

**MEMO**

**DATE:** December 21, 2018

**TO:** President’s Cabinet

**FROM:** Council Leads Sheila Rucki and Nicholas Stancil

**RE:** Summary of Revisions to Proposed Board Policies

The following table summarizes revisions to proposed Board of Trustees policies recommended by the University Policy Advisory Council. Drafts of the proposed revisions are available for review in SharePoint >> [Policies for Review](#).

Policy No.	Policy Title	Summary of Proposed Changes
1.1	Operational Mission Statement	Added reference to master’s degrees in policy statement.
1.4	Communication Between Employees and Students and the Board of Trustees	Changed references to <i>Professional Personnel</i> to <i>Employees and Students</i> in the title and policy statement. Added the <i>General Counsel and Secretary to the Board of Trustees</i> as Responsible Administrator. Added a statement that this policy is not intended to inhibit communication between the faculty and the faculty trustee or the student body and the student trustee. Changed <i>Chairman</i> to <i>Chairperson</i> in the policy statement.
1.5	Communication between the University and External State Agencies	Changed <i>College</i> to <i>University</i> .
1.6	University Representation on the Governing Board of the Auraria Higher Education Center	Added <i>Governing Board</i> to the title. Changed <i>College</i> to <i>University</i> .
1.7	Colleges and Schools	Changed verbs in the definition section and policy statement to parallel structure. Added “and Directors” after Council of Chairs. Removed procedural elements regarding specific submission deadlines. Clarified that final authority regarding establishment of new colleges and schools resides with the Board of Trustees rather

		than the President <i>or</i> Board of Trustees to match current practice.
1.8	Centers, Institutes, and Academies	Deleted outdated references regarding centers, institutes, and academies not in compliance with policy by 2015-2016. Changed verbs in policy statement to parallel structure. Deleted procedural elements related to program/unit review and added statement requiring the Provost to create separate procedures for unit review to be approved by the President.
3.1	Honorary Degrees and Other Awards	Added the <i>Chief Academic Officer</i> and <i>Chief Academic Officer's Office</i> as Responsible Administrator and Office. Moved to Academic Affairs section. Changed <i>College</i> to <i>University</i> .
3.9	Email, Computing, and Records Management	Deleted sentence requiring Board approval of operational policies on email, computing, and records since this authority has been delegated to the President. Changed <i>College</i> to <i>University</i> .
4.1	Financial Authority	Changed the responsible parties to <i>Chief Financial Officer/Budget Director/Budget Office</i> to reflect current practice. Clarified that the budget (and not the accounting system) is subject to approval at least annually. Added <i>at least</i> annually to allow for the two-part budget approval happening in practice.
4.2	Tuition and Fees	Added the <i>Chief Financial Officer</i> and <i>Budget Director</i> as Responsible Executive and Administrator. Clarified that <i>changes to the student fee structure</i> rather than <i>all actions related to student fees</i> must be approved by the Board. Requires the CFO rather President to submit recommended changes to Board.
4.3	Professional Development and Job-related Training for Employees	Deleted references to State Fiscal Rules. University opted out of state rules circa 2011. Changed the individual responsible for establishing procedures for review and approval of employee requests for PD funding to <i>Chief Human Resources Officer</i> .
4.5	Enrollment Reporting	Added the <i>Chief Operations Officer</i> , <i>Executive Director of University Effectiveness</i> , and <i>Director of Institutional Research</i> as Responsible Executive, Administrator, and Contact.
4.7	Insurance Plan for Life, Health, and Long-term Disability	Added <i>Chief Operations Officer</i> and <i>Chief Human Resources Officer</i> as Responsible Executive and Administrator. Changed <i>College</i> to <i>University</i> .
4.8	University Foundation: Acceptance and Management of Gifts and Donations	Added the <i>Chief Advancement Officer</i> as Responsible Executive. Added <i>Associate Vice President and Campaign Director</i> as Responsible Administrator. Changed <i>College</i> to <i>University</i> .

4.10	Surplus Property	Changed the Responsible Executive, Administrator, and Office to <i>Chief Financial Officer, Controller, and Accounting Services</i> . Deleted outdated references to Colorado State Surplus and State Fiscal Rules.
4.11	Tax-deferred Annuity Plan	Changed the Responsible Executive to <i>Chief Operations Officer</i> . Changed <i>College</i> to <i>University</i> .
4.13	Defined Contribution Pension Plan	Changed the Responsible Executive to <i>Chief Operations Officer</i> . Changed <i>College</i> to <i>University</i> .
4.16	Reporting Requirements for Tax-exempt Debt	Changed Board approval requirement to disclosure requirement for tax-exempt debt. Changed <i>College</i> to <i>University</i> .
4.17	Naming of Facilities, Endowed Positions, and Honorary Grants	Added <i>Chief Advancement Officer/Chief Operations Officer</i> as Responsible Executives. Added <i>Provost, HR Director, and Facilities Director</i> as Responsible Administrators.
4.18	Sponsorships	Added <i>Chief Advancement Officer</i> and <i>Director of Corporate Relations</i> as Responsible Executive and Administrator.
5.5	Academic Calendar	Added <i>Chief Academic Officer</i> as Responsible Administrator. Added statement that scheduling of academic terms must conform with state and federal law.
5.7	Admission Requirements of the University	Referenced C.R.S. § 23-1-113 under authority. Changed <i>College</i> to <i>University</i> .
6.1	Student Conduct, Disciplinary Action, and Due Process	Added <i>Chief Student Affairs Officer</i> as Responsible Administrator.
6.2	Intercollegiate Athletics	Added <i>Chief Athletics Officer/Athletics Office</i> as Responsible Administrator/Office. Changed the Athletics Director supervisor to the President to reflect current reporting structure.
6.4	Recognition and Funding of Student Groups	Added <i>Chief Student Affairs Officer</i> and <i>Dean of Students</i> as Responsible Executive and Administrator. Deleted reference to <i>Club Funding Committee</i> as source of funding for student orgs.
7.1	Duties and Responsibilities of the University President	Changed <i>College</i> to <i>University</i> . Changed <i>Handbook for Professional Personnel</i> to <i>employment handbook</i> .
7.3	Appointment and Conditions of Employment of the University President	Changed <i>College</i> to <i>University</i> .
7.4	Selection of the University President	Changed <i>College</i> to <i>University</i> .
7.5	Designation of Responsibility in the Absence of the University President	Changed <i>College</i> to <i>University</i> .