

Contact: Robert Donley

REVISIONS TO BOARD OF REGENTS POLICY MANUAL – CHAPTER 3

Action Requested: Approve, as a first and final reading, revisions to Regents Policy Manual (RPM) Chapter 3 clarifying the Executive Director's authority as Chief Executive Officer, and establishing the positions of Chief Academic Officer and Chief Operating Officer.

Executive Summary: The Office of the Board of Regents currently functions under a flat organizational structure, with all staff reporting directly to the Executive Director. In order to achieve and maintain greater operational efficiencies, a hierarchical structure based on functional areas is proposed. This organizational structure will consist of the Executive Director, who will serve as the Board of Regents' Chief Executive Officer, a Chief Academic Officer and a Chief Operating Officer. The Chief Academic Officer and Chief Operating Officer will be responsible for overseeing board office staff and operations in their respective functional areas, and will report directly to the Executive Director.

In order to accomplish these strategic objectives, approval of the following revisions to Regents Policy Manual Chapter 3 is requested. Additions have been underlined and deletions have been stricken through.

3.02 Executive Director

The Executive Director is the Chief ~~operating~~Executive Officer of the Board of Regents, State of Iowa. The Executive Director reports directly to the Board of Regents. The Executive Director is empowered to take all action reasonably necessary and proper in the performance of those functions customary to the role of Chief Executive Officer; including, but not limited to, the following:

- A. Perform all duties and functions necessary for the prompt and effective execution of all resolutions, policies, rules, regulations and actions adopted by the Board of Regents.
- B. Negotiate and execute all notes, bonds, deeds, contracts, leases, agreements and other documents of an official nature on behalf of the Board of Regents, unless otherwise prescribed by law, policy or Board action.
- C. Take those actions necessary for the proper administration of the Board office and its functions, as identified further in this Policy Manual.
- D. Act as the lawful custodian of the records of the Board of Regents.
- E. Delegate authority granted to the Executive Director to the Chief Operating Officer (COO), the Chief Academic Officer (CAO), or other Board office staff as necessary and appropriate.
- F. Supervise, evaluate, and provide leadership for the COO and the CAO, and other board office staff necessary.

- G. Develop strategic and collaborative relationships with the heads of the Regent institutions including regular contact and timely communication on key issues and actions.
- H. In collaboration with the COO and the CAO, work with Regents' legislative liaisons, Board of Regents leadership, the Governor, Legislators and other agencies in establishing institutional legislative priorities including the system budget.

3.03 Chief Operating Officer

The Chief Operating Officer shall be responsible for coordinating and implementing Board policies and managing board office staff in the areas of business, purchasing, facilities, human resources, information technology, and other areas as may be assigned by the Executive Director. The Chief Operating Officer shall report directly to the Executive Director.

3.04 Chief Academic Officer

The Chief Academic Officer shall be responsible for coordinating and implementing Board policies and managing board office staff in the areas of academics, student affairs and support, admissions, financial aid, faculty affairs, campus safety and other areas as may be assigned by the Executive Director. The Chief Academic Officer shall report directly to the Executive Director.

3.053 Responsibilities of the ~~Executive Director~~ and the Board Office

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. The Board Office shall perform all duties as directed by the Executive Director.

- ~~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 Board Office staff as appropriate.~~