

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Board of Regents Policy Manual
Date: June 7, 2004

Recommended Actions:

Provide final approval for revisions to the following sections of the Board of Regents Policy Manual:

- §6.01 Admission Requirements (application fees)
 - §6.20 Admission Requirements (Iowa Braille and Sight Saving School)
 - §7.05B.12 Definition of Movable Equipment
 - §1.05b General Committee Responsibilities
 - §1.05d Standing Committees of the Board of Regents
-

Executive Summary:

Policies being presented for final approval.

The Board Office and Regent institutions have been in the process of reviewing and proposing editorial changes to the Board of Regents Policy Manual for more than a year. As a result of that process, the following three changes are being presented for final approval this month:

- §6.01 Admission Requirements (references to specific application fees will be removed)
- §6.20 Admission Requirements (the Iowa Braille and Sight Saving School enrollment and admissions process will be updated)
- §7.05B.12 Definition of Movable Equipment will be revised to be consistent with the Board's capitalization policy

Revisions to two standing committees' duties.

In addition to the changes noted above, the Board approved several additions to the duties of two of its new standing committees after those committees initially met last month. Those revised duties are being presented at this time for final review and approval for publication in §1.05d. of the Policy Manual.

Background:

Policy Manual being revised.

For the past year a major effort has been underway to update the Board of Regents Policy Manual (formerly known as the Procedural Guide). Changes are proposed to the Policy Manual as a result of editorial review and Regent comments. The traditional revision process for substantive

Standard revision process takes two Board meetings. changes involves the Board reviewing proposed changes and additions at one meeting (the “first reading”), commenting on the proposals, and allowing institutional comments to be considered, and then providing final Board approval for publication at a subsequent Board meeting.

Revisions to the Policy Manual that have already been approved by the Board are listed in **Attachment 10**.

Analysis:

Revise §6.01 During the April, 2004 meeting of the Board of Regents, the Board approved a revised set of institutional fees. These revised fees included some changes to university or program application fees.

Remove references to specific fees in §6.01. Currently, §6.01 of the Policy Manual refers to specific application fee amounts. Due to the Board’s approval of some revised fees, these references are now incorrect. Revising the Policy Manual to include a generic reference to application fees will inform constituents about the existence of such a fee, but will eliminate the need to update the manual each time the fee changes.

Attachment 1 reflects the current policy with the proposed revision. **Attachment 2** shows how the policy would appear if the revision is approved. This revision is being presented for final approval.

Update IBSSS policy in §6.20. The Iowa Braille and Sight Saving School has requested revision of §6.20 of the Policy Manual so that it will more accurately reflect the enrollment and evaluation process the School uses for its students. The request to change the policy is driven by the School’s Strategic Plan. Goal # 1 of their Strategic Plan is to improve the quality of programs to students who are blind or visually impaired. One of the action steps toward that goal is to offer the Quality Programs for students with Visual Impairments (QPVI) process to the center-based faculty. The School is just completing its second year of the QPVI process. One outcome of the QPVI process was to change in the admission process to include an evaluation of each student prior to his or her enrollment at IBSSS. This change was developed by the faculty and has been presented to professionals in the field. It is seen as another way to improve student programs and services. The Iowa Braille and Sight Saving School is requesting that the current description of the admissions process in the Policy Manual be updated to reflect this revision in the admissions process.

Evaluation is new part of the admissions process.

Attachment 3 reflects the current policy with the proposed revision. **Attachment 4** shows how the policy would appear if the revision is approved. This revision is being presented for final approval.

Change in capitalization policy. In 2003, the Board increased the level at which capital assets would be recognized, recorded, and inventoried (from \$2,000 to \$5,000) . This capitalization policy is currently noted in §7.02 of the Policy Manual. That

The dollar amounts need to match.

section of the manual remains unchanged. However, when the level of this capitalization policy was increased, a similar change should have been made to §7.05B.12, which defines “moveable equipment” as a certain equipment items with values of at least \$2,000. The Board Office recommends that the dollar amount in the definition of “moveable equipment” in §7.05B.12 be revised to \$5,000 so that it is consistent with the \$5,000 amount in the Board’s capitalization policy in §7.02.

Attachment 5 reflects the current policy with the proposed revision, as well as how the policy would appear if the revision is approved. This revision is being presented for final approval.

Revisions to committee duties.

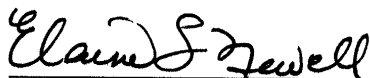
During its meeting in May, 2004, the Board of Regents approved a new committee structure and the implementation of new standing committees, all of which is reflected in §1.05 of the Policy Manual. When the Board first reviewed the general committee responsibilities, it requested a refinement of the responsibility related to performance indicators of committee progress. In addition, two of the standing committees, during their inaugural meetings, implemented changes to their proposed duties that were ultimately approved by the full Board of Regents. The Audit and Compliance Committee amended one of its proposed duties and added an additional duty. The University of Iowa Hospitals and Clinics Executive Board Committee added a new duty. The amendments to these duties are located in §1.05d.

Summary of action recommended by Board Office.

Attachments 6 reflects the current policies with the proposed revisions. **Attachment 7** shows how the policies would appear if the revisions are approved. These revisions are being presented for final approval.

In summary, the Board office recommend the following sections be given final approval for publication in the Policy Manual:

- §6.01 Admission Requirements (application fees)
- §6.20 Admission Requirements (Iowa Braille and Sight Saving School)
- §7.05B.12 Definition of Movable Equipment
- §1.05 b. General Committee Responsibilities
- §1.05 d. Standing Committees of the Board of Regents



Elaine S. Newell

H:\HR\Docket 2004\0604_ITEM4.doc

Approved: 
Gregory S. Nichols

Attachment 1

PROPOSED REVISION:

6.01 Admission Requirements Common to the Three State Universities

...

- B. The Board of Regents, State of Iowa, has adopted the following requirements governing admission of students to the three state universities.

...

1. Admission of undergraduate students directly from high school.

...

- a. Applicants must submit a formal application for admission, together with a ~~\$30~~ the appropriate application fee for U.S. citizens or permanent residents, to the State University of Iowa, Iowa State University, or the University of Northern Iowa. All three universities have a ~~\$50~~ separate application fee for international students. . . .

2. Admission of undergraduate students by transfer from other colleges.

...

- a. Applicants must submit a formal application for admission, together with a ~~\$30~~ the appropriate application fee for U.S. citizens or permanent residents, to the State University of Iowa, Iowa State University, or the University of Northern Iowa. All three universities have a ~~\$50~~ separate application fee for international students. . . .

Attachment 2

POLICY AFTER REVISION:

6.01 Admission Requirements Common to the Three State Universities

...

- B. The Board of Regents, State of Iowa, has adopted the following s governing admission of students to the three state universities.

...

1. Admission of undergraduate students directly from high school.

...

- a. Applicants must submit a formal application for admission, together with the appropriate application fee for U.S. citizens or permanent residents, to the State University of Iowa, Iowa State University, or the University of Northern Iowa. All three universities have a separate application fee for international students. . . .

2. Admission of undergraduate students by transfer from other colleges.

...

- a. Applicants must submit a formal application for admission, together with the appropriate application fee for U.S. citizens or permanent residents, to the State University of Iowa, Iowa State University, or the University of Northern Iowa. All three universities have a separate application fee for international students. . . .

Attachment 3

PROPOSED REVISION:

6.20 Admission Requirements: Iowa School for the Deaf and Iowa Braille and Sight Saving School

...

B. Iowa Braille and Sight Saving School

1. All blind persons and persons whose vision is so defective that they cannot be properly instructed in the common schools, who are residents of the state and of suitable age and capacity, shall be entitled to an education in the Iowa Braille and Sight Saving School at the expense of the state. Non-residents also may be admitted to the Iowa Braille and Sight Saving School if their presence would not be prejudicial to the interests of residents upon such terms as may be fixed by the Board of Regents. (Iowa Code §269.1)
2. To be enrolled at the Iowa Braille and Sight Saving School, an individual must meet the following criteria:
 - a. Be visually impaired (as defined by the rules of Special Education),
 - b. Be determined through the process established by the Rules of Special Education, to be eligible for services of the Iowa Braille and Sight Saving School
 - c. Be under 21 years of age
 - d. Be immunized as evidenced by a valid Iowa State Department of Health certificate of immunization, and
 - e. Be a resident of the State of Iowa. (The residency requirement will be considered on an individual basis consistent with the laws of the State of Iowa and the rules and regulations of the Board of Regents, State of Iowa.)
 - f. Participate in the Iowa Braille and Sight Saving School's Evaluation/Enrollment Process.
3. ~~The admission guidelines include the following steps:~~
 - ~~a. The Area Education Agency/Local Education Agency must identify the students as being visually impaired.~~
 - ~~b. Based on each individual student's needs, the Individual Education Plan (IEP) team, including a representative of the Iowa Braille and Sight Saving School, shall specify the services that the student will receive. Student needs must be related to the impact of the visual impairment in one or more of the following core skill areas:~~
 - ~~1) Skills necessary to attain literacy in reading and writing, including appropriate instructional methods;~~

- ~~2) Skills for acquiring information, including appropriate use of technological devices and services;~~
- ~~3) Orientation and mobility instruction;~~
- ~~4) Independent living skills;~~
 - ~~5) Social interaction skills;~~
 - ~~6) Transition services;~~
 - ~~7) Recreation and leisure activities;~~
 - ~~8) Career education.~~

~~c. The IEP must specify the duration of services to be offered at the Iowa Braille and Sight Saving School by clearly defining the anticipated date for the student to return to the Local Education Agency. Although all IEPs are reviewed, and placement decisions made annually, enrollment may be for a shorter amount of time.~~

3. The following describes the Evaluation/Enrollment Process:

Step 1: A student of legal age, parent(s), LEA, AEA, or other service providers, including Iowa Braille staff, may initially inquire about the services provided at IBSSS.

Step 2: Prior to enrollment, an application packet is sent to the student's parent(s) and the LEA/AEA.

Step 3: The completed application packet must be returned to: Center-Based Services; Iowa Braille and Sight Saving School; 1002 G Avenue; Vinton, IA 52349.

Step 4: The material returned in the application packet is reviewed by the Iowa Braille and Sight Saving School Child Study Team, who will determine the completeness of the information received and determine the type of evaluation necessary for the student. The parents and/or LEA/AEA will be contacted if additional information is required prior to the beginning of the evaluation process.

Step 5: The student's current IEP team, including an Iowa Braille and Sight Saving School representative will convene to discuss the proposed evaluation process.

Step 6: If the IEP Team determines that it is necessary and appropriate, an on-campus evaluation may be scheduled for the student. A typical evaluation may run from 5 – 30 days. When this occurs, the IEP team will draft the student's interim IEP, which will define specific conditions and timelines for the on-campus evaluation and may include any of the expanded core curriculum areas noted below.

Expanded Core Curriculum

- 1) Skills necessary to attain literacy in reading and writing, including appropriate instructional methods.
- 2) Technology Skills (acquiring information, including appropriate use of assistive technological devices and services).
- 3) Orientation and Mobility Skills.
- 4) Independent Living Skills
- 5) Social Interaction Skills.
- 6) Transition Services.
- 7) Recreation and Leisure Skills.
- 8) Career Education/Vocational/Work Experience.
- 9) Self Determination

Step 7: Following the evaluation process, a student evaluation profile will be written by the members of the Evaluation Team. The evaluation team will be comprised of IBSSS faculty members assigned to evaluate the student, based on the student's individual evaluation needs. The profile will serve as the basis for future deliberations and decisions regarding the student's IEP.

Step 8: The student's IEP team, including members from the local school district and Iowa Braille and Sight Saving School, will convene to review and interpret the student evaluation profile and the information collected during the evaluation process. The team will also consider whether the student is intellectually and physically capable of benefiting from the educational programs offered by Iowa Braille and Sight Saving School

Step 9: At this meeting the IEP team will recommend service delivery options appropriate to the student's intellectual and physical capabilities, as well as the location and duration of services, and will revise the IEP accordingly. If the IEP team determines that the Iowa Braille and Sight Saving School should be the location of the student's services and program, an official enrollment date will be set at the meeting.

Attachment 4**POLICY AFTER REVISION:****§6.20 Admission Requirements: Iowa School for the Deaf and Iowa Braille and Sight Saving School**

...

B. Iowa Braille and Sight Saving School

1. All blind persons and persons whose vision is so defective that they cannot be properly instructed in the common schools, who are residents of the state and of suitable age and capacity, shall be entitled to an education in the Iowa Braille and Sight Saving School at the expense of the state. Non-residents also may be admitted to the Iowa Braille and Sight Saving School if their presence would not be prejudicial to the interests of residents upon such terms as may be fixed by the Board of Regents. (Iowa Code § 269.1)
2. To be enrolled at the Iowa Braille and Sight Saving School, an individual must meet all the following criteria:
 - a. Be visually impaired (as defined by the Rules of Special Education)
 - b. Be determined through the process established by the Rules of Special Education, to be eligible for services of the Iowa Braille and Sight Saving School;
 - c. Be under 21 years of age;
 - d. Be immunized as evidenced by a valid Iowa State Department of Health certificate of immunization; and
 - e. Be a resident of the State of Iowa. (The residency requirement will be considered on an individual basis consistent with the laws of the State of Iowa and the rules and regulations of the Board of Regents, State of Iowa.)
 - f. Participate in the Iowa Braille and Sight Saving School's Evaluation/Enrollment Process.

3. The following describes the Evaluation/Enrollment Process:

- Step 1: A student of legal age, parent(s), LEA, AEA, or other service providers, including Iowa Braille staff, may initially inquire about the services provided at IBSSS.
- Step 2: Prior to enrollment, an application packet is sent to the student's parent(s) and the LEA/AEA.
- Step 3: The completed application packet must be returned to: Center-Based Services; Iowa Braille and Sight Saving School; 1002 G Avenue; Vinton, IA 52349.
- Step 4: The material returned in the application packet is reviewed by the Iowa Braille and Sight Saving School Child Study Team, who will determine the completeness of the information received and determine the type of evaluation

necessary for the student. The parents and/or LEA/AEA will be contacted if additional information is required prior to the beginning of the evaluation process.

Step 5: The student's current IEP team, including an Iowa Braille and Sight Saving School representative will convene to discuss the proposed evaluation process.

Step 6: If the IEP Team determines that it is necessary and appropriate, an on-campus evaluation may be scheduled for the student. A typical evaluation may run from 5 – 30 days. When this occurs, the IEP team will draft the student's interim IEP, which will define specific conditions and timelines for the on-campus evaluation and may include any of the expanded core curriculum areas noted below.

Expanded Core Curriculum

- 1) Skills necessary to attain literacy in reading and writing, including appropriate instructional methods.
- 2) Technology Skills (acquiring information, including appropriate use of assistive technological devices and services).
- 3) Orientation and Mobility Skills.
- 4) Independent Living Skills
- 5) Social Interaction Skills.
- 6) Transition Services.
- 7) Recreation and Leisure Skills.
- 8) Career Education/Vocational/Work Experience.
- 9) Self Determination

Step 7: Following the evaluation process, a student evaluation profile will be written by the members of the Evaluation Team. The evaluation team will be comprised of IBSSS faculty members assigned to evaluate the student, based on the student's individual evaluation needs. The profile will serve as the basis for future deliberations and decisions regarding the student's IEP.

Step 8: The student's IEP team, including members from the local school district and Iowa Braille and Sight Saving School, will convene to review and interpret the student evaluation profile and the information collected during the evaluation process. The team will also consider whether the student is intellectually and physically capable of benefiting from the educational programs offered by Iowa Braille and Sight Saving School

Step 9: At this meeting the IEP team will recommend service delivery options appropriate to the student's intellectual and physical capabilities, as well as the location and duration of services, and will revise the IEP accordingly. If the IEP team determines that the Iowa Braille and Sight Saving School should be the location of the student's services and program, an official enrollment date will be set at the meeting.

Attachment 5

PROPOSED REVISION:

§7.05 Purchasing

12. Definitions:

- a. Moveable equipment is defined as any moveable property valued at a unit acquisition cost of at least ~~\$2,000~~ \$5,000 which is identifiable, is not a replacement part, and has a useful life of one year or more.

POLICY AFTER REVISION:

§7.05 Purchasing

...

12. Definitions:

- a. Moveable equipment is defined as any moveable property valued at a unit acquisition cost of at least \$5,000 which is identifiable, is not a replacement part, and has a useful life of one year or more.

NOTE: For ease of reference, the following policy shows the text (“\$5,000) that serves as the basis for requesting the change to §7.05.

§7.02 General Policies [UNCHANGED]

1. Pursuant to Iowa Code §7A.30 , all equipment valued at \$5,000 or more and held for one year or more shall be included in the institution's equipment inventory.

Attachment 6

PROPOSED REVISION:

§1.05 Board of Regents Committees

...

b. General Committee Responsibilities

Each committee, within its designated area of jurisdiction, is responsible for the following activities:

1. Preparing an annual committee plan that defines the scope of the committee work, establishes benchmarks, and identifies performance indicators of committee progress.

...

d. Standing Committees of the Board of Regents

...

Audit & Compliance Committee. This committee is primarily responsible for:

- Receiving and reviewing information about internal and external audit functions related to the operation of all Regent institutions
- Oversight of security planning across the Regent enterprise
- Evaluating the annual audit plans proposed by internal auditors, with emphasis on financial control systems, mitigation of major risks, operational efficiencies, and compliance matters
- Reviewing all reports prepared by internal auditors of the Regent institutions
- Assuring continued evaluation, improvement, and adherence to all Board and institutional policies, procedures, and practices
- Facilitating an open avenue of communication among the independent auditors, state auditors, financial and senior management, internal auditors, the Committee, and the Board of Regents
- Reviewing a summary of claims and/or pending lawsuits filed against the Regents and/or a Regent institution

...

University of Iowa Hospitals and Clinics Executive Board Committee. This committee is responsible for serving as the primary governance and oversight vehicle for the UIHC by:

- Evaluating and making recommendations on UIHC strategic plans, policies, procedures, bylaws, and accreditation issues
- Providing guidance to the UIHC administration

- Providing oversight concerning the management, budget, financial resources, and operations of the UIHC enterprise
- Assessing and making recommendations to the Board of Regents concerning proposed budget increases, capital plans, and bonding needs of the UIHC
- Reviewing information regarding UIHC interactions with related parties, such as those with the University of Iowa and the University of Iowa College of Medicine

Attachment 7

POLICY AFTER REVISION:

§1.05 Board of Regents Committees

...

b. General Committee Responsibilities

Each committee, within its designated area of jurisdiction, is responsible for the following activities:

1. Preparing an annual committee plan that defines the scope of the committee work, establishes benchmarks, and identifies performance indicators of committee progress.

...

d. Standing Committees of the Board of Regents

...

Audit & Compliance Committee. This committee is primarily responsible for:

- Receiving and reviewing information about internal and external audit functions related to the operation of all Regent institutions
- Oversight of security planning across the Regent enterprise
- Evaluating the annual audit plans proposed by internal auditors, with emphasis on financial control systems, mitigation of major risks, operational efficiencies, and compliance matters
- Reviewing all reports prepared by internal auditors of the Regent institutions
- Assuring continued evaluation, improvement, and adherence to all Board and institutional policies, procedures, and practices
- Facilitating an open avenue of communication among the independent auditors, state auditors, financial and senior management, internal auditors, the Committee, and the Board of Regents
- Reviewing a summary of claims and/or pending lawsuits filed against the Regents and/or a Regent institution

...

University of Iowa Hospitals and Clinics Executive Board Committee. This committee is responsible for serving as the primary governance and oversight vehicle for the UIHC by:

- Evaluating and making recommendations on UIHC strategic plans, policies, procedures, bylaws, and accreditation issues
- Providing guidance to the UIHC administration
- Providing oversight concerning the management, budget, financial resources, and operations of the UIHC enterprise
- Assessing and making recommendations to the Board of Regents concerning proposed budget increases, capital plans, and bonding needs of the UIHC
- Reviewing information regarding UIHC interactions with related parties, such as those with the University of Iowa and the University of Iowa College of Medicine

Attachment 8

Board approved revisions of sections of the Policy Manual

- Chapter V. Equal Opportunity, in January 2002.
- 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 VI. Academic Policies and Procedures, §§6.03 and 6.04, in May 2002.
- Chapter VIII. Charges and Fees, in May 2002.
- Chapter IV. Personnel -- §4.37: Regent Employees Representing the Board of Regents and the Regent Enterprise, and §4.38: Regent Employees Serving on State Committees as Regent Employees, in June 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 VII. Business Procedures -- §7.04: Purchasing, in July 2002.
- Chapter IV. Personnel -- §4.39: Conflict of Interest of Public Officers and Employees – Gifts, §4.40: Conflict of Interest – Duty of Loyalty, and §4.41: Inclement Weather, in January 2003.
- Chapter VII. Business Procedures -- §7.01: Authority, §7.02: General Practices, §7.04: Financing, §7.06: Risk Management, §7.07: Compliance and Reporting, and §7.08: Audits, in January 2003.
- Chapter IX. Property and Facilities -- §9.03: Register of Capital Improvement Business Transactions, §9.04: Permission to Proceed with Project Planning, §9.05: Program Statement, §9.06: Project Descriptions and Budgets, §9.07: Consultant Agreements and Amendments, §9.08: Construction Contracts and Change Orders, §9.09: Acceptance of Completed Construction Contracts, and §9.10: Final Reports, in January 2003.
- 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 IV. Personnel -- §4.42: Interinstitutional Staff Sharing, in April 2003.
- Chapter VI. Academic Policies and Procedures -- §6.05: Academic Review and Program Approval and subsection 6.05B(3), in April 2003.
- Chapter IX. Property and Facilities -- §9.07: Consultant Agreements and Amendments, 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 -- §7.09: Printing, in July 2003.
- Chapter VII. Business Procedures -- §7.02: General Policies, A. Budgets, 6. Reallocation, in October 2003.

- 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 IV. Personnel -- §4.16: Holidays, in December 2003.
- Chapter IV. Personnel -- §4.31: Drug-Free Environment and Controlled Substances, Subsection C, in December 2003.
- Chapter VI. Academic Policies and Procedures -- §6.05: Academic Review and Program Approval, in December 2003.
- Chapter V. Equal Opportunity -- §5.06: Affirmative Action Committee, in December 2003.
- Chapter VII. Business Procedures -- §7.09: Printing, Subsection D-4, in December 2003.
- Chapter I. Board of Regents -- §1.09, Affiliated Organizations, in January 2004.
- Chapter VII Business Procedures -- §7.04B, Master lease drawdowns, in January, 2004.
- Chapter VII Business Procedures --§7.04C, Assistance in reporting, in January, 2004.
- Chapter VII Business Procedures -- §7.04I, Purchasing report, 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 IV. Personnel -- §4.40: Conflict of Interest, 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