

## I. BOARD OF REGENTS

### 1.03 Governance

The Board of Regents, State of Iowa, has broad statutory authority, as outlined in Iowa Code Chapter 262, to exercise all the powers necessary and convenient for the effective administration of its office and the institutions under its control. As provided by law, the Board both governs and coordinates the operations of the Regent institutions.

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#### E. Operating Guidelines for the State Relations Function

1. State Relations Officers are employees of the Board, reporting directly to the Director, Public Affairs. ~~The Director, Public Affairs will consult with the institution heads relating to the duties and responsibilities of the State Relations Officers.~~ In cooperation with one another, the State Relations Officers work with the General Assembly and other state officials to implement Board policy.

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#### F. Governance Reports

The Board of Regents and the Board committees consider a number of governance reports throughout the course of the year. Items with an asterisk (\*) behind them are received by the Board but generally are not docketed for discussion. Typically the list below indicates the subject matter of a report to be considered by the Board though the name of the actual report may vary from the list. The reports include:

##### Board reports:

##### Periodic:

Appropriations, Requests, Preliminary and Final  
Budget Adjustments – Current Year  
Capital Program, Preliminary and Final  
Legislative Program  
Legislative Session Reports, including Governor's Budget  
Miscellaneous Fees and Charges, Preliminary and Final  
Operating Budgets, Preliminary and Final  
Parking Fees, Preliminary and Final  
Residence System Rates, Preliminary and Final  
Strategic Plans  
Tuition Policies and Rates, Preliminary and Final  
UIHC to Board of Regents as Hospital Trustees

Annual:

Affiliated Organizations\*  
Comprehensive Fiscal Report for Previous Year  
~~Comprehensive Compensation Report~~  
Designated Tuitions and Fees, Allocation of  
~~Distance Education Report~~  
Diversity, Annual Report of (includes Affirmative Action Employment,  
Targeted Small Business, Regents Minority and Women  
Educators Enhancement Program)  
~~Economic Development, Report on~~  
~~Facilities Report~~  
Faculty Activity Report  
Fall Enrollment Report — Parts I & II  
Federal Priorities  
~~Graduation and Retention Rates~~  
~~Institutional Reports on Academic Program Review/Student Outcomes Assessment~~  
~~Institutional Roads Program~~  
Competition with Private Enterprise\*  
~~Professional Development Assignments, Report on~~  
~~Professional Development Assignments, Request for~~  
~~Purchasing\*~~  
Regents Merit System Report  
Residence Systems Five-Year Plan and Preliminary Budget  
~~Student Financial Aid Report~~

Biennial:

Unit Cost Study

Committee reports:

Audit and Compliance Banking Committee:

Internal and External Audit Reports  
Internal Audit Plans  
Investment and Cash Management

Economic Development Committee

Economic Development, Report on

Education and Student Affairs Committee

Distance Education Report  
Faculty Activities Report  
Fall Enrollment Report  
Graduation and Retention Rates Report  
Professional Development Assignments, Request for  
Student Financial Aid Report

Human Resources Committee

Comprehensive HR Report (includes Regent Merit System, Resignations (Faculty) and Retirements, Salary, and Fringe Benefits Reports)  
Diversity, Annual Report of (includes Affirmative Action Employment, Targeted Small Business, Regents Minority and Women Educators Enhancement Program)

Property and Facilities Committee

Facilities Report  
Institutional Roads Report

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**1.06 Interinstitutional Committees**

~~The Board has approved several interinstitutional committees, identified as follows: Council of Provosts, Committee on Library Coordination, Regent Information Committee, Regent Committee on Educational Relations, State Extension, Continuing Education and Distance Education Council, Committee on Affirmative Action and Equal Opportunity and Iowa Public Radio Executive Council.~~

A. Council of Provosts

The Council of Provosts shall consist of the Provost from each of the three universities, appointed by the Board upon nomination of their respective presidents. An ex-officio representative of the Board Office will be appointed by the Executive Director.

The function of the committee shall be to study such aspects of the relationships of the teaching, research, and service programs of the institutions as may be referred to it by the Board, the Education and Student Affairs Committee or that may come to its attention from other sources from time to time.

The committee shall report directly to the Education and Student Affairs Committee and its report shall, in each case in which Board action is considered desirable, embody its recommendation in a form appropriate for such action, or be only factual if so directed. In case of disagreement among the members of the committee, majority and minority reports and recommendations may be submitted to the Education and Student Affairs Committee.

In order that the presidents of the three universities may be fully informed and may register agreement or disagreement with the terms of any report of the committee at the Education and Student Affairs Committee meeting at which the report is to be presented, the Council of Provosts shall, not less than 10 days before submission of report, furnish a copy of the report to the presidents of the

three universities. When majority and minority reports are submitted, each president shall be furnished with a copy of both.

The Council shall ~~select~~ nominate its own chairperson to serve a two-year term. That name shall be submitted to the President of the Board who shall appoint the Chair.

The following committees serve under the direction of the Council of Provosts and report to the Council of Provosts. The Council of Provosts shall assign duties and responsibilities to each committee.

1. ~~Committee on Library Coordination~~ Cooperation

~~The membership of the committee shall consist of the librarians of the State University of Iowa, the Iowa State University, and the University of Northern Iowa.~~

~~The powers and duties of the Committee on Library Coordination shall be as follows:~~

- ~~a. — To organize and name its chairperson.~~
- ~~b. — To meet from time to time to consider matters in connection with the coordination of library resources.~~
- ~~c. — To consider such other related matters as might be referred to it by the Council of Provosts.~~
- ~~d. — To submit reports and recommendations to the Council of Provosts to be handled in the same manner as reports and recommendations of the Council of Provosts.~~
- ~~e. — To prepare an annual report for presentation to the Council of Provosts at a stated time.~~

2. Regent Committee on Educational Relations

~~The committee functions are as follows:~~

- ~~a. To establish closer relationships and cooperation with post-high school institutions in the state.~~
- ~~b. To facilitate articulation between and among secondary schools and colleges in the state.~~
- ~~c. To determine the acceptability of credit from nonpublic Iowa colleges not fully accredited by the regional accreditation association.~~
- ~~d. To develop procedures for the validation or acceptance of credit in instances other than those delineated herein.~~
- ~~e. To recommend for consideration by the Regents possible modifications in the general policy concerning admission of undergraduate students.~~
- ~~f. To coordinate student record keeping practices and support joint research efforts related to student academic progress and performance within the Regent universities.~~
- ~~g. To coordinate and make recommendations on other matters concerning relations with secondary schools and with other segments of post-secondary education as assigned by the Council of Provosts.~~
- ~~h. To prepare an annual report for presentation to the Council of Provosts at a stated time.~~

~~————— Organizational Structure~~

~~————— This committee reports directly to the Council of Provosts.~~

- ~~a. Specific assigned committee responsibilities are received from the chair, Council of Provosts, and reports are submitted to the same council.~~
- ~~b. Joint committee meetings with the Council of Provosts are called by the chair, Council of Provosts.~~

~~c. Ad hoc committees shall be set up as needed to undertake specific problems. Membership on these committees may be drawn from outside the Regent Committee on Educational Relations membership. The ad hoc committee shall report to the Regent committee acting as a whole.~~

~~—————~~ Committee Membership

~~a. The committee is comprised of four representatives appointed by the Board of Regents, State of Iowa, from each of the universities, including the registrar, the director of admissions, a representative from Academic Affairs Administration, and another academic representative.~~

~~b. An ex-officio representative of the Division of Community Colleges and Workforce Preparation will be appointed by the state Director of Education. An ex-officio representative of the Iowa Association of Community Colleges, a president of an Iowa community college, will be appointed by the Executive Director of the Iowa Association of Community Colleges. These representatives will be non-voting members.~~

~~c. An ex-officio representative of the Board Office will be appointed by the Executive Director. This representative will be a non-voting member.~~

~~d. The term of service of each member will be at the discretion of the appointing authority.~~

~~e. Officers of the committee shall consist of a chair and a secretary. The officers are to be elected at the last meeting of the spring semester for the forthcoming academic year. There shall not be more than one officer from each university.~~

3. State Extension, Continuing Education and Distance Education Council Committee

~~—————~~ The State Extension, Continuing Education, and Distance Education Council makes its reports and recommendations through the Council of Provosts.

~~—————~~ The council is composed of two members from each of the three universities. Members are nominated by the presidents and appointed by the Board for three-year terms. Members are eligible for reappointment. At least one council member from each

~~institution will, at the time of appointment, have administrative responsibility for the conduct of extension/continuing/distance education work. The chair of the council rotates among the three universities on an annual basis.~~

~~—————The duties of the council are as follows:~~

- ~~—————1. To review the extension/continuing/distance education resources and existing programs at the institutions and make recommendations for needed improvements.~~
- ~~—————2. To review the continuing and emerging problems of the people of Iowa with which extension/continuing/distance education services should be concerned.~~
- ~~—————3. To make recommendations concerning expanded cooperative efforts and coordination to meet the problems studied.~~
- ~~—————4. To make recommendations concerning the establishment and operation of new programs or the discontinuance of a program.~~
- ~~5. To provide staff support at each institution for development of the annual distance education report to the Council of Provosts.~~

4. Iowa Lakeside Laboratory Coordinating Council

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C. Iowa Public Radio Executive Council

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The Iowa Public Radio Executive Council shall:

1. Evaluate continuously the performance of Iowa Public Radio and report to the Board annually using established criteria;
2. Recruit, identify, select and annually evaluate an Executive Director for Iowa Public Radio;

3. Recognize an independent statewide "Friends" organization to receive, insert, and disburse funds on behalf of Iowa Public Radio.
4. Prepare an annual report to the Board of Regents.

**1.08 Membership on Other Boards, Commissions, Councils, and Committees**

Members of the Board of Regents will also serve or appoint others to serve on a number of boards, commissions, councils, and committees. The following is a list of known examples of groups to which the Regents appoint representatives.

Iowa College Student Aid Commission (Iowa Code § 261)  
Iowa Public Broadcasting Board (Iowa Code § 256.82)  
Iowa Coordinating Council for Post-High School Education  
Iowa Workforce Development Board (Iowa Code § 84A.1A)  
Education Telecommunications Council  
Iowa Student Loan Liquidity Corporation  
Iowa Department of Economic Development Board  
Tri State Graduate Study Center Board  
Quad Cities Graduate Study Center Board  
Midwest Higher Education Commission

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~~**1.10 Public Broadcasting Station Advisory Council**~~

~~In recognition of continuing state interest in the public radio stations each station shall submit a biennial report to the Board. The report may include a report from the advisory council, if one exists. These reports should include information on programming, funding, audiences, and related activities of interest to the Board.~~

## II. MEETINGS

### 2.01 Regular Meetings (Iowa Code, § 262.8)

- A. The Board shall meet as often as necessary beyond the Code requirement of at least four times a year.
- B. Meetings shall be held at ~~members~~ sites designated by the Board, the Board Office,  
The Board shall approve the place of each meeting to be agreed upon at least one month in advance.

H:(HR/Docket 2055/August)0805\_ITEM02e Attachment 2

### 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:

- Arranges for Board meetings, prepares Board agendas and materials;
- Monitors compliance with and interprets Board policy for the Regent institutions;
- Maintains oversight on Regent enterprise-wide policy and operations priorities 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~~ Supports the Board's strategic planning efforts;
- Coordinates and advises the Board regarding ~~system-wide~~ enterprise-wide projects and initiatives;
- Assists the Board in institutional head searches;
- ~~Monitors and~~ coordinates legislative matters and interactions with other state agencies;
- Coordinates public affairs activities;
- ~~Coordinates economic development efforts by the Regent institutions;~~
- Coordinates communication activities and processes;
- Coordinates legal activities
- Supports Board committees, task forces, and interinstitutional committees as directed by policy and Board action;
- Provides information analyses on key issues;
- ~~Works with other matters~~ Performs other duties as determined by the Board of Regents.

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#### 3.02 Executive Director

~~The Executive Director is the chief operating officer of the Board of Regents, State of Iowa. The Executive Director is the chief operating officer of the Board of Regents~~ supervises and directs staff of the board office including the members of the executive management team described in 3.03 and maintains contact with Board members and institution heads on key priority matters.

**3.03 Responsibilities of the Executive Director and the Board Office Executive Management Team.**

- ~~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 Chapter 1.03D of the Policy Manual.~~
- ~~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 Chapter 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 Chapter 7.08A of the Policy Manual, shall approve proposed responses to state audits prior to submission to the State Auditor's Office.~~
- ~~O. The Executive Director shall take such action as appropriate relative to the call and receipt of bids as required by the Policy Manual.~~
- ~~P. The Executive Director shall visit the institutions as often as necessary to conduct the business of the Board Office.~~
- ~~Q. 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.~~
- ~~R. The Executive Director may recommend to the Board the designation of emeritus status for members of the Board Office staff who retire after substantial service to the Board of Regents and the Board Office. Emeritus status will not confer any economic benefit or right upon a retired staff member and may include continued access to Board Office~~

~~e-mail and other benefits as determined by the Executive Director and the Board~~

~~S. In the absence of or at the direction of the Executive Director, authority granted to the Executive Director may be delegated to the Deputy Executive Director.~~

A. Executive Director

1. Directs and/or delegates 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 and investigations.
2. Directs and/or delegates the planning and logistical arrangements for the meetings of the Board and its committees and ensures preparation and distribution of agenda materials.
3. The Executive Director shall analyze all matters and make recommendations when appropriate concerning requests coming from the institutions to the Board for action by the Board.
4. The Executive Director shall analyze and make recommendations concerning the strategic plans proposed by institutions and shall develop and recommend, in consultation with the Board and institutions, a strategic plan for the Board.
5. 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.
6. The Executive Director shall review the preliminary annual budget summaries for each institution and consider recommendations of the Chief Business Office prior to their submission to the Board in order to advise the Board as to their acceptability.
7. 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.
8. 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.

9. May authorize the Deputy Director or other Executive Management Team members to act in his absence.

10. Performs other duties as may be directed by the Board.

B. Other Board Office functions performed by the Executive Director or may be delegated to members of the Executive Management Team. Members of the Executive Management Team include the Deputy Executive Director/Director Public Affairs, Chief Business Officer and Regents General Counsel:

1. Authority relative to legislative liaison activities as provided for in Chapter 1.03D of the Policy Manual.
2. Supervision of communication activities.
3. Development of annual capital improvement program in consultation with the institutions for review and action by the Board.
4. Administration of capital projects as provided under Chapter 9.02 of the Policy Manual.
5. Participation in institutional budget preparations including, (1) to coordination of preparation as to format and basic assumptions, and (2) to interpretation of the final budget to the Governor, other state agencies and the Legislature.
6. Investment of funds belonging to the institutions in cooperation with the institutional treasurers.
7. Representation of the Board of Regents as appropriate in unit determination and representation election hearings before the Public Employment Relations Board and in other matters and hearings conducted pursuant to the State Public Employment Relations Act with consultation as appropriate with Board members and the institutional executive of any institution that may be affected by any such action.
8. Direction of the Board's representatives in collective bargaining in consultation as appropriate with the Board, the Board President and institutional heads

9. Coordination of requests from the institutions for the use of outside legal counsel.
10. Review of requests for designation of emeritus status for members of the Board Office staff who retire after substantial service to the Board of Regents and the Board Office.
11. Approval of responses to state audits pursuant to Chapter 7.08A prior to submission to the State Auditor's Office.
12. Taking of actions as appropriate relative to the call and receipt of bids as required by the Policy Manual.
13. Perform other duties as may be directed by the Board or Executive Director.

IX. PROPERTY AND FACILITIES

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9.03 Procedures for Capital Improvement Projects

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B. Duties and Responsibilities

1. Duties of the Board of Regents

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2. Duties of the ~~Executive Director~~ Board Office

Whenever a capital improvement project is undertaken at any institution under the control of the Board, the executive director or a member of the Executive Management Team designated by the Executive Director is authorized and directed to carry out provisions of this Chapter, including:

- a. Negotiate financing arrangements other than appropriations as directed by the Board of Regents and report to the Board.
- b. Receive certification from the institution's chief business officer that the nature and scope of a project is substantially the same as approved by the Board.
- c. Approve program statements; design consultant selection, negotiated agreements and amendments; project descriptions and budgets, and revised budgets; and construction contract change orders as provided for in this Chapter.
- d. Award construction contracts as provided for in this Chapter.
- e. When it is determined to be in the best interest of the Regent enterprise, reject all bids and/or recommend alternative procedures.
- f. Advise the Board on capital procedure actions recommended by the institutions.
- g. Refer capital procedure actions requested of the Board Office to the Board at the discretion of the Board Office.

- h. Act on behalf of the Board on capital procedure actions subject to ratification of actions taken by the Board when failure to take immediate action would have an adverse impact on institutional programs, cause an unnecessary delay in the project, result in increased cost, or when it is otherwise in the public interest. The Board shall be informed of such ~~executive director~~ actions at the next Board meeting.
- i. Advise the Board regarding institutional plans for fundraising for capital projects.
- j. Provide reports to the Board as may be needed.

~~D.~~