



## BOARD OF REGENTS

### SUMMARY OF ITEM FOR ACTION, INFORMATION OR DISCUSSION

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**TOPIC:** BOR Policy VII – 5.10

**COMMITTEE:** Committee on Organization and Compensation

**DATE OF COMMITTEE MEETING:** January 19, 2016

**SUMMARY:** The USM BOR Policy on Associates of the Chancellor and Presidents (VII – 5.10) creates positions of Associate of the Chancellor and Associate of the President to recognize the contributions and services to the USM of the spouse of the Chancellor and spouses of the Presidents. The policy provides certain benefits for the Associate and formally recognizes the Associate as a volunteer and as such qualifies them as “State personnel” for purposes of coverage under the Maryland Tort Claims Act. The policy also allows reimbursement for USM-related travel expenses incurred while traveling as an Associate when such travel is as an official agent of the USM and/or the Chancellor/President.

Proposed changes to the policy reflect appropriate oversight for approved USM-related travel for Associates. The procedures provide guidance regarding the appropriate process for requesting approval for USM-related travel for Associates.

**ALTERNATIVE(S):** None

**FISCAL IMPACT:** Minimal fiscal impact.

**CHANCELLOR’S RECOMMENDATION:** The Chancellor recommends that the Organization and Compensation Committee approve the attached guidance for procedures for approval of travel of the Associate of the Chancellor/President.

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COMMITTEE ACTION:

DATE: January 19, 2015

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BOARD ACTION:

DATE:

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SUBMITTED BY: Janice Doyle, 301-445-1906

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## USM Bylaws, Policies and Procedures of the Board of Regents

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### VII - 5.10 - POLICY ON ASSOCIATES OF THE CHANCELLOR AND PRESIDENTS

(Approved by the Board of Regents, August 28, 1992; amended April 13, 2007; Amended October 9, 2015)

#### I. PURPOSE AND APPLICABILITY.

The Board of Regents authorizes the creation of the positions of Associate of the Chancellor and Associate of the President (the Associate) in order to reflect and to recognize the contributions and services to the University System of Maryland (USM) of the spouse of the Chancellor and the spouses of the Presidents. This appointment acknowledges the Associate's responsibility in acting as an official agent of the USM and/or the Chancellor/President when a bona fide business purpose exists for the Associate's presence at meetings, workshops, conferences, institutional and community activities, alumni and fund raising events, faculty/staff activities, when hosting institutional and/or USM events in an official capacity, and in the management of university or foundation-owned residences.

#### II. TERMS OF APPOINTMENT.

- A. Appointment as Associate of the Chancellor/President is without salary or benefits and conveys no rights associated with employment by the USM or the State of Maryland except as specifically provided in this policy.
- B. The following will be provided to the Associate by the institution or, in the case of the Associate of the Chancellor, by the USM Office:
  - 1. An identification card which will provide access to USM libraries and other facilities in accordance with institutional procedures;
  - 2. A courtesy parking permit for use at institution or USM Office facilities; and
  - 3. Business cards with the Associate title.
- C. While traveling as an Associate for a bona fide business purpose of the institution or the USM, USM-related travel expenses incurred will be reimbursed according to the USM travel policy. Incidental services on behalf of the institution or the USM, such as assisting in entertainment or preparing notes, do not constitute a bona fide business purpose. To be reimbursable, the Associate's provision of bona fide business services to the institution or the USM must comprise the primary purpose for the Associate's travel.

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USM Bylaws, Policies and Procedures of the Board of Regents

- D. Associate travel expenditures which are reimbursable as set forth in C. above must be approved by:
1. The Chancellor, or an appropriate senior level USM finance officer designated by the Chancellor, for Associates of the President; or
  2. The Chair of the Organization and Compensation (O & C) Committee of the Board of Regents, or a member of the O & C Committee as designated by the O & C Chair, for the Associate of the Chancellor.
- E. When performing services as an Associate of the Chancellor/President, the Associate is formally recognized by the USM as a volunteer and as such is qualified as "State personnel" for purposes of coverage under the Maryland Tort Claims Act.

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