by noon of the scheduled day.

2. The executive director shall establish and inform the institutions of the size, composition, and format of all docket agenda materials.

B. Assembled docket agendas will be mailed to members of the Board at least one week prior to a Board meeting.

C. No matter which is not included in the docket will be brought before the Board, unless such matter is of an urgent and compelling nature. Institutions may, however, keep Board members informed on recent developments affecting docket items. Only urgent and compelling items shall be brought before the Board after the agenda is released.

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F. Legislators, the majority and minority leadership in both houses, the Governor’s office, state department heads, and members of the press are sent notification via e-mail concerning the availability of docket agenda materials on the Regent website. This release of information is sent by 11:00 a.m. the Thursday at least 24 hours prior to the Board meeting.
2.05 Conduct of Meetings

A. The business of the institutions shall be presented by the institutional executives to the Board. Move to end of section and re-letter section.

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G. The business of the institutions shall be presented to the Board by the institutional executives.

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2.08 Communications of Students, Faculty, and Staff with Board

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B. Students, faculty, and staff may request an opportunity to appear before the Board to discuss matters of interest and may request that an item be included on the docket agenda. Such requests should be made in writing to the president of the Board with a copy to the president of the university concerned. The request should include a statement as to the reason why a personal appearance is desired or why an item should be included on the docket agenda. A statement as to the exhaustion of local campus remedies, including specific persons or groups approached and their disposition of the matter, should also be included in the request. The president of the Board is empowered to permit such person or persons to appear or an item to be docketed, if, in the president's judgment, it is appropriate or unless there are unusual circumstances.

The president of the Board shall report to the full Board all requests made for permission to appear or to include an item on the docket agenda, whether or not the request was granted.

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D. The president may, on rare occasions, recognize an individual seeking, without advance written or oral notice, to comment during deliberations on a docketed agenda item.

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I. The agenda for each Board meeting will be available for review at the Board Office, the university relations offices at each university, and special schools, and **AFTER 11:00 a.m. Thursday at least 24 hours** preceding the Board meeting on the Regent website (www.state.ia.us/educate/regents). Interested parties will have ample opportunity to review items of particular concern to them. Upon request, copies may be made available at cost to interested parties.

POLICY AFTER REVISION  FIRST READING

V. Meetings

2.01 Regular Meetings (Iowa Code § 262.8)

A. The Board shall meet at least four times a year.

B. Meetings shall be held at sites designated by the Board. The Board shall approve the place of each meeting at least one month in advance.

2.04 Agendas

A. The Board Office shall be responsible for assembling all matters to be brought before the Board, together with all supporting material. These matters are commonly referred to as the Board’s “agendas” and will be indexed and included in a binder for Board reference.

1. Each institution will prepare its own portion of the agenda and forward same, with all supporting material, to the executive director on a schedule provided by the Board Office. Agenda materials are due in the Board Office by noon of the scheduled day.

2. The executive director shall establish and inform the institutions of the size, composition, and format of all agenda materials.

B. Assembled agendas will be mailed to members of the Board at least one week prior to a Board meeting.

C. Only urgent and compelling items shall be brought before the Board after the agenda is released.
F. Legislators, the majority and minority leadership in both houses, the Governor’s office, state department heads, and members of the press are sent notification via e-mail concerning the availability of agenda materials on the Regent website. This release of information is sent at least 24 hours prior to the Board meeting.

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The president of the Board shall report to the full Board all requests made for permission to appear or to include an item on the agenda, whether or not the request was granted.

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D. The president may, on rare occasions, recognize an individual seeking, without advance written or oral notice, to comment during deliberations on an agenda item.

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Board approved revisions of sections of the Policy Manual

- Chapter II. Meetings and Chapter IV: Personnel, in March 2002.
- Chapter IV. Personnel -- §4.04: Appointment of Presidents, Superintendents, and Executive Director and §4.11: Employment and Supervision of Immediate Family Members, in April 2002.
- Chapter III. Board Office, in April 2002.
- Chapter VI. Academic Policies and Procedures (with the exception of §§6.03 and 6.04), in April 2002.
- Chapter I. Board of Regents, in May 2002.
- Chapter VIII. Charges and Fees, in May 2002.
- Chapter I. Board of Regents -- §1.07(A)(2)(b) (amended to include a community college president as a representative on the Committee on Educational Coordination), in June 2002.
- Chapter I. Board of Regents -- § 1.03: Report of Special Schools Advisory Committees; §1.04, subsections C and E; and §1.06I: Regent Advisory Committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School, in April 2003.
- Chapter I. Board of Regents -- §1.03: Governance, subsection E: Governance Reports – Banking Committee, in May 2003.
- Chapter I. Board of Regents -- §1.05: Board of Regents Committee, in May 2003.
- Chapter VII. Business Procedures -- §7.02: General Policies, A. Budgets, 6. Reallocation, in October 2003.
Attachment B

- Chapter I. Board of Regents - §1.06E: Economic Development and Technology Transfer, in October 2003.
- Chapter III. Board Office -- §3.03: Responsibilities of the Executive Director and Board Office, emeritus status for Board Office staff, in November 2003.
- Chapter I. Board of Regents -- §1.09, Affiliated Organizations, in January 2004.
- Chapter VIII Fees and Charges -- §8.06A, Residence system reporting, in January, 2004
- Chapter I Board of Regents -- §1.03E, Governance Reports, in February 2004
- Chapter I Board of Regents -- §1.02, Strategic Plan, in April, 2004
- Chapter I Board of Regents -- §1.01C, Orientation of Board Members, in May, 2004
- Chapter I Board of Regents -- §1.04, Board Officers, in May, 2004
- Chapter I Board of Regents -- §1.05, Board of Regents Committees, in May, 2004
- Chapter I Board of Regents -- §1.06, Interinstitutional Committees, in May, 2004
- Chapter I Board of Regents -- §1.07, Special Committees, in May, 2004
- Chapter VII Business Procedures – A number of non-substantive editorial corrections were implemented to ensure that the Policy Manual conformed to the revisions in the Board’s committee structure (e.g., “Banking Committee” references were removed or revised) in May, 2004
- Chapter I Board of Regents -- §1.05b, Board Committee responsibilities, in June, 2004
- Chapter I Board of Regents -- §1.05d, Standing Committees of the Board, in June, 2004
- Chapter 1 Board of Regents -- §1.02 Strategic Plan, August 24, 2004.
- Chapter 3 Board Office -- §3.01 Board Office Statement of Mission, August 24, 2004.
- Chapter 3 Board Office -- §3.03 Responsibilities of the Executive Director and the Board Office, August 24, 2004.