

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to Policy Manual
Date: April 8, 2002

Recommended Actions:

1. Approve the replacement of Chapter III—"Board Office", §4.04—"Appointment of Presidents, Superintendents, and Executive Director", §4.11—"Employment and Supervision of Immediate Family Members" and Chapter VI—"Academic Policies and Procedures" of the Board of Regents Policy Manual with revised versions of these sections/chapters.
 2. Receive the proposed revised version of Chapter I—"Board of Regents".
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Executive Summary:

Revision of the Policy Manual is proceeding steadily

Activity to Date:

The Board Office and Regent institutions have been in the process of reviewing the Board of Regents Policy Manual, formerly the Procedural Guide, for more than a year.

- The Board approved a revised version of Chapter V—"Equal Opportunity" in January 2002.
- Chapter II—"Meetings" and Chapter IV—"Personnel" were approved by the Board in March 2002.
- After further consultation, revised versions of §4.04—"Appointment of Presidents, Superintendents, and Executive Director" and §4.11—"Employment and Supervision of Immediate Family Members" are submitted for Board approval.
- Chapter III—"Board Office" and Chapter VI—"Academic Policies and Procedures" were submitted for Board review in March 2002 and are presented with additional minor revisions.
- A revised version of Chapter I—"Board of Regents" is presented for review, with Board approval to be sought in May.

Business sections scheduled for submission

Future Submissions:

The contents of Chapter VII – "Business Procedures", a new Chapter VIII – "Charges and Fees", and Chapter IX – "Property and Facilities" of the Policy Manual are undergoing substantial modification. Because of the number of areas addressed in Chapters VII and IX that are also a

component of the Regent Organizational Review, subsections will be brought to the Board for approval as they are completed. It is anticipated that the portion of Chapter VII on Purchasing and the new Chapter VIII will be brought to the Board in May.

Review of Policy Manual linked to Governor's Executive Orders on IAC revision

- Many of the procedural aspects of the current Policy Manual must be adopted by administrative rule in the Iowa Administrative Code (IAC) to be recognized by some judicial districts.
- The Policy Manual contained procedural detail that was duplicative of sections of the IAC and of the Iowa Code (IC).
- Much of this procedural detail is properly contained in the IAC and the IC and should be removed from the Policy Manual.
- The Policy Manual has not been revised for several years. This revision process is also timely in light of the review and revision of the IAC, as required by the Governor's Executive Orders No. 8-11.
- The review of the Policy Manual has focused on consistency with state and federal laws, with policies and practices of the Board of Regents, elimination of redundancy with the IAC, and compliance with the requirement of IC Chapter 17A: Iowa Administrative Procedures Act.

Strategic Plan:

Revision relates to Quality and Accountability

Revision of the Policy Manual is consistent with the Board of Regent's Strategic Plan, KRA 1.1.0.0, Quality. More specifically this revision relates to KRA 4.0.0.0, Accountability, and particularly to Objective 4.2.0.0--to improve the operational effectiveness and efficiency of the institutions.

Background:

Changes to the Policy Manual are described by Attachments 1, 2, 3, and 4 to this memorandum by striking current language and underscoring proposed new language.

- Attachment 1 describes Chapter I—"Board of Regents" (A) strike through version, (B) proposed revised version.
- Attachment 2 describes Chapter III—"Board Office", (revised from March Board meeting).
- Attachment 3 describes Chapter IV—"Personnel", §§4.04;4.11 (revised from March Board meeting).
- Attachment 4 describes Chapter VI—"Academic Policies and Procedures", revised from March Board Meeting.

Highlight of Changes

Changes to all chapters focus on redundancies and clarity of language.

Changes to Chapter I, “Board of Regents”, include the following:

- Elimination of redundancy with the IAC.
- Governance Report schedules updated.

Changes to Chapter III, “Board Office”, include the following:

- Elimination of redundancies with the IAC and clarification of language.
- Board of Regent’s Mission, Vision, Values and Culture Statements are incorporated into Board Office functions.

Executive Director included in appointment and evaluation processes
Nepotism Policy revised

Changes to Chapter IV, “Personnel”, include the following:

- §4.04—“Appointment of Presidents, Superintendents, and Executive Director”—includes the Executive Director in policy outlining Board appointment and evaluation processes.
- §4.11—“Nepotism”, now “Employment and Supervision of Immediate Family Members”—prohibits Regent employees from participating in decisions affecting the employment of relatives, including “domestic partners”. Where such situations exist, institutions must have appropriate disclosure requirements and management plans. Board approval is required in the case of certain defined employees.

Changes to Chapter VI, “Academic Policies and Procedures”, include the following:

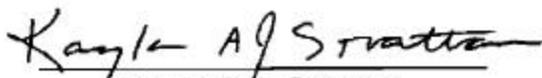
- Appropriate reference is made to the Knight Commission in section on intercollegiate athletics.
- Admission Requirements-- title changes and language clarification.
- Academic Program Review—refers to a new template and includes a new section on “Costs of New Academic Programs”.
- Distance Education—updates the section to include a new policy, “Reports of Distance Education Offerings”.
- Updated institutional role, scope, and mission statements.
- Clarified elements required to be submitted for Board approval.
- Chapter now includes policies on Intercollegiate Athletics, Public Radio Stations and Abuse Policies for the Iowa School for the Deaf and Iowa Braille and Sight Saving School. These policies were formerly contained in Chapter X, “Miscellaneous”.
- Abuse Policies for the special schools have been summarized and proper citations made to the IC and IAC.

Several new templates and sections added to Academic Affairs chapter.

Analysis:

- The Regents have a need for a review of the Policy Manual to ensure that it is consistent with state and federal law.
- The review process involves consultation among the institutions, Board Office, and the Office of the Attorney General
- The Board has final authority to approve changes in the Policy Manual and will review the work of the institutions, Board Office, and Office of the Attorney General and make recommendations for further changes as it sees fit.
- The process of review and revisions is anticipated to be completed by the end of calendar year 2002.

Recommendation: As the revisions of Chapters I, III, IV (§§4.04 and 4.11), and VI of the Policy Manual are consistent with state and federal law, the proposed recommendations appear appropriate.


Kayla A.J. Stratton

Approved: 
Gregory S. Nichols