

BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **A. Budget and Appropriations Process**

V. Administrative Affairs

A. Budget and Appropriations Process

1. Budget Requests

The President, after consultation with appropriate officers of the University, shall establish guidelines and procedures for preparation of operating and capital budget requests including proposed salary increases, for the University. The President shall review and make recommendations concerning the requests and submit them to the Board for approval. The President shall submit budget requests approved by the Board to the Board of Higher Education and shall take such actions on the Board's behalf as are necessary and appropriate during the Board of Higher Education budget review process.

2. Appropriations Requests

The President, after consultation with the Vice Presidents and other university officers, shall prepare the Board's requests for operating and capital appropriations for the University. The President shall submit the initial requests for operating and capital appropriations to the Board for approval prior to their introduction in the General Assembly. The President shall introduce appropriation requests approved by the Board in the appropriate house of the General Assembly and shall take such actions on the Board's behalf as are necessary and appropriate during the appropriations process.

3. Financial Plans and Reports

- a. The President, after consultation with the Vice Presidents and other University officers, shall establish guidelines and procedures for the preparation of departmental budget allocations for appropriated and non-appropriated funds by the University. The President shall review and make recommendations concerning the departmental budget allocations and submit them to the Board as an information item.
- b. The President, after consultation with the Vice Presidents and other University officers, shall establish guidelines and procedures for the preparation of financial reports for the Board.
- c. The President shall present an annual report to the Board on employee salaries.

4. Line Item Transfers

The President, subject to the provisions of state law, may approve appropriation line item transfer requests for the University. At each regular meeting of the Board, the President shall present a report on appropriation line item transfers approved since the preceding regular Board meeting.

BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

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Section: **V. Administrative Affairs**

Subsection: **B. Purchases**

V. Administrative Affairs (continued)

B. Purchases

Purchases consist of contracts, purchase orders, or other agreements (collectively referred to in this Subsection B. as "contracts") for the receipt of services or the acquisition of real or personal property which obligate financial resources of the Board. The financial resources of the Board include all funds received by or belonging to the Board or the University, including income received and retained in accordance with 30 Illinois Compiled Statutes 105/6a-2. All purchasing transactions shall be conducted in accordance with applicable state and federal statutes and regulations and applicable regulations adopted by the Board.

1. Approval

Approval of purchases shall be obtained, prior to the obligation of financial resources of the Board, as follows:

- a. All transactions and purchases (excluding real property) of \$500,000 or more (except as specified in paragraph d. below) shall require approval by the Board. All transactions involving real property of \$250,000 or more shall require approval by the Board. When real property is acquired, the President or his designee shall make a report to the Board which shall include a needs assessment, appraisal by a professional certified appraiser, intended use of the property, physical and structural review of the property, and legal review of the proposed transaction.
- b. Except as specified in paragraph d. below, purchases by the University of at least \$100,000 but less than \$500,000 shall require approval by the President.
- c. Authority for approval of purchases other than those referred to in paragraph a. above is delegated to the President for the Board.
- d. Approval by the Board under paragraph a. above is not required for the following purchases: natural gas, utility services, fire protection, library books and periodicals, textbooks, food products (including livestock feed), entertainment services paid for with student fees and/or ticket sales receipts, resale items, postal charges, athletic team travel, memberships and dues, student activity group travel, contracts bid through Central Management Services or other government agencies, and approved items bid through the Illinois Public Higher Education Cooperative.

2. Reports

At each regular meeting of the Board, the President for the Board shall present a report on purchases of at least \$100,000 but less than \$500,000 (other than purchases listed in paragraph 1.d. above) made since the preceding regular Board meeting. Such reports shall be prepared in accordance with guidelines issued by the Board.

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Section: **V. Administrative Affairs**

Subsection: **B. Purchases**

V. Administrative Affairs (continued)

B. Purchases (continued)

3. Contract Preparation and Signature

- a. The Board of Trustees, constituted as body corporate and politic, is the contracting entity for all contracts involving the Board and the University. All such contracts shall bear the name of the Board and, as appropriate, shall also include the name of the University as follows: "Board of Trustees of Western Illinois University."
- b. All contracts which an authorized employee believes may raise legal issues shall be submitted to the President or his designee for approval as to legal form before they are signed.
- c. Contracts in the name of the Board alone shall be signed by the Chairperson and Secretary of the Board or, where appropriate, by university officials authorized to sign such instruments in the names of the Chairperson and Secretary.
- d. The President or his/her designee is authorized to sign all contracts for the University.

4. Letters of Intent

A letter of intent (or similar document) may be signed by the President or his/her designee for the University when in their judgment a letter of intent is necessary to ensure receipt of an advantageous price or delivery date for goods or services and approval of the purchase by the Board as required by paragraph 1 cannot be timely obtained. Such letters of intent shall provide that the purchase may be terminated without any cost, liability, or obligation if approval of the Board as required by paragraph 1 above is not obtained by a specified date and shall contain such other conditions as may be considered appropriate by the person signing the letter of intent.

5. Internal Management Guidelines

The President, in consultation with the Vice Presidents, shall develop internal management guidelines concerning purchases, which shall include the following provisions and such other provisions as are necessary and appropriate.

- a. Provisions intended to ensure the fair and equitable treatment of all persons who provide goods or services to the Board.
- b. Provisions intended to foster competitive bidding and economical procurement to the greatest extent possible.
- c. Provisions intended to encourage the economical utilization and replacement of vehicles.

The guidelines and any changes shall become effective when approved by the Board.

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Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **B. Purchases**

V. Administrative Affairs (continued)

B. Purchases (continued)

6. Change Orders

- a. The President or his/her designee is authorized to approve and sign change orders for the University.
- b. A change order or series of change orders which authorizes or necessitates an increase or decrease in either the cost of a contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more shall not be approved unless it is first determined in writing by the President or his/her designee that the circumstances necessitating the change were not reasonably foreseeable at the time the contract was signed, the change is germane to the original contract as signed, or the change order or series of change orders is in the best interest of the University, and is authorized by law. Such written determination and the written change order resulting from that determination shall be preserved in the contract's permanent file which shall be open to the public for inspection.
- c. In accordance with Section I. C. 1. of these Regulations, the President or his/her designee shall further delegate the authority granted to them in the preceding paragraphs so that the same individual does not both approve a change order under paragraph a. and make a determination in writing that the change order is justified under paragraph b.
- d. In addition to the above, all change orders must be issued in accordance with the provision of the Illinois Procurement Code (30 Illinois Compiled Statutes 500/et seq.).
- e. Prior approval by the President or his/her designee shall be required for each change order which results in a contract amount of less than \$500,000, if the change order (1) increases a contract to \$100,000 or more, (2) exceeds a contingency previously approved by the President (or designee), (3) or increases a contract previously approved by the President (or designee) without a contingency.
- f. Prior Board approval shall be required for each change order which (1) increases a contract to \$500,000 or more, (2) exceeds a contingency previously approved by the Board, or (3) increases a contract previously approved by the Board without a contingency.

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REGULATIONS

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Section: **V. Administrative Affairs**

Subsection: **C. Income-Producing Contracts**

V. Administrative Affairs (continued)

C. Income-Producing Contracts

Income-producing contracts include, without limitation, contracts that produce revenue and contracts for the conveyance, lease, license, encumbrance, or other disposition of real or personal property of the Board. Restricted revenue from grants or contracts with public or private agencies for instruction, research, or service are excluded.

1. Approval

- a. All contracts for revenue in connection with the conveyance, lease, or encumbrance of real property shall require Board approval.
- b. Authority for approval of income-producing contracts, other than those requiring Board approval in accordance with paragraphs a. above, is delegated to the President or his/her designee.

2. Reports

A report to the Board shall be presented by the President on income-producing contracts of \$50,000 or more entered into or renewed since the last meeting of the Board.

3. Contract Preparation and Signature

- a. All income-producing contracts shall contain the name of the Board and the University or office as specified in Subsection B.3. above. All income-producing contracts which an authorized employee believes may raise legal issues, shall be submitted to the President or designee for approval as to legal form before they are signed. Such approval shall not be required for income-producing contracts, or extensions or renewals thereof, the form of which has been previously so approved.
- b. All instruments relating to revenue in connection with the conveyance, lease, or encumbrance of real property shall be signed by the President or his designee.
- c. Except as provided in paragraph b. above, the Board Chairperson is authorized to sign income-producing contracts for the Board, and the President or his designee is authorized to sign income-producing contracts for the University.

BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **D. Travel**

V. Administrative Affairs (continued)

D. Travel

Travel regulations issued by the Travel Regulation Council, as may be amended from time to time, shall govern the reimbursement of employees and members of the Board from all fund sources except appropriately restricted funds donated to the Western Illinois University Foundation.

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **E. Business Expenses**

V. Administrative Affairs (continued)

E. Business Expenses

The University shall develop a policy concerning the reimbursement from any Board funds of expenses incurred in connection with the conduct of official business for individuals, organizations, or situations not covered by regulations of the Travel Regulation Council. The policy shall be consistent with regulations issued by the Travel Regulation Council to the extent possible and shall, except as otherwise provided in this document, take effect when approved by the President and the Board Chairperson. The policy shall include the following provisions and such other provisions as are necessary and appropriate.

1. Provisions concerning the reimbursement of expenses for transportation, mileage, meals, and living expenses.
2. Provisions concerning the reimbursement of expenses for institutional advancement and development efforts.
3. Provisions concerning the reimbursement of expenses for candidates for positions.
4. Provisions concerning the source of funds for reimbursement of business expenses.

Provisions concerning the reimbursement of expenses for institutional advancement and development efforts shall, to the extent permitted by state law, rules, or regulations, take effect upon approval by the Board.

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **F. Moving and Relocation Expenses**

V. Administrative Affairs (continued)

F. Moving and Relocation Expenses

1. The term "employee," as used herein, includes all full-time faculty and selected administrative and civil service employees recruited outside the commuting area of the post of duty of the assignment.
2. Moving or relocation expenses associated with the appointment of a President shall be limited to reasonable and actual expenses and shall be subject to approval by the Board. Moving or relocation expenses associated with the appointment of other employees shall be limited to reasonable and actual expenses and shall be subject to the maximum specified in paragraph 3. below unless an exception thereto is granted by the President for an appointment to a University position.
3. Unless otherwise approved by the President as specified in paragraph 2. above, the maximum allowable reimbursement for moving and relocation expenses for full-time faculty and administrative and civil service positions defined pursuant to paragraph 1. above, shall be actual expenditures to a maximum of \$3,000. Reimbursement policies with maximum amounts which are less than specified in this document may be established each fiscal year by the President.
4. If two or more individuals occupying the same household who qualify for reimbursement for moving and relocation expenses are hired at the University with commencement dates not more than 30 calendar days apart, they shall be eligible for a single reimbursement for that household to be divided equally between or among such individuals.

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **G. Non-Appropriated Funds**

V. Administrative Affairs (continued)

G. Non-Appropriated Funds

Section 6a of the State Finance Act (30 Illinois Compiled Statutes 105/6a) provides that certain non-appropriated funds may be retained by the Board and the University. This regulation is issued to establish uniform procedures relating to the use and handling of such funds as receipts from revenue bond operations, auxiliary enterprise operations, and other self-supporting activities; governmental and private gifts, grants, and contracts; a working cash fund; unrestricted institutional funds; tuition; student fees; and such other funds as may from time to time be approved by the Board.

1. Depositories

Non-appropriated funds may only be deposited in depositories approved by the Board. The only financial institutions eligible for consideration as depositories are: banks located in Illinois and insured by FDIC. Guidelines for the preparation and submission of requests for approval of depositories shall be issued by the President, who shall be informed as soon as possible of any circumstances which may require modification or revocation of a depository's approval.

2. Collateral

As a general rule, all deposits at a depository in excess of the amount insured by FDIC shall be secured by the pledge of: (a) United States government securities, (b) securities guaranteed by the full faith and credit of the United States government, or (c) any other security permitted by law and approved by the Board. Guidelines for determining the amount to be pledged as security for such deposits and for imposing other appropriate conditions to protect uninsured deposits shall be issued by the President. The requirement for securing uninsured deposits may be wholly or partially waived by the Board if an economic advantage may be gained thereby or conditions otherwise warrant such waiver.

3. Investment of Funds

Non-appropriated funds which are not secured in accordance with paragraph 2. above shall, unless otherwise provided by terms of a bond resolution or unless needed for operational expenses, be invested through approved depositories or through other means authorized by the Board in (a) United States government securities, (b) securities guaranteed by the full faith and credit of the United States government, or (c) any other investment permitted by law and approved by the Board. Several funds of the same general category or classification may be combined in a single account; however the books and records of the University shall reflect the amount in each fund and the charges against each fund.

4. Reports

As required by Illinois State Statute (30 ILCS 235/2.5), Investment Policy, the President shall submit a quarterly report to the Board on the deposit and investment of non-appropriated funds during the preceding quarter.

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Section: **V. Administrative Affairs**

Subsection: **G. Non-Appropriated Funds**

V. Administrative Affairs (continued)

G. Non-Appropriated Funds (continued)

5. Records and Audits

The University shall maintain detailed financial records of operations and prepare formal financial reports in accordance with generally accepted principles and standards of accounting as are necessary for sound financial management and adequate disclosure. Each year the University shall file with the Board a copy of their annual financial report and audit by the Auditor General.

6. Bond Resolutions

In the event of a conflict between the provisions of these Regulations and the requirements of specific bond resolutions adopted by the Board, the latter shall govern.

7. Reserves

Board approval shall be required to establish or change non-instructional facilities reserves or other reserves authorized by the University Guidelines 1982 (as amended 1997) issued by the Legislative Audit Commission. The President or the President's designee shall issue guidelines for such reserves consistent with said University Guidelines 1982 (as amended 1997).

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **H. University-Related Organizations**

V. Administrative Affairs (continued)

H. University-Related Organizations

1. General

University-related organizations include foundations, alumni associations, athletic associations, and other not-for-profit organizations established for the purpose of assisting the University in the accomplishment of its educational objectives.

2. Audit Commission Guidelines

The relationship between University-related organizations and the University shall be governed by the University Guidelines 1982 (as amended 1997) issued by the Legislative Audit Commission. The University shall develop a written contract describing this relationship with each of its university-related organizations. The contract shall be submitted to the President for review and shall be subject to approval by the Board.

3. Establishment of University-Related Organizations

Proposals to create a new University-related organization shall be submitted to the President for approval or for review by the Board before the organization is established.

4. Contributions

A proposal shall be submitted to the Board by the President describing any significant commitment of Board resources for the operation, maintenance, or administration of a contribution to a University-related organization intended for use by the University. Approval of the Board shall be required before such a commitment is made.

5. Reports

Quarterly reports to the Board shall be presented by the President on contributions to University-related organizations.

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Section: **V. Administrative Affairs**

Subsection: **H. University-Related Organizations**

V. Administrative Affairs (continued)

I. Contributions

1. General

The Board is charged by statute to succeed to and administer all gifts belonging to the University not held by the WIU Foundation.

2. Definition

For the purpose of this regulation, contributions are defined to include: cash, bequests, gifts of property including equipment and real estate, marketable securities, closely held stock, life insurance, and deferred gifts with life income options i.e., gift annuities, charitable remainder trusts, and remainder interest in a residence or farm.

3. Authority to Accept

The President, Vice President for Advancement and Public Services and their designees and other Vice Presidents as appropriate and in consultation with the President are authorized to accept or reject (in cases where there is no academic value or historical significance), contributions to the University. Board approval shall be required prior to acceptance of gifts in the case of contributions which involve a significant commitment of resources for the operation, maintenance, or administration of the contribution.

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **J. Mandatory Fees**

V. Administrative Affairs (continued)

J. Mandatory Fees

1. Definition

Mandatory fees are defined as tuition and other fees established by the Board which all students are assessed as a prerequisite for registration unless a waiver or other exemption has been authorized by the Board or by statute.

2. Tuition

The Board shall annually review and approve tuition rates.

3. Other Mandatory Fees

Board approval shall be required to establish or change the amount of any mandatory fee. In addition to tuition, mandatory fees which may be established at the University include the following:

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|--|--------------------------|
| a. Activity fee | <u>WIU - Quad Cities</u> |
| b. Athletic fee | a. Activity fee |
| c. Health Care fee | b. Computer fee |
| d. Computer fee | c. Publication fee |
| e. Publication fee | d. Talent Grant fee |
| f. Talent Grant fee | e. Transit fee |
| g. Recreation Center fee | |
| h. Revenue Bond fee | |
| i. Transit fee | |
| j. Any other fee which is a prerequisite for registration. | |

4. Waivers

Board approval is required to waive mandatory fees, except when a waiver is required by statute or authorized by Board regulation.

5. Advance Deposit

The University may require an advance deposit from a student who has been accepted for admission or who preregisters for a subsequent term. This deposit will be applied to the registration fees for that term.

6. Collections

All registration fees must be collected prior to or during the academic term to which they apply. Subject to Board approval, the University may offer a plan which would permit students to pay their tuition and fees in two or more installments during the academic term. A service charge

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Section: **V. Administrative Affairs**

Subsection: **J. Mandatory Fees**

V. Administrative Affairs (continued)

J. Mandatory Fees (continued)

6. Collections (continued)

may be added for students who elect to pay in more than one installment in accordance with an approved University plan. Unless an exception is granted by the President, all persons must meet all financial obligations to the University to maintain their status as enrolled students.

7. Refunds

Board approval shall be required for any refund of mandatory fees other than in accordance with the following provisions. The term "refund" as used in this regulation may mean the cancellation of an unpaid obligation as well as an actual refund of amounts previously paid.

- a. A student who does not register for the period of enrollment for which the student was charged, or who withdraws, drops out, takes an approved leave of absence, is expelled from the University or otherwise fails to complete the program on or after his or her first day of class of the period of enrollment for which he or she was charged shall receive a refund in compliance with the applicable provisions of federal law.
- b. The University shall develop policies which implement these provisions as well as policies concerning the refund of mandatory fees because of a student's death or disability, extreme hardship, institutional error, or when otherwise in the best interest of the University. These policies and any changes shall become effective when approved by the President.
- c. In compliance with the requirements of the Illinois Servicemen's Employment Tenure Act (330 Illinois Compiled Statutes 6011 et seq.), as amended by P.A. 88-518, any person in military service with the state of Illinois pursuant to the orders of the Governor shall receive a full monetary credit or refund of funds paid to any Illinois public university if the person is placed into a period of military service with the state of Illinois pursuant to the orders of the Governor and is unable to attend the university for a period of seven (7) or more days. Withdrawals from a course shall not impact upon the final grade average of the person under these circumstances. In addition, if any person who has been enrolled in any Illinois public university is unable to process his or her enrollment for the upcoming term, he or she shall have any and all late penalties or charges set aside, including any and all late processing fees for books, lab fees, and all items that were not in place because the person was engaged in military service and was unable to enroll in courses at the appropriate time. The rights granted by this paragraph are in addition to any other rights afforded under University policies to persons in military service with the state of Illinois pursuant to the orders of the Governor.

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **J. Mandatory Fees**

V. Administrative Affairs (continued)

J. Mandatory Fees (continued)

8. Activity Fee

- a. Student activity fees, upon collection by the University, become State funds and are subject to statutes, regulations, and university policies and procedures applicable to State funds generally.
- b. The University shall develop policies concerning the administration of student activity fees. The policies and any changes shall become effective when approved by the President. The policies and any changes shall be submitted to the Board by the President.

The policies shall contain the following provisions and such other provisions as are necessary and appropriate:

- (1) Provisions for collection of all student activity fees at regular intervals.
- (2) Provisions for allocation by a body which includes representation of appropriate student organizations and of students generally.

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REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **K. Special Fees and Charges**

V. Administrative Affairs (continued)

K. Special Fees and Charges

1. Special Fees

Special fees are defined as all fees other than mandatory fees and include the following:

- a. Room and board fee
- b. Late registration and/or late payment fee
- c. Transcript fee
- d. Orientation fee
- e. Any other fee which is required for graduation.

Board approval shall be required to establish or change the amount of any special fee.

2. Charges

Approval of the President or designee is required to establish or change the amount of charges; examples of such charges include:

- a. Laboratory, material, or other course-related
- b. Locker and towel
- c. Late examination
- d. Duplicate schedule
- e. Library fine
- f. Lost identification or activity card
- g. Test
- h. Traffic fine
- i. Parking
- j. Other nonmandatory charges

3. Waivers and Refunds

Special fees may be waived or refunded in accordance with Board Regulations or by specific approval of the Board. Charges may be waived or refunded in accordance with University policy or by specific approval of the President.

BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

REGULATIONS

Approved: November 16, 2001

Section: **V. Administrative Affairs**

Subsection: **L. Internal Offset Procedures**

V. Administrative Affairs (continued)

L. Internal Offset Procedures

The University shall develop procedures whereby university initiated payments to its debtors may be offset in accordance with state law and the rules of the State Comptroller. The procedures and any changes shall become effective when approved by the President.