

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to Policy Manual
Date: May 6, 2002

Recommended Actions:

1. Approve the replacement of Chapter I--"Board of Regents" and Chapter VI--"Academic Policies and Procedures" of the Board of Regents Policy Manual with revised versions of these chapters.
 2. Receive the proposed revised versions of §4.37--"Regent Employees Representing the Board of Regents and the Regent Enterprise", §4.38--"Regent Employees Serving on State Committees as Regent Employees", §7.04--"Purchasing", and Chapter VIII--"Charges and Fees".
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Executive Summary:

Revision of the Policy Manual is proceeding steadily

Activity to Date:

The Board Office and Regent institutions have been in the process of reviewing the Board of Regents Policy Manual, formerly the Procedural Guide, for more than a year.

- The Board approved a revised version of Chapter V--"Equal Opportunity" in January 2002.
- Chapter II--"Meetings" and Chapter IV--"Personnel" were approved by the Board in March 2002.
- Revised versions of §4.04--"Appointment of Presidents, Superintendents, and Executive Director" and §4.11--"Employment and Supervision of Immediate Family Members" were approved by the Board in April 2002.
- Chapter III--"Board Office" and Chapter VI--"Academic Policies and Procedures" were submitted for Board review in March 2002 and were approved in April (with the exception of §6.03 and 6.04.)
- A revised version of Chapter I--"Board of Regents" was submitted for Board review in April and is now presented for Board approval, following minor revisions.
- Chapter VI--"Academic Policies and Procedures" has undergone further minor revisions since April and is submitted for Board approval.
- Chapter VIII--"Charges and Fees", §§4.37--"Regent Employees Representing the Board of Regents and the Regent Enterprise", §4.38--"Regent Employees Serving on State Committees as Regent Employees", and §7.04--"Purchasing" are submitted for Board review, with Board approval to be sought in June.

Business sections scheduled for submission

Future Submissions:

The contents of Chapter VII – “Business Procedures” and Chapter IX – “Property and Facilities” of the Policy Manual are undergoing substantial modification. Because of the number of areas addressed in Chapters VII and IX that are also a component of the Regent Organizational Review, subsections will be brought to the Board for approval as they are completed. The portion of Chapter VII on Purchasing and the new Chapter VIII—“Charges and Fees” are submitted this month, with further chapters/sections to follow.

Review of Policy Manual linked to Governor’s Executive Orders on IAC revision

- The Policy Manual has not been revised for several years. This revision process is also timely in light of the review and revision of the Iowa Administrative Code (IAC), as required by the Governor’s Executive Orders No. 8-11.
- The review of the Policy Manual has focused on consistency with state and federal laws, with policies and practices of the Board of Regents, elimination of redundancy with the Iowa Administrative Code (IAC), and compliance with the requirement of Iowa Code (IC) Chapter 17A: Iowa Administrative Procedures Act.

Strategic Plan:

Revision relates to Quality and Accountability

Revision of the Policy Manual is consistent with the Board of Regent’s 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.

Background:

Changes to the Policy Manual are described by Attachments 1, 2, 3, 4, and 5 to this memorandum by striking current language and underscoring proposed new language.

Sections for Board approval:

- Attachment 1 describes Chapter I—“Board of Regents”
- Attachment 2 describes Chapter VI—“Academic Policies and Procedures”, (revised from April Board meeting).

Sections for Board review:

- Attachment 3 describes §§4.37 and 4.38 (new sections on Regent Employees representing the Board of Regents).
- Attachment 4 describes §7.04--“Purchasing” (A) strike through version, (B) proposed revised version.
- Attachment 5 describes Chapter VIII—“Charges and Fees” (A) strike through version, (B) proposed revised version.

Highlight of Changes

Changes to all chapters focus on redundancies and clarity of language.

Changes to Chapter I, "Board of Regents", include the following:

- Elimination of redundancy with the IAC.
- Governance Report schedules updated.

Changes to Chapter VI, "Academic Policies and Procedures", include the following:

- "Mission, Vision, Values and Culture" statements are incorporated into institutional sections.

New sections 4.37 and 4.38 clarify the role of Regent employees in representation of the Board of Regents and the Regent enterprise.

Changes to Chapter VII, §7.04—"Purchasing" include the following:

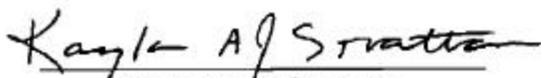
- Elimination of redundancy with the IAC and clarification of language.
- Addition of a Professional Services section to comply with the Accountable Government Act.

New Chapter VIII—"Charges and Fees" consolidates Board approved basic fees and charges for easier reference.

Analysis:

- Review of the Policy Manual is needed to ensure that it is consistent with state and federal law.
- The review process involves consultation among the institutions, Board Office, and the Office of the Attorney General
- The Board has final authority to approve changes in the Policy Manual and will review the work of the institutions, Board Office, and Office of the Attorney General and make recommendations for further changes as it sees fit.
- The process of review and revisions is anticipated to be completed by the end of calendar year 2002.

Recommendation: As the revisions of Chapters I, VI, VIII, and §§4.37, 4.38 and 7.04 of the Policy Manual are consistent with state and federal law, the proposed recommendations appear appropriate.


Kayla A.J. Stratton

Approved: 
Gregory S. Nichols