

TOPIC: BOR Policy Review Annual Report

COMMITTEE: Organization and Compensation

DATE OF MEETING: June 8, 2017

SUMMARY: The USM Board of Regents follows a comprehensive approach, approved by the Organization and Compensation Committee, for the review of BOR bylaws and policies that provides for a review of bylaws and policies on a 4-year cycle. The attached annual report lists the bylaws and policies reviewed in FY 2017.

ALTERNATIVE(S): Information item

FISCAL IMPACT: Minimal

CHANCELLOR'S RECOMMENDATION: Information item

COMMITTEE ACTION: DATE: June 8, 2017

BOARD ACTION: DATE:

SUBMITTED BY: Janice Doyle, jdoyle@usmd.edu, 301-445-1906

Review of BOR Bylaws and Policies
FY 2017 Annual Report
June 2017

I. Finance Committee

Financial Affairs:

1. VIII-17.00 Policy on Public-Private Partnerships – NEW
2. VIII-14.00 Policy on Investment and Loans to Maryland-based Businesses that are Affiliated with USM Institutions – UPDATED/REVISED
3. VIII-5.20 Policy on Voting of Proxies in Investment Securities – REVIEWED/TO BE RESCINDED
4. VIII-11.00 Policy on University System Travel – REVIEW/REVISIONS IN PROCESS
5. VIII-11.10 Policy on Schedule of Reimbursement Rates – REVIEW/REVISIONS IN PROCESS
6. VIII-5.30 Policy on Endowment Fund Spending Rule – REVIEWED/NO CHANGES NECESSARY
7. VIII-5.40 Policy on Management of the Endowment Fund – REVIEWED/NO CHANGES NECESSARY
8. VIII-5.50 Policy on Endowment Funds Investment Objectives – REVIEWED/NO CHANGES NECESSARY
9. VIII-7.20 Policy on External Audits – REVIEWED/NO CHANGES NECESSARY
10. VIII-13.00 Policy on Business Entities – REVIEWED/NO CHANGES NECESSARY
11. V-2.10 Policy on Reports on Intercollegiate Athletics – REVIEW UNDERWAY
12. IX-2.00 Policy on Affiliated Foundations – REVIEW UNDERWAY
13. VIII-2.61 Policy on Off-Campus Programs – REVIEWED/REVISED IN LAST 4 YEARS
14. VIII-2.80 Policy on Waiver of Application Fees – REVIEWED/REVISED IN LAST 4 YEARS
15. VIII-15.00 Policy on High Impact Economic Development Activities – REVIEWED/REVISED IN LAST 4 YEARS
16. VIII-16.00 Policy on Payment of Moving Expenses – REVIEWED/REVISED IN LAST 4 YEARS

Information Technology:

17. X-1.00 Policy on USM Institutional Information Technology—USM IT Security Standards – UPDATED/REVISED*

Capital Planning:

18. VIII-10.00 Policy on Facilities Master Plans – REVIEWED/NO CHANGES NECESSARY
19. VIII-10.10 Policy on Facilities Renewal for Auxiliary and Non-Auxiliary Capital Assets – REVIEWED/NO CHANGES NECESSARY
20. VIII-10.30 Policy on Authority Concerning Certain Public Improvement Projects – REVIEWED/NO CHANGES NECESSARY
21. VIII-10.40 Policy On Community Notification Of Capital Projects – REVIEWED/NO CHANGES NECESSARY

Procurement:

22. VIII-3.00 USM Procurement Policies and Procedures—Revisions to Appendix A: USM Uniform Terms and Conditions – UPDATED/REVISED
 - The E&E 2.0 Procurement Workgroup undertook a comprehensive review last fiscal year examining the 11 sections and Appendix A that comprises the USM Terms and Conditions. While minor changes were made to Appendix A, a more thorough review was undertaken by the Workgroup in conjunction with the Office of Attorney General. These revisions will be presented to the Finance Committee and Board during the June meetings.

Human Resources:

23. VII-8.05 Policy on Professional Conduct of Nonexempt and Exempt Staff Employees – UPDATED/REVISED
24. III-1.11 Policy on Conflicts of Interest in Research and Development – UPDATED/REVISED
25. II-2.40 Policy on Annual Leave for Faculty – UPDATED/REVISED
26. UMUC Comprehensive Human Resources Policies – NEW
 - In FY 17, the USM HR staff reviewed and assisted with finalizing 52 UMUC human resources policies. These were a comprehensive set of human resources policies intended to replace USM policies contained in “Section VII: Personnel/Human Resources” of the Board of Regents Policies and Procedures. They were developed in accordance with a 2015 BOR delegation of authority to UMUC to develop and manage its own personnel policies, subject to the approval of the Board. The Finance Committee and BOR approved the final versions of these policies during the March/April meeting cycle.

OAG & Academic Affairs:

27. VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes – UPDATED/REVISED

**NOTE: presented to Audit Committee*

II. Education Policy and Student Life Committee

1. II-1.25: Policy on Faculty Workload and Responsibilities – UNDER REVIEW
 - Workgroup EPSL authorized last year is working. Proposed amendments expected during 2017-2018.
2. II-1.00: Policy on Appointment, Rank, and Tenure of Faculty – REVIEW TO CONTINUE
 - The need for amendments remains. Review slowed during 2016-2017, but is expected to resume in 2017-2018.
3. II-2.25: Policy on Parental Leave and Other Family Supports for Faculty – UNDER REVIEW
 - USM review has begun with help of the OAG. Proposed amendments to EPSL (and/or Finance) likely in 2017-2018
4. II-2.31: Policy on Family Medical Leave for Faculty – UNDER REVIEW
 - USM review has begun with help of the OAG. Proposed amendments to EPSL (and/or Finance) likely in 2017-2018

III. Advancement Committee

1. IX-2.00: Policy on Affiliated Foundations – UNDER REVIEW
2. IX-3.00: Policy on Private Fund Raising and Stewardship – REVISED
3. IX-4.00: Policy on Alumni Associations – REVISED
4. IX-5.00: Policy of the Board of Regents on Ethical Practices and Charitable Giving – REVISED
5. IX-6.00: Policy on Use of Foundation and Alumni Association Funds to Provide Economic Benefits to USM Employees – UNDER REVIEW

IV. Economic Development Committee

1. III-15.00: Policy on High Impact Economic Development Activities – REVIEWED. NO CHANGES NECESSARY.

V. Organization and Compensation Committee

1. VI-1.00: Policy on Affirmative Action and Equal Opportunity – UNDER REVIEW
2. VI-1.05: Policy on Non-Discrimination on the Basis of Sexual Orientation – UNDER REVIEW
3. VI-1.10: Policy on Acts of Violence and Extremism – UNDER REVIEW
4. VI-3.00: Policy on Advertising – REVIEWED. NO CHANGES NECESSARY.
5. VI-6.10: Policy on Records Management – REVISED
6. VI-7.00: Policy on Chaplains – UNDER REVIEW
7. VI-13.00: Policy on Campus Emergency Planning, Preparedness, and Response – REVISED
8. I-4.00: Policy Concerning the Establishment of Institutional Boards – UNDER REVIEW

VI. Audit Committee

1. Committee on Audit Charter – REVISED
2. VIII-7.50: USM Internal Audit Charter – REVISED
3. VIII-7.10: Policy on Reporting Suspected or Known Fiscal Irregularities – UNDER REVIEW. EXPECTED TO BE COMPLETED BY JUNE 2017.
4. I-7.00: Policy on Public Ethics of Members of the Board of Regents – REVIEWED. NO CHANGES NECESSARY
5. *Board of Regents Bylaws Section 3. Committee on Audit* – REVIEW. NO CHANGES NECESSARY.
6. VIII-7.11 – Policy on the Communication of Suspected Fraud, Unethical and Illegal Business Activity – REVIEWED. NO CHANGES NECESSARY.