

**Contact: Marcia Brunson**

**REVISIONS TO THE POLICY MANUAL**

**Actions Requested:** Consider approval of the following:

- (1) Final reading of revisions to Chapter 1;
- (2) Final reading of revisions to Chapter 2;
- (3) Final reading of revisions to Chapter 4 (§4.22 Appeals by Employees to Board);
- (4) Final reading of revisions to Chapter 7 (§7.06 Purchasing);
- (5) Final reading of revisions to Chapter 7 (§7.08 Compliance and Reporting);
- (6) Final reading of new Chapter 10 (Appeals to the Board of Regents); and
- (7) First and final reading of revision to Chapter 8 (§8.01 Board Responsibilities).

**Executive Summary:** A number of revisions to the Policy Manual are presented for final reading. These are summarized below. These revisions are unchanged from those presented to the Board in September. Full text of the revisions will be available as an attachment to this memorandum on the website and in the Regent Exhibit Book at the Board meeting.

**Final Reading:**

Chapter 1: Various revisions are proposed to Chapter 1 – Board of Regents. Many of the revisions are editorial in nature. Others streamline language or update language to reflect current application.

Chapter 2: Various revisions are proposed to Chapter 2 – Meetings. As with the revisions in Chapter 1, these are also editorial in nature and streamline existing language. Some revisions are required based upon the revised appeal procedures in the new Chapter 10.

Chapter 4 (§4.22 Appeals by Employees to Board): This section is eliminated based upon the creation of the new Chapter 10 (Appeals to the Board of Regents).

Chapter 7 (§7.06 Purchasing): The revisions to §7.08 result from a report issued by the State Auditor on the procurement card programs at the three Regent universities. The report suggested enhancements to on-going efforts for improving controls and reducing risk. The policy revisions direct the universities to develop specific procedures for the use of procurement cards.

Chapter 7 (§7.08 Compliance and Reporting): This section was not deleted after the 2005 Iowa General Assembly eliminated the requirement that the property and easement transactions of the Board required approval by the State Executive Council.

Chapter 10 (Appeals to the Board of Regents): Various appeal procedures available to employees and students have been brought into a new chapter.

**First and Final Reading**

Chapter 8 (8.01 Board Responsibilities):

**8.01 Board Responsibilities**

The Board of Regents is responsible for establishing fees and charges at the Regent institutions, such as tuition, mandatory fees, miscellaneous charges, room and board rates for university residence systems, and parking rates. Certain exceptions do apply.

Each proposed increase in student charges is generally presented to the Board twice — first for preliminary consideration and public notice requirements and second for final approval.

State law (Iowa Code § 262.9.18 and 681 IAC 9.6(1)) requires the Board to:

1. Notify the presiding officers of the student government organizations not less than thirty days prior to action to increase charges, including a copy of the related docket memorandum; and
2. Make the final decision on tuition and mandatory fees for the next academic year at a regular meeting, which is to be held in one of the three university cities but not held during a university holiday or break.

The Administrative Code (681 IAC 9.6(2)) requires, that if an increase is proposed from the initial amount to increase a tuition, fee, or charge is increased, the docket is to be resent to student leaders and an additional 30-day notice period is to be given prior to Board approval.

The distribution of Board docket materials relating to the proposed increases shall be sent to the person identified by each institution as the student government president and mailed or emailed to the student government office listed in each university directory.