

Contact: Marcia Brunson

NOTICE TO AMEND IOWA ADMINISTRATIVE CODE, CHAPTER 13

Actions Requested: Consider approval to file notice of intended action to amend Chapter 13 "Iowa State University of Science and Technology Organization and General Rules".

Executive Summary: The amendments proposed will update titles and other information about departments to clarify who may enter into contracts; amend the rules to comply with Smokefree Air Act and make other technical changes. The full text of the proposed amendments follows.

Upon approval of the notice by the Board, the appropriate forms will be filed. The amendments will be published in the Iowa Administrative Bulletin on July 1, 2009.

681—13.1(262) Organization.

Item 1. Amend subrule 13.1(2) as follows:

13.1(2) Officers. The university has three statutory officers: president, secretary, and treasurer. The president is the chief administrative officer of the university and has authority and duties as have been delegated by the board of regents.

A detailed listing of the university units is shown on the organizational chart contained in the university office procedure guide and on its Web site at the following address: <http://www.adp.iastate.edu/vpbf/prod/docs/epg/orgch.htm> <http://www.president.iastate.edu/org/univorg.pdf>.

Item 2. Amend subrule 13.1(3) as follows:

13.1(3) Operations. The executive vice president and provost oversees the academic, research and extension activities of the university.

The academic mission of the university is principally carried out through its nineeight colleges: graduate, agriculture and life sciences, education, engineering, family and consumer human sciences, liberal arts and sciences, design, business and veterinary medicine. The dean of each college is its chief administrative officer.

~~The extension service~~Extension and outreach is an integral part of the land-grant university system and provides the link whereby the findings of research are taken to Iowa people. The chief administrative officer ~~of extension service~~ is the vice ~~provost~~president for extension and outreach.

The vice president for research and economic development oversees the university's broad range of research, which contributes to economic development of the state and the nation.

The vice president for student affairs oversees the various services provided to students, including student activities, student health and student housing and dining.

The vice president for business and finance oversees the various business-related functions of the campus including physical plant, safety, accounting and purchasing.

Item 3. Amend subrule 13.1(4) as follows:

13.1(4) Communications. ~~Written and personal inquiry, Inquiries,~~ submissions and requests should be addressed to the Office of University Relations, 2041 Communications Building, Iowa State University, Ames, Iowa 50011; or, Contact information for the Office of University Relations may be found on line at the following address: <http://www.public.iastate.edu/~ur/>. Communications may also be addressed to the office of the Board of Regents, 11260 Aurora Avenue, Urbandale, Iowa 50322-7905. Generally, inquiries, submissions, and requests by the public may be submitted by informal letter or e-mail. However, application for some purposes is to be made on a specified form. A list of the forms, general description and the address where office from which they may be obtained are found in rule 13.6(262).

Item 4. Amend subrule 13.1(5) as follows:

13.1(5) ~~University office procedure guide.~~Policy L`ibrary. The university ~~office procedure guide~~policy library contains the policies governing the internal administrative operation of the university. It is available for public inspection in the Office of the Vice President for Business and Finance, 1350 Beardshear Hall, or on line at the following address: <http://www.adp.iastate.edu/vpbf/prod/docs/epg/epg.htm>, online at the following address: <http://policy.iastate.edu/>. Copies of the policies may be obtained from the Iowa State University Policy Administrator, 1750 Beardshear Hall, Phone 515-294-1385.

Item 5. Amend 681—Chapter 13.6(262), introductory paragraph, as follows:

681—13.6(262) Forms. The university uses the forms listed below in dealing with the public. The various forms are classified by subject matter, followed by the name of the office where they are available. The forms may be obtained by writing to the appropriate office in care of the Iowa State University of Science and Technology, Ames, Iowa 50011. The office may also have the forms or additional contact information on the office's webpage, which can be accessed through the university's webpage located at <http://www.iastate.edu/>.

Academic forms—deans of the colleges and departmental offices, registrar.

All academic matters such as enrollment, dropping and adding of courses, applying for graduation,

waiver of academic requirements, academic grievances and the like.

Admission application forms—director of admissions.

Undergraduate, graduate, ~~veterinary medicine, special student, Saturday and evening class~~ graduate and undergraduate and professional students. Graduate and professional students may need to secure special forms from the department to which they are applying.

Housing forms—director of residence.

All forms related to housing, including applications and contracts for residence halls and apartments.

Intercollegiate athletic tickets—athletic ticket office.

All forms relating to purchase of athletic tickets.

Student financial aid—student financial aid office.

All forms related to financial aid including applications for student financial aid, loan applications.

Educational placement—teacher and career placement offices of the various colleges and the career exploration services office.

All forms related to placement for service learning, internships, registration forms for credential service, reference forms for credential files.

International education—study abroad center or international education services students and scholars.

All forms related to foreign study and immigration matters for visiting international students and scholars.

Registration—registrar.

Forms for registering and enrolling in classes.

Residency for tuition purposes—registrar.

Forms for requesting residency determinations.

Campus and student organizations—student activities center.

All forms for registering student groups, payment of club financial obligations, renting space, permission for holding events and the like.

Scientific testing—testing laboratories.

Each testing laboratory has its own forms for submission of samples and payment for testing services.

Artistic and cultural event tickets—Iowa State Center and athletics.

Forms for purchase of ~~season~~ tickets to events at Iowa State Center and Hilton Coliseum.

Iowa State Center space use—Iowa State Center.

Rental agreement.

Hilton Coliseum, Jack Trice Stadium, Jacobson Athletic Building and Steve and Debbie Bergstrom Indoor Practice Facility space use—athletics.

Facility use agreement.

Employment—~~personnel office~~ human resource services.

All forms related to employment, including tax, benefits, employee information and applications for employment.

Parking and traffic—~~traffic office~~ parking division of the department of public safety.

All forms related to parking and traffic, including permit applications, and violation citations.

Transcript requests—registrar.

Requests for issuance of transcripts.

681—13.8(262) Contracting authority.

Item 6. Amend subrule 13.8(1) as follows:

13.8(1) General delegation. Except for authority retained by the board of regents in Chapter 681 of the Iowa Administrative Code or in the regents policy manual, the state board of regents has delegated to the president authority to make enter into contracts and agreements as specified in Iowa administrative rules, board of regents, 681 IAC 8. The president has delegated authority for signing entering into such agreements and contracts to the vice president for business and finance in all cases except the following:

a. Employment matters involving deans, directors, ~~departmental executive officers~~ department chairs and faculty are administered by the executive vice president and provost.

b. Applications and agreements for grants and contracts for educational development and research

~~from all sources~~ are signed by the vice ~~provost~~president for research and economic development or director of the office of sponsored ~~research~~programs administration.

c. Agreements to form educational consortia for joint educational projects and for cooperative education may be signed and administered by the executive vice president and provost.

Item 7. Amend subrule 13.8(2) as follows:

13.8(2) Specific delegations. Within the limits prescribed by the board of regents, the president, the vice president for business and finance, the executive vice president and provost, the vice president for research and economic development and the director of the office of sponsored programs administration may delegate the authority for contracts for supplies, equipment and services to the director of business affairs and other persons they have received as provided by the university's office procedure guide ISU contracting authority policy found in the policy library.

USE OF FACILITIES

Item 8. Amend 681—Chapter 13.10(262) introductory paragraph, as follows:

681—13.10(262) General priority on use of facilities. University grounds and facilities are primarily dedicated to the university's missions of teaching, research and service. While grounds and facilities are generally open to noncommercial use by the public, students, student organizations and staff, use for other than university-related purposes must not substantially interfere with university activities and must be in conformity with the requirements of this chapter. University-related activities, including the activities of recognized campus and student organizations, will be given priority. (The ISU facilities and ground use activities policy may be found in the policy library.)

Except as specifically indicated, the policies stipulated in rules 681—13.11(262) to 681—13.19(262) are applicable to noncommercial uses. Commercial uses, including solicitation, advertising and sales, are subject to the university's policy on commercial activities.

Item 9. Amend subrule 13.11(2) as follows:

13.11(2) The following facilities and grounds are restricted areas. Access requires express permission of the relevant building supervisor, superintendent or other person in charge of the facility: individual residences or dwellings; research laboratories or facilities; farms and associated buildings; animal storage and confinement facilities; utility and maintenance closets; mechanical rooms; utility facilities; utility tunnels; storage areas; hazardous materials waste storage and handling areas; marked or fenced construction areas; institutional food preparation areas; private offices; workrooms; shops; areas where medical, psychological or other consultation takes place; radio and television studios; intercollegiate athletics competition facilities; or areas which bear signs indicating that access is restricted. The university has leased some of its property and facilities to other parties for use related to university purposes (for example, the Ames Laboratory and the National Soil Tilth Laboratory). Such areas are not open to public use except as provided by the lessee of the property or facility. ~~The Memorial Union, the buildings at the Iowa State Center (Hilton Coliseum, Scheman Continuing Education Building, Stephens Auditorium and Fisher Theater) and the Iowa State University Research Park~~ are managed by separate organizations that regulate the use of these facilities and property.

Item 10. Amend subrule 13.12(1), paragraph "c," as follows:

c. ~~Uses that require approval.~~ A public event not at ~~an open forum area~~ designated public forum, ~~and~~, which does not meet the above criteria, requires prior approval by the filing of an Activity Authorization Form with the Student Activities Center at least three business days in advance of the proposed event. The Student Activities Center will make every effort to provide approval or nonapproval, with a statement of the reasons for nonapproval, within one business day. The sponsors of the event may request a waiver of the three-day requirement. A waiver may be granted if the Student Activities Center determines that there are good reasons for an exception.

Approval of events will be based upon whether the event meets the general rules indicated in this chapter. Approval may be conditioned upon sponsors' making reasonable assurances that the event will comply with the general rules. In addition, reasonable time, place and manner restrictions may be required. Events will not be disapproved based upon the content of proposed speaking or expressive activity.

Following such clearance, the organization shall make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability insurance as directed by the Student Activities Center. If streets or parking lots will be involved, the organization must receive clearance from the department of public safety, telephone (515)294-4428. Preferred locations for outdoor events likely to cause disruption of other activities are the areas south or north of the Campanile, west of Curtiss Hall, east of Ross Hall, south of the Hub, and south of the Parks Library, provided the events do not conflict with university classes or scheduled activities and provided the events conform to appropriate uses for the area.

Item 11. Amend subrule 13.12(2), paragraph "d," as follows:

d. Facilities managed by separate university offices or organizations. The Student Activities Center and users must coordinate use of these facilities with the listed offices:

1. Common areas in buildings—building coordinator for the building;
2. Rooms in academic or administrative buildings—Room Scheduling, General Services Building, 294-5338;
3. Memorial Union—~~Reservations, 210~~Event Management Office, 3630 Memorial Union, 294-1437;
4. Iowa State Center—Center Office, 4 Scheman Conference Center, 294-3347;
5. Residence Halls—~~Undergraduate Residences (RCA, TRA and UDA), 294-8395~~294-2900 (General); 294-6428 (Meeting Rooms); 294-8384 (Conferences);
6. University Family Housing Office, 294-5360;
7. Fredericksen Court Office, 294-2107;
8. Recreation facilities—Recreation Services Administrative Office, 4072220 State Gym, 294-4980. Recreation facilities include Beyer Hall, State Gym, ~~Armory, Physical Education Building, Leid Lied~~ Recreation/Athletic Facility, and outdoor intramural-recreation fields and courts.
9. Howe Hall Auditorium—Engineering Distance Education, 294-7470;
10. University Studios—294-6014;
11. Farm Bureau Pavilion—Animal Science, 294-5424;
12. Athletics Facilities—Athletic Department, Jacobson Athletic Building, 294-3662. Athletics facilities include Hilton Coliseum, Jack Trice Stadium, Jacobson Athletic Building and Steve and Debbie Bergstrom Indoor Practice Facility.

Students and student organizations have priority for use of residence facilities, recreation facilities and the Memorial Union. Students and student organizations may directly contact the offices listed above to schedule use of meeting rooms and other facilities.

As part of the university's comprehensive effort to conserve energy and save money, activities will generally be scheduled in buildings normally open and operational in the evenings. More information may be obtained through the Room Scheduling Office. The ISU policy on facilities use, after hours may be found in the policy library.

681—13.13(262) Display of noninstructional materials.

Item 12. Amend subrule 13.13(1) as follows:

13.13(1) Displays within buildings. Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. Such display materials may not have a surface area of greater than 300 square inches. Additional information regarding displays within buildings may be found in the ISU policy on facilities and grounds use, activities in the policy library.

a. "General" bulletin boards may be used by Iowa State University students and organizations as well as the general public without approval for posting.

(1) Bulletin board notices must include the date they are posted or the date of the event and may be posted no more than one month in advance of the event.

(2) Undated and early notices will be removed.

(3) Properly posted notices will be removed after 30 days or, in the case of advertisements for an event, after the date of the event.

b. "Restricted" bulletin boards are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.

Item 13. Amend subrule 13.13(2), paragraph "d," as follows:

d. Cleanup. All visual displays should be removed as they become outdated or after authorization has expired. Cleanup charges may be billed to the organization/department/individual for failure to clean up promptly. Organizations, departments, or individuals may be billed for cleanup expenses for illegally posted materials.

Additional information regarding exterior displays may be found in the ISU policy on facilities and grounds use, activities in the policy library.

STANDARDS OF CONDUCT ON CAMPUS

681—13.17(262) Regulation of smoking, alcohol and food and beverages.

Item 14. Amend subrule 13.17(1) as follows:

13.17(1) ~~Smoking is prohibited in all university academic, administrative and service buildings. Smoking may be allowed in some student living areas. The university may also limit smoking at outdoor events, such as football games at Jack Trice Stadium, by entryway and courtyard areas. Smoking areas will be designated away from seating and assembly areas. Smoking is prohibited in Iowa State Center buildings, including Hilton Coliseum and C.Y. Stephens Auditorium. Consistent with the Iowa Smokefree Air Act (Iowa Code Chapter 142D), Iowa State University has adopted a smoke-free campus policy, which is incorporated by reference herein. The policy is available on the internet at the following address: <http://policy.iastate.edu/policy/smoking/>.~~

Item 15. Amend subrule 13.17(2) as follows:

13.17(2) Unless specifically authorized, the consumption of alcoholic beverages is not permitted on the campus, within university buildings, within university vehicles, or on other university property. Alcohol may be consumed in residences or privately leased units on the campus as allowed by law and the rules or lease agreement applicable to the unit. Otherwise, the university will determine the time, place, and conditions under which alcoholic beverages are consumed on university property. Events at which alcoholic beverages are served require evidence of a properly issued state alcohol permit. Persons violating state law with respect to possession and consumption of alcohol are subject to citation, arrest or exclusion from the campus. The ISU policy on alcohol, drugs, and other intoxicants may be found in the policy library.