

M E M O R A N D U M

TO: BOARD OF REGENTS
FROM: GREG NICHOLS
DATE: APRIL 14, 2005
RE: PROPOSED MODIFICATION OF BOARD POLICY MANUAL ON
COMMITTEES

RECOMMENDED ACTION:

Waive an additional reading and adopt, effective immediately, modifications in Board policy regarding Chapter 1 standing committees and membership thereof.

EXECUTIVE SUMMARY:

Board policy adopted in 2004 created six standing committees of the Board, providing an overview of the issues of focus expected from each, and providing for appointment of members by the President, subject to Board ratification. Additionally, the policy made the President an ex-officio non-voting member of all standing committees.

The changes proposed in the policy for the coming year, if adopted at the special Regents meeting on April 18, 2005, can be implemented quickly and become effective for the Board and Board committees at the next regularly scheduled meetings on May 4-5, 2005. The standing committees for the coming year would include: Audit and Compliance, Economic Development, Education and Student Affairs, Facilities and Property, Human Resources, and Investment.

Significant modifications of the policy include the following.

- Adding the President Pro Tempore as an ex-officio non-voting member of each standing committee, similar to the current policy relative to the President.
[1.05 addition]
- Eliminating the University of Iowa Hospital and Clinics committee with language added elsewhere to make clear that oversight and guidance of the UIHC is the responsibility of the Board of Regents in their statutory capacity as UIHC trustees.
[1.05 deletion, 1.03 addition]
- Creating a new standing committee on Property and Facilities, to provide policy direction and more focused Board oversight to issues in these important areas of fiduciary responsibility.
[1.05 addition]

BACKGROUND INFORMATION:

The policy changes relative to committees are designed to provide a framework for Board action in the coming year. They are brought forward at this time to allow, if approved, for the newly-elected President to make early appointments to the designated standing committees for the coming year, and allow implementation beginning with the next regularly scheduled Board meeting May 4-5, 2005.

The proposed change relative to the President Pro Tempore is designed to provide for the President Pro Tempore to serve in a similar status to the President on committees, and also to allow for more Board members to serve in key roles and as voting members or chairpersons on the various standing committees.

It is proposed that the UIHC Committee be eliminated. The Board would return to a system of regular meetings of the full Board in their role as trustees of the UIHC, instead of delegating that function to a committee, a model used by the Board prior to 2004.

Relative to the Property and Facilities Committee, this subject area is one of ongoing interest and concern to Regents, and indeed to higher education governing boards around the nation. Many other states utilize such a committee to provide greater focus on policy direction and governance oversight in this area.

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I. BOARD OF REGENTS

1.01 Appointment of Board Members (Iowa Code § 262.7)

- A. Pursuant to Iowa Code Chapter 262, the Board of Regents, State of Iowa, shall govern the three Regent universities: the State University of Iowa (SUI, including the Oakdale Campus and the University of Iowa Hospitals and Clinics Center for Disabilities and Development, Iowa State University of Science and Technology (ISU, including Agricultural Experiment Station), and the University of Northern Iowa (UNI). The Board also governs two special schools, Iowa Braille and Sight Saving School (IBSSS), and the Iowa School for the Deaf (ISD).
- B. The Board of Regents, State of Iowa, consists of nine members, appointed by the governor and subject to Senate confirmation, and also subject to removal by the Governor, with Senate confirmation, for cause. Board members are appointed to staggered six year terms. Appointment and selection criteria of board members are outlined in Iowa Code § 262(1)-(6).
- C. Following the Governor's announcement of a new member of the Board of Regents, and the Senate's confirmation, the President of the Board and the Executive Director shall plan and implement an orientation program for the new Regent that is appropriate for that individual's experience and background. In addition, the Board President shall assign to each new Regent a mentor who is a current member of the Board of Regents. Likewise, the Executive Director shall, after consultation with the Board President, identify for the new Regent a Board Office staff member who will serve as a specific resource person for that Regent. Both of these assignments shall extend throughout the new Regent's first year of service. The purpose of these mentoring and resource assignments is to provide the new Regent with support and assistance in learning about the Board of Regents, its structure, operations, and goals. It is anticipated that the Board mentor will meet with the new Regent periodically during this period of time.

1.02 Strategic Plan for the Board of Regents (1998 - 2003)

A. Mission Statement

The Board of Regents, State of Iowa, will be an exemplary model of governance and stewardship of resources of Regent institutions. The Board establishes, coordinates and advances the individual mission and vision of each Regent institution and strives to meet the educational needs of Iowans in concert with Iowa's other educational institutions. The Board has the responsibility for assuring effective relations with the various external constituencies of the Board of Regents, and the long-term development of the capacity of the Regent institutions to achieve their missions. The Board challenges its institutions to become the best enterprise of public education in the United States through the unique

teaching, research and outreach programs established for each university and school.

B. Responsibilities Statement

Statutory Expectation

The Board of Regents, State of Iowa, was created in 1909 to perform two functions: govern and coordinate the functions of the state institutions under its jurisdiction. Iowa Code Chapter 262 authorizes the Board to “have and exercise all powers necessary and convenient for the effective administration of its office and of the institutions under its control . . .” The Board oversees the State University of Iowa, Iowa State University of Science and Technology, University of Northern Iowa, Iowa School for the Deaf, and Iowa Braille and Sight Saving School as the governing board responsible for the overall operation of the five institutions.

Operational Stewardship

The Board is responsible for the unique role of the Regent universities to provide stewardship for quality teaching, research, and service to the citizens of Iowa including undergraduate, graduate, and professional programs in a variety of fields. The Board also is responsible for ensuring quality programs for the deaf and visually impaired at the pre-collegiate level. In all areas of responsibility, the Board is responsible for appropriate and effective articulation with other sectors of postsecondary, secondary, and elementary education in the state. In addition, the Board’s responsibilities include ongoing coordination between and among the Regent institutions, and between the Regent institutions and other organizations and agencies responsible for related educational functions. Together with other boards and agencies responsible for aspects of education, such as the Department of Education and the Iowa College Aid Commission, the Board of Regents is responsible for interagency coordination and overall planning for postsecondary and special education in the state.

In its role as the Board of Trustees for the University of Iowa Hospitals and Clinics (UIHC), the Board is responsible for reviewing periodic reports on planning, programs, operation, and finance, and for governing the UIHC. As provided in the Bylaws approved for the UIHC, the Chief Executive Officer of the UIHC shall submit through the President of the University reports to the Board of Regents in its capacity as the Board of Trustees for the UIHC at least quarterly.

C. Vision Statement

The Board of Regents, State of Iowa, expects its enterprise of public education to become the best in the United States.

The Board of Regents will be seen as the nation’s higher education leader in developing the best-educated state in the nation, in creating new

knowledge that demonstrably improves the quality of life for Iowans, and in employing the resources of the Regent institutions to serve the needs of Iowa and the world.

D. Values Statement

The values nurtured by the Board of Regents flow from the trust bestowed by the people of Iowa and the Board's educational mission. The Board values learning, knowledge, access, and public service. The Board values academic freedom, and in every endeavor upholds the value of uncompromised integrity, conforming to the highest standards of ethics, honesty, trust, fairness, civility and compassion.

The Board values its linkages with the Regent institutions and the synergies gained from communication links among the institutions themselves.

The Board values quality and pursuit of excellence in a diverse educational community. The Board embraces the value of dedication to educational and public service of the highest standard. The Board values stewardship, accountability, and strategic planning in all activities of the Board and the Regent institutions.

E. Culture Statement

Governance through Delegation

The overall authority to govern the Regent institutions is fully vested in the Board of Regents. The Board delegates appropriate authority to the institutional heads (e.g., the university presidents and the special school superintendents). Institutional governance structures are developed, with Regent oversight of operations and management. Effective management practices marked by continuous self-examination and improvement are intrinsic to the Board's operational culture.

Nurturing Environment

The Board of Regents is committed to a nurturing environment for the recruitment (where appropriate) and retention of high-quality, diverse faculty, staff and students. The Board believes that individual and collective accomplishments are enhanced by an environment characterized by collaboration of expertise, and cultivation of common as well as unique and individual interests.

Academic Freedom

The Board of Regents is committed to academic freedom as an integral part of an environment fostering excellence. The Board seeks an environment of critical thinking, free inquiry and open communication marked by academic freedom, and opportunities for educational endeavors enriched by the presence and active participation of people from diverse backgrounds and cultures.

Effective Service

At the core of the Board's culture resides the commitment to effective and responsive service to appropriately meet the needs of the people of Iowa, the nation, and the world. The Board will proactively communicate to the state's constituencies and the public its efforts toward this service.

F. Key Result Areas

Key Result Area 1.0.0.0

Become the best public education enterprise in the United States.

Key Result Area 2.0.0.0

Provide access to educational, research and service opportunities within the missions of the Regent institutions.

Key Result Area 3.0.0.0

Establish policies to encourage continuous improvement of the climate for diversity, and ensure equal educational and employment opportunities.

Key Result Area 4.0.0.0

Meet the objectives of the Board and institutional strategic plans, and provide effective stewardship of the institutions' state, federal and private resources.

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.

A. Statement on Governance

The Board of Regents, State of Iowa, by statute, governs Iowa's three state universities -- the State University of Iowa, Iowa State University, and the University of Northern Iowa -- and the Iowa School for the Deaf and the Iowa Braille and Sight Saving School. The Board, pursuant to this authority, establishes the missions, adopts strategic plans, makes educational policy, appoints presidents and other institutional officials, reviews and approves budgets for submission to the Governor and General Assembly, establishes and oversees annual operating budgets and personnel policies pursues public policy and budget priorities, reviews and approves academic programs, and adjudicates disputes. The staff of the Board, headed by the Executive Director, is located in

Urbandale. Board staff provide support for the Board, including review and analysis of all budget and policy proposals, and preparation of recommendations to the Board.

B. The Board will convene in their statutory role as Trustees of the University of Iowa Hospital and Clinics as often as necessary to perform their appropriate role in providing fiduciary guidance, oversight and governance. The areas of the Board's governance include but are not limited to the following.

- Evaluation and approval of UIHC strategic plans, policies, procedures, bylaws, and accreditation issues.
- Providing guidance to and oversight of UIHC administration.
- Providing guidance to and oversight of the management, budget, financial resources, and operations of the UIHC enterprise.
- Making decisions concerning proposed budgets, capital plans, and bonding and other financing needs of the UIHC.
- Review of information regarding UIHC interactions with related parties, such as with the University of Iowa and the University of Iowa College of Medicine."

C. State Relations

State relations activities of Regent enterprise are organized under the Board of Regents. These activities are vital to the continued academic and fiscal well-being of the institutions and of public higher education in Iowa. Such activities involve complex questions of public policy, Regental responsibility, institutional objectives, and budgetary considerations. For these reasons it is important that the principles governing state relations particularly those conducted by the State Relations Officers, be carefully specified.

D. State Relations Function

The State Relations Officers are responsible for transmitting and explaining policies of the Board of Regents and information from the institutions to the General Assembly and other state officials. The State Relations Officers conduct their duties under the direction of the Board of Regents. Operating under the overall mandate from the Board of Regents, each State Relations Officer has special responsibilities to the university at which the individual is assigned. These latter responsibilities include explanation and communication of Board policies; communication of information concerning the particular mission, programs, and strengths of the institutions; and advocacy consistent with the accomplishment of the Board's goals.

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.
2. Only the Board of Regents, State of Iowa, can make legislative policy for the Regent institutions. In carrying out this responsibility, the Board will consult with the institution heads on policy setting responsibilities.
3. The development of legislative strategy is the responsibility of the Board and the Board president in consultation with the Executive Director, Director, Public Affairs, and the institution heads.
4. The Director, Public Affairs shall be responsible for the daily operation of the Regents' legislative activities and shall work closely with the State Relations Officers to coordinate those daily activities effectively. The State Relations Officers are the Regents' primary contact with the legislators and are authorized to communicate as needed with members of the General Assembly, representatives of state agencies, and others with respect to tactical and operational detail.
5. Because of the inherent complexity of the state relations function and the possibility of misunderstanding, it is essential that open lines of communication be developed and maintained. To that end and to avoid the evolution of institutional initiatives inconsistent with Board policy, regular conferences should be held. Participants shall include only the Board president, the Executive Director, the Director, Public Affairs, the institution heads, other Regents and others as determined by the Board president and the State Relations Officers.
6. The institutions acknowledge the preeminence of the Board's policy-making authority and its responsibility for institutional governance. As plans for legislative and other initiatives are developed by the Board, the institutional leadership will have the opportunity to represent their thoughts and to attempt to influence the Board's decisions. However, when the Board has adopted a legislative policy or strategy, institutional leadership will support this policy or strategy and work as requested to represent it to legislative and other officials.
7. The Executive Director, the Director, Public Affairs and other Board Office staff will provide analysis, staff support, and coordination of legislative activities. As the staff of the Board of Regents, the Board Office has important responsibilities in assisting with the implementation of Board policies.
8. In summary, the activity of the State Relations Officers is characterized by recognition of the authority of the Board of Regents,

State of Iowa, and its established policies and directions; recognition of the individual and complementary missions of the institutions; communication among the Board, the Board Office, and the institutions; and frequent consultation.

F. Governance Reports

The Board of Regents considers 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:

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
- 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

Banking Committee:

Internal and External Audit Reports

Internal Audit Plans

Investment and Cash Management

1.04 Board Officers (Iowa Code § 262.9(1))

- A. The officers of the Board of Regents shall consist of the president and the Executive Director.
- B. The Board shall, each even-numbered year, elect from its members a president of the Board, who shall serve for two years and until a successor is elected and qualified.
- C. The president of the Board shall preside at all meetings of the Board; shall appoint members of all committees; shall nominate for approval by the Board a president pro tem to serve when needed due to the President's temporary absence; with the Executive Director of the Board, execute such instruments and contracts as may be ordered by the Board; shall perform such duties as usually pertain to this office and such other duties as may be assigned by the Board; and the president of the Board shall be governed in action by the usual parliamentary procedure.
- D. In the event of a vacancy in the office of president, the Board shall elect a new president to fill the unexpired term.
- E. In the event of an emergency situation in which the institutional head of a Regent institution is judged by the President of the Board of Regents as being incapacitated and unable to perform their normal duties, the Board President, in consultation with the Executive Director, may name an "acting President/Superintendent" until such time as the Board is able to ratify the appointment of an "Interim President/Superintendent."
- F. For authority and responsibilities of the Executive Director, see Chapter III.

1.05 Board of Regents Committee

a. Appointment and Authority of Committees

The Board of Regents has six standing committees, as identified in subsection d. Their purpose is to support the mission and goals of the Board. While these committees are considered to be working groups of the Board, any actions or votes taken by the Board's committees do not constitute action or approval by the full Board of Regents. Standing committee appointments and designation of committee chairs are made by the Board president, subject to ratification by the Board of Regents.

The President of the Board may also recommend that the Board create time-limited ad hoc committees or a task force to undertake a specific mission. Appointment of members and chairs of such ad hoc committees and task forces is also subject to ratification by the Board.

b. General Committee Responsibilities

Each committee, within its designated area of jurisdiction, is responsible for the following activities:

1. Preparing an annual committee plan that defines the scope of the committee work, establishes benchmarks, and identifies performance indicators of committee progress
2. Gathering information on issues and policies pertinent to the committee's work, which may include directing the work and considering the reports of special and interinstitutional committees of the Board of Regents
3. Developing short-term and long-term recommendations to the Board of Regents after thoughtful consideration of relevant issues and policies
4. Regularly reporting to the Board of Regents regarding the status of the Committee's assignments and accomplishments

c. Operation of the Committees

Each committee shall consist of at least four voting Board members and two ex-officio non-voting members. The President of the Board and President Pro Tempore of the Board shall serve as ~~an~~ ex officio, non-voting members ~~member~~ of all standing committees. In order to conduct business, a quorum of the committee must be in attendance. A quorum of a committee consists of a majority of the ~~appointed~~ committee members. Each committee of the Board of Regents shall follow Roberts Rules of Order and shall meet in open session as required by law. This includes:

1. Providing appropriate public notice of committee meetings
2. Providing the basis and rationale of decisions
3. Recording the decisions of the committee
4. Keeping minutes that include:
 - a. the date, time, and meeting place
 - b. the members present
 - c. the action taken at each meeting
 - d. the results of each vote taken
 - e. information sufficient to indicate the vote of each member present

Generally committee minutes shall be available for public inspection, except for those portions of the minutes that are otherwise exempt from inspection pursuant to state or federal law.

d. Standing Committees of the Board of Regents

The Board of Regents' standing committees, and their responsibilities, are as follows:

Audit & Compliance Committee. This committee is primarily responsible for:

- Receiving and reviewing information about internal and external audit functions related to the operation of all Regent institutions
- Oversight of security planning across the Regent enterprise
- Evaluating the annual audit plans proposed by internal auditors, with emphasis on financial control systems, mitigation of major risks, operational efficiencies, and compliance matters
- Reviewing all reports prepared by internal auditors of the Regent institutions
- Assuring continued evaluation, improvement, and adherence to all Board and institutional policies, procedures, and practices
- Facilitating an open avenue of communication among the independent auditors, state auditors, financial and senior management, internal auditors, the Committee, and the Board of Regents
- Reviewing a summary of claims and/or pending lawsuits filed against the Regents and/or a Regent institution

Investment Committee. This committee is primarily responsible for:

- Ensuring the preservation of principal, sufficient liquidity for anticipated needs, and maintenance of purchasing power of investable assets
- Monitoring institutional investment and treasury management practices and performance
- Reviewing investment reports
- Ensuring compliance with Board investment policy
- Developing the broad investment strategy to be followed and the general limitations on the discretion granted to internal and external investment managers
- Making recommendations to the Regents on the hiring, retention, and review of investment advisors and managers

Education and Student Affairs Committee. This committee is primarily responsible for:

- Providing oversight and policy recommendations related to
 - academic affairs
 - student life and academic achievement
 - diversity in educational endeavors
 - intercollegiate athletics
- Monitoring and developing appropriate responses to state, regional and national policy initiatives regarding higher and special education
- Establishing positive, collaborative relationships with other education sectors
- Directing the work of special Board committees, such as the Council of Provosts, the 2 + 2 Council, and the ad hoc Radio Station Planning group, each of which will initially report their findings and recommendations to the Education Committee

Economic Development Committee. This committee is primarily responsible for:

- Providing oversight and advice on economic development initiatives and activities involving the Regent institutions or Regent enterprise
- Providing oversight and direction for accomplishing the statutory mandates defined in Chapter 262B of the Iowa Code, “Commercialization of University Based Research”
- Identifying opportunities to promote the value of Regent institutions in research, outreach, and economic growth
- Prioritizing potential new initiatives
- Directing the work of the Regent Interinstitutional Committee on Economic Development and Technology Transfer

Human Resources Committee. This committee is primarily responsible for:

- Evaluating and providing oversight concerning compensation and benefit issues
- Assessing and making recommendations on matters related to employee relations at the Regent institutions, including collective bargaining
- Providing advice and gathering information concerning evaluation systems
- Providing information and options for Board self-evaluations and training

- Providing oversight and making recommendations regarding affirmative action and diversity in the workplace
- Directing the work of the Interinstitutional Committee on Affirmative Action and Equal Opportunity

~~**University of Iowa Hospitals and Clinics Executive Board Committee.** This committee is responsible for serving as the primary governance and oversight vehicle for the UIHC by:~~

- ~~• Evaluating and making recommendations on UIHC strategic plans, policies, procedures, bylaws, and accreditation issues~~
- ~~• Providing guidance to the UIHC administration~~
- ~~• Providing oversight concerning the management, budget, financial resources, and operations of the UIHC enterprise~~
- ~~• Assessing and making recommendations to the Board of Regents concerning proposed budget increases, capital plans, and bonding needs of the UIHC~~
- ~~• Reviewing information regarding UIHC interactions with related parties, such as those with the University of Iowa and the University of Iowa College of Medicine~~

Property and Facilities Committee. Receiving, reviewing and making recommenda- tions to the Board regarding institutional requests for approval of:

- The purchase and sale of property including any necessary financing;
- The disposal, transfer and sale of buildings; and
- Leases and easements.

Receiving, reviewing and commenting upon institutional long-range development plans for the campus in total or specific areas and master plans for specific campus enterprises, such as residence systems, student service facilities and utilities.

Receiving and making recommendations to the Board on all institutional capital register items, except for UIHC items.

Receiving the Facilities Governance Report and the Institutional Roads program and special reports regarding property and facilities, including those on the status of major capital projects and annual capital plans, and Five Year Building Programs, including capital appropriations requests, except for UIHC.

Monitoring institutional design guidelines and space standards and developing Board standards, as appropriate.

Evaluating the financing for construction, and operation and maintenance of capital projects.

Examining current processes for bidding and award of construction contracts and possible alternative construction delivery systems.

Monitoring capital issues including fire and environmental safety and deferred maintenance deficiencies, and energy conservation opportunities.

Reviewing and making recommendations regarding the duties of the Board, Board Office and institutions for capital improvement projects.

Fostering interinstitutional cooperation and coordination among the institutions in facilities management.

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 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.

1. Committee on Library Coordination

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

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.

B. Regent Information Committee

The committee shall consist of the principal information officer of each Regent university and a representative of the Board Office, to be

designated by the Executive Director. The committee will meet “at the call” of the Executive Director.

The functions and responsibilities of the committee are as follows:

1. In general, to act as the professional information resource of the Board by combining the talents and resources of individual members and the organizations they represent into a unified and coherent information effort on behalf of the Board and its institutions.
2. To develop and implement such information projects as may be assigned to it by the Board and provide such information and assistance as may be requested by the Executive Director.
3. To develop and maintain for the Board at its Board Office an information system consisting of statistical and other vital information regarding all major aspects of institutional operations. The system should be designed to permit quick and accurate retrieval of information required by the Board, the Board Office, the institutions, the committee, and other agencies of state government, or the public.
4. To assist in the development for Board consideration of policy positions on matters having public relations implications by examining and making recommendations on the public relations aspects thereof.
5. To advise and make recommendations to the Board Office regarding any major policy matter which has or may have public relations implications.
6. To assist in the preparation of reports, brochures, pamphlets, and other factual or promotional material as required in support of legislation programs, public information efforts, or professional publications requirements of the Board.

The following relationships should obtain among committee members and between the committee and other elements of the Regent organization:

1. Individually, each committee member acts for his or her own organization; collectively, they act for the Board and its institutions. In either case, the member should be guided by the best interests of the entire Regent operation.
2. To function effectively, the committee must have a clear and continuing understanding of the programs, policies, and problems of both the Board and its institutions. There must, therefore, be a free exchange among committee members of documents, correspondence, background information, and oral briefings related to both institutional and Board matters which are, or may become, of public interest.

C. Iowa Public Radio Executive Council

Membership

The Iowa Public Radio Executive Council shall consist of five voting members, including an appointee of the president of each of the Regent universities, and two members appointed by the Board of Regents. One additional ex-officio, non-voting member may be appointed by the Board to represent a statewide "Friends" organization, if one is created.

Term of Membership

The length of membership on the Iowa Public Radio Executive Council for the three institutional representatives will reflect the fact that they serve at the pleasure of their respective presidents. The two public members will serve a three-year staggered, renewable term. The ex-officio, non-voting member representing a statewide "Friends" organization will serve a three-year term.

Mission

Iowa Public Radio Executive Council shall oversee all public radio facilities and operations of the Regent universities which together shall be known as Iowa Public Radio and identified in print and on air as a service of the University of Iowa, Iowa State University and the University of Northern Iowa.

In doing so, the Iowa Public Radio Executive Council shall be guided by the following mission statement:

Iowa Public Radio reflects and enhances the civic, cultural and Intellectual life of Iowa, statewide and regionally, making the state a better place to live and work.

The station contributes to the outreach mission of the three Regent universities and fosters communication between the universities and Iowa residents.

Responsibilities

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.

D. Committee on Affirmative Action and Equal Opportunity

The Committee on Affirmative Action and Equal Opportunity shall consist of two representatives from each of the institutions and the Board Office. The members shall be appointed by the Board upon nomination of their respective institutional heads and the Board Office. Their term of office shall be two years.

The responsibilities of the committee shall be as follows:

1. To organize and name its chairperson. The term of chairperson shall be one year and the office shall rotate among the institutions.
2. To meet periodically to develop common guidelines and general procedures for administration for Regent policies on equal employment opportunities and to exchange pertinent information.
3. To cooperate to minimize duplicative reporting as required by the Regent Equal Employment Opportunity Policy.
4. To prepare an annual report for presentation to the Executive Director who may include the report in the annual report on AA/EEO.

The committee shall seek the advice and assistance of the following:

1. Specialized personnel from each higher education institution who will act as consultants as needed.
2. The Iowa Civil Rights Commission.
3. Affected and interested employees, associations, groups, and organizations, such as human relations groups, labor organizations, and associations of manufacturers, contractors, and retailers, as may be appropriate and necessary in development and implementation of guidelines, procedures, and policies.

1.07 Special Committees

The Board may establish special committees on occasion. They shall exist only during the period required for the performance of their assigned duties and shall be discharged when their respective reports are accepted by the Board.

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. For example:

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

A. Iowa College Student Aid Commission (Iowa Code § 261)

The Iowa College Student Aid commission, formerly known as the Higher Education Facilities commission, was established by legislation in 1990. The Commission is charged with preparing and administering a state plan, to be submitted to the Secretary of Education, regarding the participation of Iowa in programs authorized by the federal "Higher Education Facilities Act of 1963" and amendments. The Commission also administers scholarship, tuition loan, and grant programs as described in Iowa Code § 261.

Membership of the College Aid Commission includes a member of the Board of Regents, State of Iowa, to be named by the Board, or the Executive Director if appointed by the Board. The Board representative shall serve for a four-year term, or until the expiration of the member's term of office.

The Board representative shall serve for a four-year term, or until the expiration of the member's term of office. Additional membership of the Commission is as outlined in Iowa Code § 261.1, to include one student at a Regent institution.

B. Iowa Coordinating Council for Post-High School Education

The main function of the council is to provide an effective means of voluntary cooperation and coordination among the various boards which are ultimately responsible for post-high school education in Iowa. The council provides a means for gathering data and information, studying problems and policies, and making recommendations to governing boards and institutions.

The general membership of the council consists of all colleges and universities in Iowa that participate in state supported student financial aid programs administered by the Iowa College Aid Commission and constituent organizations. The 24 voting members include three members of the Board of Regents, one of whom may be from the Board of Regents staff and the president from each of the three Regent universities.

There are also five non-voting ex-officio representatives, to include one staff member from the Board of Regents.

C. Iowa Workforce Development Board (Iowa Code § 84A)

The Iowa Workforce Development Board consists of nine voting members appointed by the governor and seven ex officio nonvoting members. The ex officio nonvoting members are four legislative members; one president or the president's designee of the University of Northern Iowa, the State University of Iowa, or Iowa State University of Science and Technology, designated by the Board of Regents on a rotating basis; one representative from the largest statewide public employees' organization representing state employees; and one superintendent or the superintendent's designee of a community college, appointed by the Iowa Association of Community College Presidents.

The rotating terms of Regent appointees shall be for a period of two years.

D. Education Telecommunications Council (Iowa Code § 8D)

The Education Telecommunications Council consists of eighteen members and includes the following: two persons appointed by the Board of Regents; two persons appointed by the Iowa Association of Community College Trustees; two persons appointed by the area education agency boards; two persons appointed by the Iowa Association of School Boards; two persons appointed by the School Administrators of Iowa; two persons appointed by the Iowa Association of Independent Colleges and Universities; two persons appointed by the Iowa State Education Association; three persons appointed by the director of the Department of Education including one person representing libraries and one person representing the Iowa Association of Nonpublic School Administrators; and one person appointed by the administrator of the public broadcasting division of the Department of Education

The council establishes scheduling and site usage policies for educational users of the network, coordinates the activities of the regional telecommunications councils, and develops proposed rules and changes to rules for recommendation to the commission. The council recommends strategic plans for enhancements needed for educational applications. Administrative support and staffing for the council shall be provided by the Department of Education.

E. Iowa Student Loan Liquidity Corporation

The Board of Directors has eleven board members appointed by the Governor of the State of Iowa from specific business segments and the general public, as follows:

Iowa banking institutions (2)
General public (2)

State Superintendent of Banking (ex officio)
Iowa private colleges
Iowa Regent institutions
Iowa area merged schools
State guarantor
Iowa savings and loan institutions
Iowa credit unions

Each board member is appointed for three years with the exception of the State Superintendent of Banking, who serves for the duration of his/her tenure in office.

1.09 Affiliated Organizations

Affiliated organizations comprise a wide variety of special activities and interests intended to support the mission of the Regent institutions (Iowa Code § 262.9(8)). Annually, each Regent institution is directed to report to the Board Office on its activities with affiliated organizations. Any irregularities or significant issues arising in connection with affiliated organizations should be brought to the Board's attention immediately.

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.