

Actions requiring approval or notification of the Kansas Board of Regents

Manual section (Policy Manual Rev. 3/17/2016)	Action, information/reports and comments	Responsible Party Information Source	Due By
II, D,5,b. p.72	Report to the Board's Committee on Fiscal Affairs and Audit annually: internal audit plan for the coming year and a report of the prior year's activities.	Chief Audit Executive (Curran) prepares and submits to Board Office	January FAA Meeting
II,D,12,h. p. 82	Annual Submission of completed and updated debt capacity plan, including key financial ratios.	CFO submits to Board Office. Comptroller prepares for all KU.	February FAA meeting
Not in Board Policy	Submitted to KBOR for approval: JCERTA budgets	CFO submits to Board Office. Prepared by KU Edwards campus and KUMC Cancer Center.	Reviewed by FAA committee in April and Approved by the full Board at the May meeting
II, E,3. p.89 -91	Submitted to KBOR for approval: Capital improvements requests and 5-year plan (DA 418A and 418B's). KBOR action at May meeting. KBOR staff submits approved plans to Division of Budget by July 1.	CFO submits to Board Office. Prepared by KUL Design and Construction Management (Modig) and KUMC Facilities Planning (Rau)	April 1 to Board Office. Board approves at May meeting. July 1 to State of Kansas Budget Division
II, C,2,a,i,(5). p.40	Submit report to Board Office: A report income received by the Chancellor from outside sources and of all discretionary funds provided by an affiliated corporation to the Chancellor.	Chancellor's Executive Assistant (Burg) submits to Board office with input from CFO	April 30
II, D,1 a-c. p.69-70	KBOR approval is required for establishment and adjustment of fees for fees required of every student as a condition of enrollment, building construction fees, and changes in academic fees that generate more than \$250,000. All proposed fee changes shall first be submitted to the Fiscal Affairs and Audit Committee. The proposal shall be accompanied by a fiscal impact statement showing the increased revenue and a detailed plan of expenditures.	CFO submits to Board Office. Tuition Advisory committees, Student Senates. Tuition and fees proposal coordinated in Provost's Office.	First reading typically at May meeting for Academic fees and other fee changes with final action in June. Building Construction fees may be considered at any regular meeting and 2 readings are required.
II, D,1 a-c. p.69-70	KBOR approval is required for tuition and fee changes. The proposal shall be accompanied by a fiscal impact statement showing the increased revenue and a detailed plan of expenditures (format to be provided by KBOR staff).	CFO submits to Board Office. Tuition Advisory committees, Student Senates. Tuition and fees proposal coordinated in Provost's Office.	First reading typically at May meeting with final action at the June meeting.

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II, D,1,h. p.70	<p>KBOR approval of all university programs to offer student tuition and fee waivers. Final action in June of the year prior to the effective date of the program. Reporting of approved waivers will be added to the existing reporting mechanism for tuition and fee waivers that is collected annually in November.</p>	CFO submits to Board Office. Provost or EVC proposes waivers.	1st reading at May meeting with final action at the June meeting. Annual Reporting November
II, C,2,a. p.40-42	<p>KBOR approval: Chancellor's compensation from any source. The percentage salary funded from private funds shall not exceed 49%.</p>	OIRP provides compensation data for peer CEO's. KBOR sets salary.	June meeting
II, D,1, p.69	<p>Submit to KBOR Executive Director annually: Comprehensive Fee Schedule; the authority to establish user and administrative fees, not to exceed \$250,000 annually, is delegated to the Chancellor.</p>	CFO submits to Board Office. Prepared by Registrar's Office (Melodie Ash) and reviewed by Goddard and Vranicar.	June 30
II, D,1,f, p.70	<p>The Chancellor shall request that the Director of Accounts and Reports write off uncollectible accounts receivable pursuant to K.S.A. 75-3728a, <i>et seq.</i>, as amended. (note that Board action is not required)</p>	Comptroller sends list to CFO for Chancellor's approval.	June
II, D,2. p.71	<p>The Board shall hold a budget workshop in July of each year with the purpose of conducting an in-depth review of the appropriation requests from the state universities. Board will act on Budget Requests at the September KBOR meeting and the official request for any new state appropriations are made by the KBOR as part of its unified appropriation request.</p>	CFO submits agenda materials to Board Office. Reports from Budget offices on each campus, Strategic Plan updates coordinated by Public Affairs, and funding requests coordinated among the Provost, EVC, Chancellor and Public Affairs.	July
II, D,11,a. p.79	<p>Authority to enter into contracts on behalf of regents institutions delegated to CEOs (the Chancellor); any further delegation, in writing, to KBOR General Counsel at least annually.</p>	General Counsel prepares and sends to KBOR	July
	Receive Update on University Security Executive Committee		September meeting

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II, D,19. p.85-87	Faculty of Distinction Program - each eligible institution that has established one or more certified endowed professorships shall file a report on a form provided by the Board CEO . Such report shall specify how funds were expended to support the endowed professorships for the previous state fiscal year.	CFO submits to Board Office. Campus budget offices prepare report: Richard McKinney, Chris Kerens	September 1
II,F,b	KBOR approval: All requests for funds, programs, changes in legislation and new legislation affecting the Board and system institutions.	Submitted by Government Relations in consultation with CFO, General Counsel and others.	no later than November meeting
III,A,8,B,(6). P. 131-132	KBOR approval: Honorary Degree recipients	CFO submits agenda item to Board office (without the proposed recipient). The Chancellor's Executive Assistant notifies each Board member of the proposed recipient.	October meeting
II,D,11,a,iii. P. 79	Annual audit of Affiliated corporations to be furnished to KBOR and Legislative Post Audit	CFO submits to KBOR and LPA. Audit reports provided by CFO of each affiliate (note KUEA audit report sent to KBOR but not LPA)	October/November
II, E,11,c. p.95	KBOR approval and authorization of legislature: Sale of real property. Intention to sell said property must be published at least 30 days prior to execution of any documents	CFO submits to Board Office. Capital Projects Council should approve prior to submitting to KBOR.	Submit with the non-budgetary legislative proposals no later than November meeting
II, D,1. p.69	KBOR approval is required for establishment and adjustment of fees for student housing. The proposal shall be accompanied by a fiscal impact statement showing the increased revenue and a detailed plan of expenditures.	CFO submits to Board office. Proposal prepared by Director of Student Housing, and reviewed by Goddard.	Housing fees - 1st reading at November meeting with final action at December meeting

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II, D,1,h. p.70	Tuition waiver report provided to Board Office.	Provided by OIRP and Enterprise Analytics as part of the academic year data collection process.	November
II, E,4. p.91	KBOR approval: Rehabilitation and Repair (R&R) projects funded from Educational Building Fund (EBF) - list from each campus. Revisions to approved R&R projects throughout the year as they occur.	CFO submits to Board Office. Lists prepared by KUL Design and Construction Management (Modig) and KUMC Facilities Planning (Rau)	December meeting
II, D,5,c. p.73	Non Public Funds Management Review: Chancellor shall maintain and provide to the Board annually a list of all affiliated corporations (controlled and non-controlled) and a description of their respective governing boards and management structure.	CFO submits to Board office with input from General Counsel	December 31
II, D,5,c,iv. p.73	Non Public Funds Management Review: Each state university chief executive officer shall request the board of directors of each university non-controlled affiliated corporation to conduct an agreed-upon procedure (AUP) engagement to be performed at the time of its annual independent audit to identify actual or potential conflicts of interest involving unrestricted, non-public funds under the authority or direction of the university chief executive officer or the chief executive officer's direct subordinates. FAA committee determines AUP's. Provide a copy of the report to the Board President and CEO.	CFO submits report to Board President and CEO. Chief Audit Executive assists CFO with request to non-controlled affiliates.	December 31
II, D,5,a. p.72	Annual Financial Report provided to Board President and CEO and copies mailed to each of the Regents.	CFO submits report that is prepared by Comptroller	no later than December 31
II, C,2,b,i,(2). p.43-44	Submitted to KBOR: Appointments of Provost, EVC, Vice Chancellors, CFO or other positions that report to the Chancellor prior to announcement.	Chancellor's Executive Assistant (Burg) submits to Board office.	As needed

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II, D,4. p.71	KBOR approval: when applying for , accepting, or receiving a private donation , gift, grant or bequest if a condition is that the University must seek additional funding of \$50,000 or more, or seek additional funding for operating support of a gift building.	CFO submits to Board office. Building related gifts would be reviewed and approved by Capital Projects Council prior to submitting to KBOR.	As needed
II, D,5,b. p.72	Submit to Board President and CEO: each completed audit showing material financial weaknesses or fraud.	CFO submits to Board office. Report prepared by Chief Audit Executive (Curran)	As needed
II, D,11,a. p.79	Notification of Board President and CEO of any contract requiring expenditure or transfer by the institution of an amount greater than \$1,000,000, excluding contracts directly related to capital improvements.	CFO submits to Board office. Purchasing directors on each campus provide contract information.	As needed
II, D,19. p.85	Faculty of Distinction Program - the Chancellor shall notify the Board President and CEO of the receipt of each qualifying gift. Notification shall include name of the account of the faculty position to be endowed amount of the gift, date gift was received.	Chancellor's Administrative Assistant and KUEA notify the Board President and CEO.	as needed
II, D,21,b. p.87	KBOR approval (Board President and CEO): Requests for out-of-state travel by the Chancellor (two weeks in advance of travel date)	Chancellor's Executive Assistant notifies the Board President and CEO.	As needed
II, E,4,c,iv. p.90	Notify Board President and CEO: All capital improvement projects to be funded in part or whole by private funds, before fund-raising efforts are announced.	CFO notifies Board President and CEO after Capital Projects Council approves.	As needed
II, E,7. p.93	KBOR approval required to raze obsolete buildings	CFO submits to Board Office. Design and Construction Management and Facilities Management recommend buildings to be razed.	As needed

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II, E,9. p.94	KBOR approval: Agreements involving private housing	CFO submits to Board office. Source of information is Director of Student Housing.	As needed
II, E,11,a. p.94	KBOR approval: Leases of real property owned or occupied by the University or leases to obtain use thereof (including oil and gas leases)	CFO submits to Board Office. Generally leases of university property should be approved by the Capital Projects Council before going to the KBOR.	As needed
II, E,11,d. p.94	KBOR approval: Acquisition of real property. Must submit to KBOR descriptions of all property purchased. If such property is valued at less than \$250,000, the Board President and CEO, upon the recommendation of the Director of Facilities, may approve the acquisition on behalf of the Board. The property must be appraised, and a warranty deed and environmental assessment are required prior to purchase. Executive Director may make an exception to the warranty deed requirement.	CFO submits to Board office after Capital Projects Council has approved.	As needed
II, E,11,e, p.96	KBOR approval: acceptance of any gift of real property from KUEA, trades of real property between KU and KUEA, leasing of real property from KUEA or lease of buildings on KUEA land which were constructed for or at the request of KU.	CFO submits to Board office after Capital Projects Council has approved.	As needed
II, E,12 p.97	KBOR approval: Naming of university buildings	CFO submits agenda item to Board office (without the propose name). The Chancellor's Executive Assistant notifies each Board member of the proposed name upon recommendation of the Building Naming Committee.	As needed

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not sure?	<p>KBOR approval: Collective bargaining agreements: 3 at KUL - GTA's, skilled trades in facilities and police. 2 at KUMC - skilled trades in facilities and police</p>	<p>CFO submits to Board Office. HR departments and General Counsel's Office provide Issue paper.</p>	<p>As needed</p>
II, E,3. p.89 -91	<p>Submitted to KBOR for approval: amendments to R&R or Capital Improvements</p>	<p>CFO submits to Board Office. Lists prepared by KUL Design and Construction Management (Modig) and KUMC Facilities Planning (Rau)</p>	<p>As needed</p>