

III. BOARD OFFICE

3.01 Board Office Statement of Mission

A.. The Board Office provides administrative and professional support to the Board of Regents. The Board Office has diverse responsibilities, which include review, analysis, and policy recommendations on all matters coming before the Board. The Board Office coordinates the distribution of information to the Board of Regents. Representative responsibilities of the Board Office include the following:

- Monitors and interprets Board policy for the Regent institutions;
- Maintains oversight on matters related to academic affairs, business and finance, diversity, personnel and employment relations;
- Administers the Regent Merit System;
- Coordinates collective bargaining;
- Conducts studies, either alone or in association with the institutions and/or other agencies, and reports findings and recommendations;
- Conducts special investigations as directed by the Board;
- Monitors institutional planning and analyses to support the Board's strategic planning efforts;
- Coordinates and advises the Board regarding system-wide projects and initiatives;
- Assists the Board in institutional head searches;
- Monitors and coordinates legislative matters and interactions with other state agencies;
- Works with other matters as determined by the Board of Regents

B. The Executive Director and the Board Office serve as an important extension of the Board Regents. The Executive Director and the President of the Board serve as the "Officers of the Board of Regents".

The Board considers a request from the Board Office to the institutions to be a request from this Board and expects that such requests will be responded to accurately and in a timely manner. In addition, the Board expects to be kept informed of critical and important happenings at the institutions through timely reporting to the President of the Board and the Executive Director.

These roles the Board has defined for itself and its Executive Director are the keystones for facilitating the Board's strategic plan and for achieving the

Board's goal of being a national leader in the governance of public higher education.

3.02 Executive Director

The Executive Director is the chief operating officer of the Board of Regents, State of Iowa.

3.03 Responsibilities of the Executive Director and the Board Office

- A. The Executive Director of the Board of Regents is responsible for the administration of the Board Office.
- B. The Board Office shall provide the general staff work necessary to assist the Board in arriving at sound decisions on policies, procedures, and future plans. This includes among other activities the preparation of surveys, reports, recommendations and other necessary research.
- C. The Executive Director shall have the authority relative to legislative liaison activities as provided for in Section 1.04C herein.
- D. The Executive Director shall be the principal contact, when necessary, between the Board and other state agencies. The Executive Director shall work to provide information for the Legislature and the public in regard to the Board askings and other legislation in which the Board has an interest.
- E. The Executive Director shall analyze and make recommendations concerning all matters coming from the institutions to the Board for action by the Board, the strategic plans proposed by institutions and shall develop and recommend, in consultation with the Board and institutions, a strategic plan for the Board.
- F. The Executive Director shall work with the Board's financial consultant in the preparation and completion of all matters relating to the financing of capital improvements.
- G. The Executive Director, in consultation with the institutions, shall develop and recommend to the Board annually a capital improvement program
- H. The Executive Director shall take those actions authorized and deemed appropriate relative to capital projects as provided for under Section 9.02 of the Policy Manual. The Executive Director shall execute such contracts and instruments as may be authorized by the Board.

- I. The Executive Director of the Board of Regents is empowered in the Board's name to act in its stead with respect to such matters as may arise prior to the certification of a bargaining representative in an appropriate unit at the concerned Regent institution. The Executive Director, prior to taking any action pursuant to this resolution, shall consult with Board members and the institutional executive of any institution that may be affected by any such action.)

The Executive Director, in consultation with the Board, Board president and institutional heads, shall direct the Board's representatives in collective bargaining.

- J. The Executive Director shall participate in institutional budget preparations, (1) to coordinate such preparation as to format and basic assumptions, and (2) to interpret the final budget to the Governor, other state agencies and the Legislature.
- K. The Executive Director shall review the preliminary annual budget summaries for each institution prior to their submission to the Board in order to advise the Board as to their acceptability.
- L. The Executive Director shall be consulted when an institution seeks appointment of legal counsel on any matter and shall initiate consultation prior to such appointment. . Any request for approval of outside counsel shall be submitted through the Executive Director. The Executive Director shall coordinate any representation of the Board and institutions with the Attorney General's office.
- M. The Executive Director, in cooperation with the institutional treasurers, shall have the responsibility for the investment of funds belonging to the institutions.
- N. The Executive Director, pursuant to §7.29B of the Policy Manual, shall be authorized to purchase public liability and property damage insurance for motor vehicles for all institutions under the governance of the Board.
- O. The Executive Director, pursuant to § 7.05A of the Policy Manual, shall approve proposed responses to state audits prior to submission to the State Auditor's Office.
- P. The Executive Director shall take such action as appropriate relative to the call and receipt of bids as required by the Policy Manual.
- Q. The Executive Director shall visit the institutions as often as necessary to conduct the business of the Board Office.
- R. The Executive Director is the lawful custodian of the records of the Board and shall keep and carefully preserve complete files of documents and records of the proceedings of the Board.