

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Revisions to Board of Regents Policy Manual  
**Date:** March 31, 2003

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**Recommended Actions:**

Approve for publication the revised sections of the Board of Regents Policy Manual with changes as follows:

1. Chapter I. Board of Regents (Same as Attachment A, G.D. 16, March 2003)
  - Delete §1.03: Report of Special Schools Advisory Committees;
  - Add to §1.04: Board Officers, subsection C, a provision for the nomination of a president pro tem of the Board to serve in the absence of the Board president;
  - Delete the current §1.04E;
  - Add a new §1.04E providing for continuity of operations at the institutions;
  - Delete the current §1.06I: Regent Advisory Committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School;
  - Delete reference (first paragraph) to the Special Schools Advisory Committees in §1.06: Interinstitutional Committees;
2. Chapter IV. Personnel (Same as Attachment B, G.D. 16, March 2003) -- Add a new §4.42: Interinstitutional Staff Sharing to provide for institutions to share staff in emergencies;
3. Chapter VI. Academic Policies and Procedures (Same as Attachment C, G.D. 16, March 2003)
  - Delete from §6.05: Academic Review and Program Approval references to "certificates";
  - Revise §6.05B(3) to reflect current practice for format of reports; and
4. Chapter IX. Property and Facilities (Same as Attachments D & E, March 2003) -- Revise §9.07: Consultant Agreements and Amendments to clarify the process for the selection of design professionals for Regent capital projects.

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**Executive Summary:**

Policy Manual  
under intensive  
review

The Board Office and Regent institutions have been in the process of reviewing the Board of Regents Policy Manual (Policy Manual), formerly the Procedural Guide, for more than a year. The process has involved the Board reviewing proposed changes at one meeting, commenting on

the proposals, and allowing institutional comments to be incorporated prior to a subsequent Board meeting at which final approval is given.

Last month the Board reviewed revisions of selected sections as a first reading. This month the Board is asked to give final approval for publication of those revisions, as follows:

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| Special schools' advisory committees                   | • Change in the role and function of the special schools' advisory committees;   |
| Board president pro tem                                | • Establishment of a nomination process for a permanent Board president pro tem;   |
| Continuity of operations at institutions               | • Establishment of a process for continuity of operation of Regent institutions in times of emergency or the incapacity of an institutional head;  |
| Interinstitutional staff sharing                       | • Provide for emergency and other situations that may occur at the Regent institutions requiring assistance from outside the campus, including staff sharing, costs for assistance, etc.   |
| "Certificates" no longer reviewed                      | • Removal of "certificates" from the Board's academic program review process;  |
| Selection of design professionals for capital projects | • Clarification of the process for the selection of design professionals (architects and engineers) for Regent capital projects. (The current <u>Policy Manual</u> only specifies the process for selection of architects for projects exceeding \$1 million.) |

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**Strategic Plan:**

Revision relates to Quality and Accountability	Revision of the <u>Policy Manual</u> is consistent with the Board of Regents' Strategic Plan, KRA 1.1.0.0, Quality. More specifically this revision relates to KRA 4.0.0.0, Accountability, and particularly to Objective 4.2.0.0--to improve the operational effectiveness and efficiency of the institutions.
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**Background:**

Review of <u>Policy Manual</u> linked to Executive Orders	The <u>Policy Manual</u> has not been revised for several years. This revision process is also timely in light of the review and revision of the <u>Iowa Administrative Code (IAC)</u> , as required by the Executive Orders No. 8-11.
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<u>Policy Manual</u> to be consistent with <u>Iowa Administrative Code</u>	The review of the <u>Policy Manual</u> has focused on consistency with state and federal laws, with policies and practices of the Board of Regents, elimination of redundancy with the <u>IAC</u> , and compliance with the requirement of <u>Iowa Code</u> Chapter 17A: Iowa Administrative Procedures Act.
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Sections of Policy Manual previously approved

The Board has approved revisions of sections of the Policy Manual as follows:

- 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, in April 2002 (with the exception of §§6.03 and 6.04);
- 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) in June 2002 (amended to include a community college president as a representative on the Committee on Educational Coordination);
- 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.

**Future Submissions:**

The remaining sections of Chapter IX. Property and Facilities and the remaining section of Chapter VII, “Banking and Investment Activity” of the Policy Manual are undergoing substantial modification. These subsections will be brought to the Board for approval as they are completed. The subsections for Chapter IX will be renumbered at that time to avoid conflicts which presently exist.

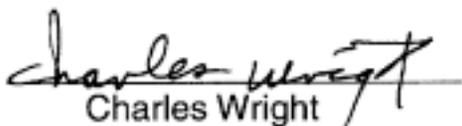
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**Analysis:**

Policy Manual  
revisions needed  
for compliance with  
law

Board has final  
authority for  
revisions

- Review of the Policy Manual is needed to ensure that it is consistent with federal and state laws, regulations and Executive Orders of the Governor.
- The review process involves consultation among the Board, Regent institutions and the Board Office.
- The Board has final authority to approve changes in the Policy Manual and reviews proposed sections and makes recommendations for further changes as it sees fit.

  
Charles Wright

Approved:   
Gregory S. Nichols