

III. BOARD OFFICE

3.01 Board Office Statement of Mission

- A. The Board Office provides administrative and professional support to the Board of Regents. The Board Office has diverse responsibilities, which include review, analysis, and policy recommendations on all matters coming before the Board. The Board Office coordinates the distribution of information to the Board of Regents. Representative responsibilities of the Board Office include the following:
- Monitors and interprets Board policy for the Regent institutions;
 - Maintains oversight on matters related to academic affairs, business and finance, diversity, personnel and employment relations;
 - Administers the Regent Merit System;
 - Coordinates collective bargaining;
 - Conducts studies, either alone or in association with the institutions and/or other agencies, and reports findings and recommendations;
 - Conducts special investigations as directed by the Board;
 - Monitors institutional planning and analyses to support the Board's strategic planning efforts;
 - Coordinates and advises the Board regarding system-wide projects and initiatives;
 - Assists the Board in institutional head searches;
 - Monitors and coordinates legislative matters and interactions with other state agencies;
 - Works with other matters as determined by the Board of Regents
- B. The Executive Director and the Board Office serve as an important extension of the Board Regents. The Executive Director and the President of the Board serve as the "Officers of the Board of Regents".

The Board considers a request from the Board Office to the institutions to be a request from this Board and expects that such requests will be responded to accurately and in a timely manner. In addition, the Board expects to be kept informed of critical and important happenings at the institutions through timely reporting to the President of the Board and the Executive Director.

These roles the Board has defined for itself and its Executive Director are the keystones for facilitating the Board's strategic plan and for achieving the

Board's goal of being a national leader in the governance of public higher education.

The Board of Regents office is the staff arm of the Board of Regents, State of Iowa, and is responsible for protecting the academic integrity and autonomy of the institutions, while maintaining institutional accountability. In executing its duties, the Board Office adopts and embraces the mission, vision, values, and culture expounded by the Board of Regents

MISSION STATEMENT

The Board of Regents will be an exemplary model of governance and stewardship of resources of Regent institutions.

The Board establishes, coordinates and advances the individual mission and vision of each Regent institution and strives to meet the educational needs of Iowans in concert with Iowa's other educational institutions.

The Board has the responsibility for assuring effective relations with the various external constituencies of the Board of Regents, and the long-term development of the capacity of the Regent institutions to achieve their missions.

The Board challenges its institutions to become the best public education enterprise in the United States through the unique teaching, research and outreach programs established for each university and school.

VISION STATEMENT

The Board of Regents expects its public education enterprise to become the best in the United States.

The Board of Regents will be seen as the nation's higher education leader in developing the best-educated state in the nation, in creating new knowledge that demonstrably improves the quality of life for Iowans, and in employing the resources of the Regent institutions to serve the needs of Iowa and the world.

VALUES STATEMENT

The values nurtured by the Board of Regents flow from the trust bestowed by the people of Iowa and the Board's educational mission. The Board values learning, knowledge, access, and public service. The Board values academic freedom, and in every endeavor upholds the value of uncompromised integrity, conforming to the highest standards of ethics, honesty, trust, fairness, civility, and compassion.

The Board values its linkages with the Regent institutions and the synergies gained from communication

links among the institutions themselves.

The Board values quality and pursuit of excellence in a diverse educational community. The Board embraces the value of dedication to educational and public service of the highest standard. The Board values strategic planning, stewardship, and accountability in all activities of the Board and the Regent institutions.

CULTURE STATEMENT

Governance through Delegation - The overall authority to govern the Regent institutions is fully vested in the Board of Regents. The Board delegates appropriate authority to the institutional heads who are the university presidents and the special school superintendents. Institutional governance structures are developed, with Regent oversight of operations and management. Effective management practices marked by continuous self-examination and improvement are intrinsic to the Board's operational culture.

Nurturing Environment - The Board is committed to a nurturing environment for the recruitment (where appropriate) and retention of high-quality, diverse faculty, staff and students. The Board believes that individual and collective accomplishments are enhanced by an environment characterized by collaboration of expertise, and cultivation of common as well as unique and individual interests.

Academic Freedom - The Board of Regents is committed to academic freedom as an integral part of an environment fostering excellence. The Board seeks an environment of critical thinking, free inquiry, and open communication marked by academic freedom, and opportunities for educational endeavors enriched by the presence and active participation of people from diverse backgrounds and cultures.

Effective Service - At the core of the Board's culture resides the commitment to effective and responsive service to appropriately meet the needs of the people of Iowa, the nation, and the world. The Board will proactively communicate to the state's constituencies and the public its efforts toward this service.

3.02 Executive Director

The Executive Director is the chief operating officer of the Board of Regents, State of Iowa.

3.03 Responsibilities of the Executive Director and the Board Office

- A. The Executive Director of the Board of Regents is responsible for the administration of the Board Office.
- B. The Board Office shall provide the general staff work necessary to assist the Board in arriving at sound decisions on policies, procedures, and future plans. This includes among other activities the preparation of surveys, reports, recommendations and other necessary research.

- C. The Executive Director shall have the authority relative to legislative liaison activities as provided for in Section 1.04C herein.
- D. The Executive Director shall be the principal contact, when necessary, between the Board and other state agencies. The Executive Director shall work to provide information for the Legislature and the public in regard to the Board askings and other legislation in which the Board has an interest.
- E. The Executive Director shall analyze and make recommendations concerning all matters coming from the institutions to the Board for action by the Board, the strategic plans proposed by institutions and shall develop and recommend, in consultation with the Board and institutions, a strategic plan for the Board.
- F. The Executive Director shall work with the Board's financial consultant in the preparation and completion of all matters relating to the financing of capital improvements.
- G. The Executive Director, in consultation with the institutions, shall develop and recommend to the Board annually a capital improvement program
- H. The Executive Director shall take those actions authorized and deemed appropriate relative to capital projects as provided for under Section 9.02 of the Policy Manual. The Executive Director shall execute such contracts and instruments as may be authorized by the Board.
- I. The Executive Director of the Board of Regents is empowered in the Board's name to act in its stead with respect to such matters as may arise prior to the certification of a bargaining representative in an appropriate unit at the concerned Regent institution. The Executive Director, prior to taking any action pursuant to this resolution, shall consult with Board members and the institutional executive of any institution that may be affected by any such action.

The Executive Director, in consultation with the Board, Board president and institutional heads, shall direct the Board's representatives in collective bargaining.
- J. The Executive Director shall participate in institutional budget preparations,
(1) to coordinate such preparation as to format and basic assumptions, and
(2) to interpret the final budget to the Governor, other state agencies and the Legislature.

- K. The Executive Director shall review the preliminary annual budget summaries for each institution prior to their submission to the Board in order to advise the Board as to their acceptability.
- L. The Executive Director shall be consulted when an institution seeks appointment of legal counsel on any matter and shall initiate consultation prior to such appointment. . Any request for approval of outside counsel shall be submitted through the Executive Director. The Executive Director shall coordinate any representation of the Board and institutions with the Attorney General's office.
- M. The Executive Director, in cooperation with the institutional treasurers, shall have the responsibility for the investment of funds belonging to the institutions.
- N. The Executive Director, pursuant to §7.29B of the Policy Manual, shall be authorized to purchase public liability and property damage insurance for motor vehicles for all institutions under the governance of the Board.
- O. The Executive Director, pursuant to § 7.05A of the Policy Manual, shall approve proposed responses to state audits prior to submission to the State Auditor's Office.
- P. The Executive Director shall take such action as appropriate relative to the call and receipt of bids as required by the Policy Manual.
- Q. The Executive Director shall visit the institutions as often as necessary to conduct the business of the Board Office.
- R. The Executive Director is the lawful custodian of the records of the Board and shall keep and carefully preserve complete files of documents and records of the proceedings of the Board.