

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Revisions to the Board of Regents Policy Manual  
**Date:** October 20, 2004

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**Recommended Action:**

Give final approval to revisions to Chapter II – Meetings of the Board of Regents Policy Manual.

**Executive Summary:**

Final approval      A number of revisions are presented for final approval to the Board of Regents Policy Manual, Chapter II -- Meetings. Comments from the September Board meeting have been incorporated into the revisions.

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**Background and Analysis:**

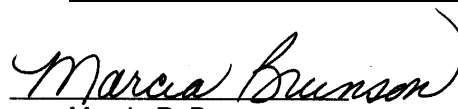
Standard revision process takes two Board meetings      Changes are proposed to the Policy Manual as a result of editorial review and Regent comments. The traditional revision process for substantive revisions involves initial review and comment by the institution and the Board (the “first reading”) and then providing final Board approval for publication at a subsequent Board meeting.

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

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Meetings      Revisions are proposed to Chapter II – Meetings. The revisions are either editorial in nature or revise the policy to conform with current practice and terminology. These revisions are detailed in **Attachment A**.

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Marcia R. Brunson

Approved:   
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Gregory S. Nichols

**PROPOSED REVISION:**

**FINAL APPROVAL**

**IV. Meetings**

**2.01 Regular Meetings** (Iowa Code § 262.8)

- A. The Board shall meet at least four times a year.
- B. ~~Meetings shall be held on the third Wednesday and Thursday of each month unless otherwise designated by the Board.~~
- C. Meetings shall be held at ~~either a Regent institution or as otherwise~~ sites designated by the Board. The Board shall approve the place of each meeting at least one month in advance.

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**2.04 Dockets Agendas**

- A. The Board Office shall be responsible for assembling all matters to be brought before the Board, together with all supporting material. These matters are commonly referred to as the Board's "~~dockets~~" "agendas" and will be indexed and included in a binder for Board reference.
  - 1. Each institution will prepare its own portion of the ~~docket~~ agenda and forward same, with all supporting material, to the executive director on a schedule provided by the Board Office. ~~Docket~~ Agenda materials are due in the Board Office by noon of the scheduled day.
  - 2. The executive director shall establish and inform the institutions of the size, composition, and format of all ~~docket~~ agenda materials.
- B. Assembled ~~dockets~~ agendas will be mailed to members of the Board at least one week prior to a Board meeting.
- C. ~~No matter which is not included in the docket will be brought before the Board, unless such matter is of an urgent and compelling nature. Institutions may, however, keep Board members informed on recent developments affecting docket items. Only urgent and compelling items shall be brought before the Board after the agenda is released.~~

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- F. Legislators, the majority and minority leadership in both houses, the Governor's office, state department heads, and members of the press are sent notification via e-mail concerning the availability of ~~docket~~ agenda materials on the Regent website. This release of information is sent by 11:00 a.m. the Thursday as soon as possible prior to the meeting and at least 24 hours prior to the Board meeting.

**2.05 Conduct of Meetings**

A. ~~The business of the institutions shall be presented by the institutional executives to the Board.~~ Move to end of section and re-letter section.

. . .

G. The business of the institutions shall be presented to the Board by the institutional executives.

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**2.08 Communications of Students, Faculty, and Staff with Board**

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B. Students, faculty, and staff may request an opportunity to appear before the Board to discuss matters of interest and may request that an item be included on the ~~docket~~ agenda. Such requests should be made in writing to the president of the Board with a copy to the president of the university concerned. The request should include a statement as to the reason why a personal appearance is desired or why an item should be included on the ~~docket~~ agenda. A statement as to the exhaustion of local campus remedies, including specific persons or groups approached and their disposition of the matter, should also be included in the request. The president of the Board is empowered to permit such person or persons to appear or an item to be docketed, if, in the president's judgment, it is appropriate or unless there are unusual circumstances.

The president of the Board shall report to the full Board all requests made for permission to appear or to include an item on the ~~docket~~ agenda, whether or not the request was granted.

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D. The president may, on rare occasions, recognize an individual seeking, without advance written or oral notice, to comment during deliberations on a ~~docketed~~ an agenda item.

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- I. The agenda for each Board meeting will be available for review at the Board Office, the university relations offices at each university, and special schools, and ~~AFTER 11:00 a.m. Thursday~~ at least 24 hours preceding the Board meeting on the Regent website ([www.state.ia.us/educate/regents](http://www.state.ia.us/educate/regents)). Interested parties will have ample opportunity to review items of particular concern to them. Upon request, copies may be made available at cost to interested parties.

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**POLICY AFTER REVISION**

**FINAL APPROVAL**

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**2.01 Regular Meetings** (Iowa Code § 262.8)

- A. The Board shall meet at least four times a year.
- B. Meetings shall be held at sites designated by the Board. The Board shall approve the place of each meeting at least one month in advance.

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**2.04 Agendas**

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  1. Each institution will prepare its own portion of the agenda and forward same, with all supporting material, to the executive director on a schedule provided by the Board Office. Agenda materials are due in the Board Office by noon of the scheduled day.
  2. The executive director shall establish and inform the institutions of the size, composition, and format of all agenda materials.
- B. Assembled agendas will be mailed to members of the Board at least one week prior to a Board meeting.
- C. Only urgent and compelling items shall be brought before the Board after the agenda is released.

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- F. Legislators, the majority and minority leadership in both houses, the Governor's office, state department heads, and members of the press are sent notification via e-mail concerning the availability of agenda materials on the Regent website. This release of information is sent as soon as possible prior to the meeting and at least 24 hours prior to the Board meeting.

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- G. The business of the institutions shall be presented to the Board by the institutional executives.

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The president of the Board shall report to the full Board all requests made for permission to appear or to include an item on the agenda, whether or not the request was granted.

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- D. The president may, on rare occasions, recognize an individual seeking, without advance written or oral notice, to comment during deliberations on an agenda item.

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- I. The agenda for each Board meeting will be available for review at the Board Office, the university relations offices at each university and special schools, and at least 24 hours preceding the Board meeting on the Regent website ([www.state.ia.us/educate/regents](http://www.state.ia.us/educate/regents)). Interested parties will have ample opportunity to review items of particular concern to them. Upon request, copies may be made available at cost to interested parties.

**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.

## Attachment B

- 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
- Chapter I Board of Regents -- §1.05b, Board Committee responsibilities, in June, 2004
- Chapter I Board of Regents -- §1.05d, Standing Committees of the Board, in June, 2004
- Chapter VI. Academic Policies and Procedures -- §6.01: Admissions Requirements (application fees), in June, 2004.
- Chapter VI. Academic Policies and Procedures -- §6.20: Admission Requirements (Iowa Braille and Sight Saving School) Approval, in June, 2004.
- Chapter VII Business Procedures -- §7.05B.12, Definition of “movable equipment, in January, 2004.
- Chapter 1 Board of Regents -- §1.02 Strategic Plan, August 24, 2004.
- Chapter 3 Board Office -- §3.01 Board Office Statement of Mission, August 24, 2004.
- Chapter 3 Board Office -- §3.03 Responsibilities of the Executive Director and the Board Office, August 24, 2004.
- Chapter 4 Personnel – §4.03A Professional and Scientific Classification Systems, September 15, 2004.
- Chapter 4 Personnel – §4.35 Phased and Early Retirement Programs, September 15, 2004.
- Chapter 1 Board of Regents – §1.03 Governance, September 15, 2004.
- Chapter 8 Fees and Charges – September 15, 2004.
- Chapter 7 Business Procedures – §7.03 Investment Activity F(5) September 15, 2004.