

Contact: Mark Braun

## **BOARD OF REGENTS POLICY MANUAL**

**Action Requested:** Approve the proposed revisions to the Board of Regents Policy Manual.

**Executive Summary:** The Board of Regents Office began a comprehensive review and update to the Board of Regents Policy Manual. It has been more than a decade since a comprehensive review has been undertaken.

The goal of the revisions was to have the policy manual clearer to understand, reflect current practices, eliminate duplication from the Iowa Code, update financial thresholds, and streamline processes. At the end of this docket memo is an alphabetical index showing where policies are located in the existing manual and where they will appear in the new policy manual. The new policy manual will consist of four chapters:

1. Board of Regents and Board of Regents Office
2. Operations
3. Academic Policies and Procedures
4. Regent Institutions

Below are the significant changes proposed in the revisions to the policy manual. The entire proposed policy manual, as well as an updated alphabetical index, can be found on the Board of Regents website, July 12, 2016, Agenda Item 5.

### **Chapter 1 – Board of Regents and Board of Regents Office**

- Repetition of Iowa Code chapters have been removed as the Board follows Iowa Code
  - Chapter 21 – Open Meetings
  - Chapter 22 – Open Records
  - Chapter 68B – Government Ethics and Lobbying
- The meeting and committee structure has been updated with existing committee structure maintained
- The appeal process has been streamlined
- The Board Office section has been updated to reflect the current structure and processes

### **Chapter 2 – Operations**

- Human Resources
  - Policies grouped by area for ease of reference
  - Clarified that all Regent employees will have evaluations, at minimum, every year
  - Clarified policy for Special School faculty to ensure compliance with Iowa Code in terms of employment and evaluations
  - Phased retirement current policy reinstated

- Budget Procedures
  - Conduct and fiduciary responsibility language was updated and maintains the National Association of College and University Business Officers recommendations resulting from issues raised by the Sarbanes-Oxley Act of 2002
  - Regent fiscal policy reflects updated budget preparation and approval requirements and removes policies and processes that are no longer applicable
  - Travel policy limits maximum allowable daily meal and incidental reimbursement rates to those established by the federal government
  - Policy requiring immediate notification of any suspected embezzlement to the State Auditor was added
  - Streamline audit request and reporting policies
  - Updates Iowa Code references and eliminates duplicative language
  - Relocates the bond-related service provider policies to the financing section from Investments
  - Relocates the UIHC rate-setting policy from financing to general policies.
  - Eliminates duplicative policy language with the Administrative Code and Iowa Code pertaining to Examination of Public Records and to Administrative Procedures
  - Adds continuing disclosure references to the post-issuance compliance policies related to the issuance of tax-exempt debt to comply with updated SEC regulations
  - Increases the maximum single incident deductible for the universities from \$2M to \$5M for general fund property
  - Eliminates listing of permitted investments established in Iowa Code; instead references the applicable Code section
  - Adds prudent person language to the External Investment Manager responsibilities and to the permitted investments section
  - Creation of A Procurement Council to continue the strategic and coordinated efforts of institutional procurement
  - The bid threshold for procurement is raised from \$25,000 to \$50,000. This would align the Regents threshold with the Department of Administrative Services threshold of \$50,000
  - Sole Source Professional Service above the \$50,000 threshold would require the approval of the Board's Chief Operating Officer
  
- Property and Facilities
  - Anticipated project size for which Board approval of permission to proceed with project planning is required increased from \$2 million to \$5 million
  - Board approval of schematic designs for new buildings, major additions and remodeling projects required when a project budget exceeds \$2 million; previously there was a separate threshold of \$1 million for new buildings
  - University authority for approval of project descriptions and budgets increased from \$249,999 to \$499,999
  - University authority for approval of design consultant amendments and construction change orders on projects exceeding \$1 million increased from \$49,999 or less, to 5% or \$100,000 (with a minimum of \$50,000)

- Information Technology
  - This is an entirely new section of the policy manual

### **Chapter 3 – Academic Policies and Procedures**

- Added required legal detail to non-discrimination categories
- Added requirement for comprehensive school improvement plans for the special schools in addition to a strategic plan
- Clarified new program approval process steps
- Included requirement for a teach-out plan for programs that are terminated
- Added new academic program review process for programs implemented within a five-year window
- Provided instructions to close centers and institutes
- Clarified time frame for submitting accreditation reports to the Board Office
- Clarified expectations of academic freedom
- Updated the template for the biennial faculty activity report
- Updated modes of delivery of information to students and other stakeholders
- Expanded definition of institutional cooperation to include research

### **Chapter 4 – Regent Institutions**

- Clarified mission and scope of the universities and the special schools
- Defined cyberbullying
- Expanded definition of illegal weapons at the special schools
- Specified existing requirement to submit NCAA violations report to Board Office
- Defined space reservation policy for recognized student organizations