

Title 4 - Codification of Board Policy Statements

Chapter 8

STUDENT RECRUITMENT AND RETENTION POLICY, EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PROGRAM FOR THE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA

Section 1. Introduction

The University and Community College System of Nevada is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, sex, disability, or national origin, and that equal opportunity and access to facilities shall be available to all. This principle is applicable to every member of the University and Community College System of Nevada community, both students and employed personnel at every level, and to all units, facilities, and services of the University and Community College System of Nevada. (B/R 3/93)

This principle governs the admissions and subsequent treatment of students in all colleges_ institutions, as well as student participation in extracurricular activities. It is a guiding policy in the employment of students, either by the University and Community College System of Nevada or by outsiders through the System. All student services, including financial aid, placement, tutoring, and counseling, are governed by the concept of equal opportunity. (B/R 11/88)

The same principle is applicable in UCCSN-owned or UCCSN-approved housing, in the use of food services, student unions, and all other University and Community College System of Nevada facilities. (B/R 11/88)

In the employment of all personnel, the University and Community College System of Nevada recognizes that as a public agency it has a further commitment: It is obligated to support Federal and State policies which seek to achieve equal opportunity in employment for members of minority groups, women, and the handicapped. As used in this document, minority groups will be the groups defined in Health, Education, and Welfare (HEW) guidelines. Two important concepts are embodied in Equal Employment Opportunity: (B/R 11/88)

1. Nondiscrimination
2. Affirmative Action

Affirmative action requires more than employment neutrality. It requires the University and Community College System of Nevada to make additional efforts to recruit, employ, retain, and promote qualified women, minorities, and the handicapped. The affirmative action concept requires positive action to overcome the effects of long-established and pervasive forms of exclusion and discrimination; otherwise, benign neutrality in employment practices will tend to perpetuate the status quo indefinitely.

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Section 2. General Policy of the Board of Regents on the Recruitment, Admission and Retention of Students

Participation by members of minority groups, women, and members of other protected classes in higher education is a priority issue with the Board of Regents. Increasing student participation and the completion of postsecondary educational programs by persons in these groups is important and necessary and will require innovative and diverse approaches for their recruitment, admission and retention in the University and Community College System of Nevada. Each institution is encouraged to devote significant resources to support the recruitment and retention of students from these groups. Each institution should prepare and implement a plan of action to provide outreach to potential students, or organizations, which can find such potential students, for their admission to the University and Community College System of Nevada. Financial incentives should be developed for the financially disadvantaged to encourage their admission and retention in the System. Additional resources should be devoted to activities designed to encourage students from these groups to continue their education in the System. (B/R 11/88)

In short, it is the responsibility of the Board of Regents and the officers and employees of the University and Community College System of Nevada to help diversify our society and establish social justice by actively taking measures to ensure that the growing population of minority groups, women and other protected classes are prepared to participate fully in the life of our state and our nation. At the very least, this requires that the Board, its officers and employees take active steps to recruit and retain students from these groups in the postsecondary educational programs of the University and Community College System of Nevada. (B/R 11/88)

Section 3. General Policy of the Board of Regents on Equal Employment Opportunity

It is hereby resolved that the reaffirmed policy of the University and Community College System of Nevada shall be to promote equal opportunity of employment for members of minority groups, women, the handicapped and members of other protected classes in all positions. The affirmative action necessary to implement this policy shall include, but not be limited to, active recruitment among minority groups, women, the handicapped, and other protected classes and the creation of programs designed to lead to their qualification for both academic and classified positions. (B/R 11/88)

This affirmative action is not discrimination in reverse; rather, it is a program designed to expand the group of qualified people from whose ranks appointments can be made.

| Further, affirmative action requires that the rank and salary of minorities, women, the handicapped, and other protected classes presently employed by the University and Community College System of Nevada be evaluated annually in order to insure that rank and salary determinations are made in an equitable manner. (B/R 11/88)

Section 4. Responsibility for Compliance

1. The Board of Regents and the Chancellor have delegated to each pPresident the responsibility for insuring that each administrative unit complies with the terms of the Equal Opportunity and Affirmative Action policies set forth by the University and Community College System of Nevada, as well as all applicable Federal and State statutes, laws, orders, and regulations. (B/R 11/88)
2. Vice pPresidents, deans, and other administrative officers have the direct responsibility for the compliance of the administrative units under their jurisdiction with the System Equal Opportunity and Affirmative Action policies and with the Federal and State statutes, laws, orders, and regulations.
3. Each college or equivalent administrative unit, and in some cases, units within colleges, must identify an affirmative action officer who has the responsibility of coordinating, monitoring, and reporting on the enforcement of equal opportunity activities at the college or unit level. (B/R 11/88)
4. Each Office of Admissions and each department, which admits students, has the specific responsibility for insuring that equal opportunity in education is provided to all.

Section 5. Dissemination of Policies

1. The Equal Opportunity Policy Statement and Affirmative Action Program for the University and Community College System of Nevada will be distributed to all System employees.
2. Information relating to the University and Community College System of Nevada Affirmative Action plan will be communicated in an annual report to the Board of Regents. This information will be available upon request to system employees, community organizations, and Federal, State and local agencies, as well as other interested persons. (B/R 11/88)

Section 6. Guidelines for Implementation Policies

1. At the institutional level, responsible administrators must:
 - a. Identify a person or persons to be responsible for Affirmative Action and Equal Opportunity.
 - b. Analyze the present composition of the institution's workforce by years of service, position, salary, race, and sex to determine the existence of any under-utilization of women, minorities, the handicapped, or other protected classes.
 - c. State steps that will be taken to correct any such under-utilization.

- d. Set realistic employment, promotional, and programmatic goals (i.e. the recruitment of minority and female students into fields of study that will prepare them for positions in which such persons are currently under-utilized) that will accomplish the general purpose of this Affirmative Action Program.
 - e. Continue the active recruitment of members of minority groups, women, the handicapped, and other protected classes. For professional personnel, this effort is not restricted to the demographic areas from which the University and Community College System of Nevada normally draws its personnel but is expanded to include any areas, nationwide, where qualified minorities, women, and the handicapped may be located.
 - f. Publicize all available open positions internally and/or externally. Internal and external searches are defined and reported as follows:
 - (1) Internal within a single institution of the University and Community College System of Nevada.
 - (2) Internal among all UCCSN institutions.
 - (3) External among the region or nation.
2. It is the objective of the UCCSN to conduct internal or external searches for all full-time and half-time professional staff positions ~~as~~ (defined in Title 4, Chapter 3, Section 2), with the exception of Temporary Part-time Faculty ~~as~~ (defined in Title 4, Chapter 3, Section 32). The institutional ~~p~~President or ~~e~~Chancellor may waive the search requirement where he or she determines the waiver to be in the best interests of the institution or System unit. Each institution and System unit must have an internal process for requesting search waivers and for obtaining the approval of the institutional ~~p~~President or ~~e~~Chancellor. Each institution or System unit will be expected to maintain a list of search waivers and to report to the ~~e~~Chancellor and the Board annually.
 3. This shall not be interpreted as requiring a search within the institution in order to fill positions by internal institutional promotion, transfer, positions of academic department chairs or positions of directors in a community college who serve in the same capacity as academic chair~~men~~s do in the universities or state college. Such internal institutional promotions, transfers, and positions of academic department chair or positions of directors in a community college must be approved by the ~~p~~President or the ~~e~~Chancellor, as the case may be. This also shall not be interpreted as altering the 1971 agreement between the UCCSN and the U.S. Department of Agriculture related to the Cooperative Extension Service.
 4. Annual reports shall be made by each institution to the Board of Regents on (1) the number of minorities, women, and members of other protected classes (1) employed in professional and classified positions; and (2) the number of minorities, women, and members of other protected classes registered as students.
 5. It is the policy of the System to establish and maintain programs whereby women, minority group members, persons with disabilities, and members of other protected classes will be trained in internally conducted training programs for the purpose of employee development. The University and Community College System of Nevada encourages the establishment of appropriate plans in all its administrative units so that regular evaluations can be made to determine what, if any, changes are needed in these programs and what has been accomplished.

(B/R 05/03)

Section 7. Academic Reporting and Monitoring

The administrative units must utilize checklists and summaries of the steps of affirmative action taken in the recruitment process and submit them with the employment document to the appointing authorities. These checklists and summaries must identify all final candidates interviewed for the position by sex and race, and also identify the person nominated for the position by name, race, and sex. If minorities, women, the handicapped or members of other protected classes were referred as final candidates ~~to~~ for the position and not hired, an explanation must be given as to the reason they were not hired. All unit files must include a list of recruitment sources. (B/R 11/88)

Section 8. Classified Personnel Services Reporting

Departments are required to report the reasons that a woman, a minority, a handicapped candidate or a member of a protected class was not hired or promoted. These reports will be monitored to insure that the hiring or the promoting is made on the basis of job-related criteria and is not discriminatory. (B/R 11/88)

Section 9. Grievance Procedures Relating to Equal Opportunity

Persons who feel aggrieved because of alleged acts of discrimination, which are in violation of the rights guaranteed by the University and Community College System of Nevada and/or Institutional Equal Employment Opportunity/ Affirmative Action Policy Statement, must try to resolve the complaint(s) within the following procedures. Complaints of discrimination shall be investigated by the appropriate affirmative action officer.

1. Filing Complaint(s) of Discrimination.

- a. As used in these procedures, "institution ~~p~~President" may be the ~~p~~President of a member institution or, as it applies to the special or service units, it shall be the Chancellor.
- b. As used in these procedures, "working day" shall mean any day other than a Saturday, Sunday or holiday as designated by the Nevada Revised Statutes.
- c. Formal complaint(s) must be filed with the affirmative action officer by the complainant(s) on the institutional complaint form. A complainant shall state the remedy or corrective action, which he/she wishes to see implemented.
- d. Complaints of discrimination in employment process, hiring, promotion, demotion, evaluation, transfer or termination must be filed with the institutional affirmative action officer within one hundred and eighty (180) calendar days after the discovery of the alleged act of discrimination. Complaints of discrimination resulting from a student grievance regarding housing, access to course offerings, counseling, financial assistance, athletics or any educational programs/activities must be filed with the institutional affirmative action officer within one hundred and eighty (180) calendar days after the discovery of the alleged act of discrimination. Complaints based upon sex discrimination in admission shall also be processed in accordance with this section.

- e. If a complaint is filed against an institutional affirmative action officer, the institutional pPresident shall appoint a person other than the affirmative action officer to handle the complaint, and all references in these procedures to the affirmative action officer shall refer to that person.
2. Notification of Respondent. The institutional affirmative action officer, within five (5) working days of receipt of the written complaint, shall notify the person, against whom the complaint is filed, hereafter referred to as the respondent(s), and shall forward a copy of the complaint(s) to said respondent(s).
 3. Preliminary Review by Institutional Affirmative Action Officer.
 - a. Within five (5) working days of receipt of the written complaint, the institutional affirmative action officer shall initiate mediation procedures. If this does not resolve the complaint within thirty (30) days after mediation has begun, the institutional affirmative action officer shall investigate the complaint. The investigation shall be completed within sixty (60) days after the filing of the complaint. If the affirmative action officer believes that there are reasonable grounds to support the complaint, the affirmative action officer shall: (B/R 5/92)
 - (1) Organize a grievance committee under the provisions of this section; or (B/R 5/92)
 - (2) After consulting with the institutional pPresident, file a complaint under Chapter Six of the University and Community College System of Nevada Code. (B/R 5/92)
 - b. If the mediation resolves the complaint, a written statement of the mediation's outcome will be presented to the institutional pPresident.
 4. Grievance Committee.
 - a. The institutional affirmative action officer shall organize the Grievance Committee and shall serve as secretary, without vote, to the Committee.
 - b. The gGrievance eCommittee shall be composed of no less than three persons and no more than five.
 - (1) The institutional affirmative action officer shall determine the number of members of the gGrievance eCommittee and shall recommend the names of persons to be appointed to the committee to the institutional pPresident who shall be the appointing authority. If either the complainant or the respondent is a student, a classified employee or a professional employee, a person or persons from one of those categories should be represented on the gGrievance eCommittee, if at all possible. If such representation is not possible, the institutional affirmative action officer shall recommend such persons for appointment to the committee as are available and willing to serve.
 - (2) No person who is a party or a witness to the grievance shall be appointed to the gGrievance eCommittee. Each party to the complaint, that is, the complainant and the respondent, shall have the right to challenge without cause not more than two members of the gGrievance eCommittee.

Replacements for challenged or disqualified members of the Grievance
eCommittee shall be appointed as provided in paragraph (1) above.

- c. The Grievance Committee shall convene within three (3) working days after notice of the appointment.
 - (1) The eCommittee shall select a chairperson.
 - (2) The eCommittee shall establish a hearing date, which shall be no more than five (5) working days from the day the Grievance Committee convened. Written notice shall be given to all parties involved.
 - (3) The eCommittee shall hear testimony and study other evidentiary materials. The hearing shall be informal.
 - (4) The eCommittee shall make recommendation(s) to the institutional pPresident as soon as possible, but no later than ten (10) working days after completion of the hearing. The eCommittee shall recommend the dismissal or affirmance of a complaint and, if recommending affirmance, shall also recommend appropriate corrective action.
- d. A majority report must be filed and a minority report may be filed.
- e. The affirmative action officer shall request, and when necessary, require members of the UCCSN community to present evidence at the hearing on behalf of the respondent or the complainant.

5. Findings.

- a. The institutional pPresident is not bound by the recommendations of the gGrievance eCommittee, but shall review the report of the grievance committee and may:
 - (1) eDismiss the charge or
 - (2) aAffirm the charge and take appropriate corrective action as required.
- b. The institutional President shall cause notification of the action to be sent to the respondent, the complainant and the affirmative action officer.
- c. Once the decision has been forwarded to the complainant, the complainant will have exhausted all grievance or appeals procedures within the University and Community College System of Nevada.

1. The Federal and State governments require that all contractors working on University and Community College System of Nevada projects provide effective Equal Employment and Affirmative Action programs. On projects contracted for by the State Public Works Board, the responsibility for monitoring compliance will be with appropriate State agencies. Compliance monitoring and enforcement review for all other projects will be the responsibility of institutional affirmative action officers. (B/R 11/88)
2. Each purchasing department within the University and Community College System of Nevada will require each vendor with a contract or subcontract in excess of \$7,500 to certify that it is an Equal Opportunity Employer. Businesses operated by minority groups will be identified and will be given an opportunity to bid on University and Community College System of Nevada contracts. (B/R 11/88)

Section 13. UCCSN Policy Against Sexual Harassment and Complaint Procedure

A. Sexual Harassment is Illegal Under Federal and State Law.

The University and Community College System of Nevada (UCCSN) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the UCCSN will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the UCCSN Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that i Cment NTw(2.)-1344iuhe acw C

Each institution shall have an on-going sexual harassment training program for employees.

D. Sexual Harassment Defined.

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. **S**ubmission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. **S**ubmission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. **T**he conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- **P**hysical assault;
- **S**exually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- **U**nnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- **R**emarks of a sexual nature about a person's clothing or body;
- **U**se of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- **S**exual advances, whether or not they involve physical touching;
- **R**equests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions,

increased benefits, continued employment, grades, favorable assignments, letters of recommendation;

- **d**isplaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- **i**nquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

E. Procedure.

The Chancellor and each **p**resident shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the **p**resident. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the **p**resident, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or t

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Complaints of sexual harassment must be filed within one hundred eighty (180) calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the President to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution's administrative officer pursuant to UCCSN Code Chapter 6, Section 6.8.1, are not subject to this 180 day filing requirement.

1. Employees.

- a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged—but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- b. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.
- c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.
- d. After receiving any employee's complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

2. Students.

- a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged—but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
- b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.
- c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

3. Non-Employees and Non-Students.

Individuals who are neither UCCSN employees nor UCCSN students and who believe they have been subjected to sexual harassment by a UCCSN employee during the employee's work hours or by a UCCSN student on campus or at a UCCSN-sponsored event may utilize any of the complaint processes set forth above in this section.

4. Investigation and Resolution.

- a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.
- b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.
- c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with UCCSN Code Chapter 6, or, in the case of classified employees, NAC Chapter

H. Retaliation

Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

“Retaliation” may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- the denial of a promotion;

Title 4 - Codification of Board Policy Statements

Chapter 9

**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
INTERNAL AUDIT, FINANCE AND ADMINISTRATION POLICIES**

A. Internal Audit Department

8. Appraising the effectiveness of procedures, as modified, to ensure that deficiencies are satisfactorily resolved.

Section 3. Authority and Responsibility

The Internal Audit Department is provided with authority for full access to all of the University and Community College System of Nevada records, properties, and personnel relevant to the subject of review. The Department is free to review and appraise policies, plans, procedures, and records.

The responsibilities of the Department are as follows:

1. Develop a sophisticated internal audit program that will include evaluation of the effectiveness of financial and related operational controls and review of compliance by University System-UCCSN personnel to University System-UCCSN policies and procedures.
2. Safeguard the scope, technical aspects and efficiency of internal audit activity by means of a quality control program, including thorough review of plans, programs and field visits.
3. Institute controls to assure that audit findings have been reviewed with the management responsible for operations of the functions examined; see that findings are presented to management at various levels so as to motivate corrective actions; arrange for the development of appropriate comments and recommendations for inclusion in periodic condensed reports to be presented to the Board of Regents' Audit Committee.
4. Designing, installing, and operating systems are not audit functions; however, the internal auditor's objectivity is not adversely affected when the auditor recommends standards of control for systems or reviews procedures before they are implemented. (B/R 12/94)
5. Make available to the independent public accountants working papers, copies of audit reports, and pertinent analyses to aid them in determining the scope of their examination. Inform the independent public accountants and other outside audit agencies of the internal audit schedule to avoid duplication of effort and to maximize the benefits of the total investment in audit activities.
6. Oversee the preparation of responses to government and other external audit agencies and develop effective professional relationships with these agencies.
7. See to the recruitment and training of the audit staff.
8. Institute appropriate budgetary and cost control over the auditing program.
9. Discharge all responsibilities in a manner, which that is consistent with the Code of Ethics of the American Institute of Certified Public Accountants.
10. Coordinate all activities of the Department with others so as to best achieve the audit objectives and the objectives of the University System UCCSN.

In performing its functions, the Internal Audit Department has ~~neither~~ direct responsibility for, nor authority over, any of the activities, ~~which that~~ are reviewed. Therefore, the review and appraisal activity does not in any way relieve other persons in the organization of the responsibilities assigned to them.

Section 4. Independence

In order to maintain independence from the system administration and maximize public accountability, the Director of Internal Audit reports to the Audit Committee of the Board of Regents for primary oversight and general direction. The Director of Internal Audit also has a

The UCCSN Budget Director's specific duties will include, but not be limited to, the following:

1. PROMOTE AND COORDINATE INTEGRATED UCCSN FINANCIAL PLANNING

Working with university institutional officers, coordinates and assists in the development of a university system-wide financial planning process.

- Serves on appropriate committees, coordinates development of the database for planning, and maintains communication with and assures cooperation between all university institutional budgetary officials.

2. ASSURES PROPER AND TIMELY BUDGET DEVELOPMENT

Coordinates and develops system-wide budget development policy, procedure, and budget calendar.

- Budget Policy and Procedures
Develops and maintains the system-wide budget policy and procedures section of the *University of Nevada Policy and Procedure Manual* for financial accounting.
- Budget Calendar
Develops and communicates the budget calendar and monitors adherence to calendar deadlines.
- Budget Preparation
Reviews all budget preparation documents to assure consistency and adherence to State standards. Prepares combined budget request for submittal to State of Nevada officials.

3. PROMOTES COORDINATION AND COMMUNICATION WITH STATE OF NEVADA

Promotes coordination and communication with Governor's Office and Legislature concerning budgetary matters.

- Serves as a budget advisor to university institutional officials regarding state budget requirements and provides budgetary expertise during budgetary sessions.
- Establishes with State of Nevada budgetary officials a good working relationship and lines of communication.

4. ASSURES EFFICIENT AND EFFECTIVE BUDGET CONTROL

Coordinates and develops system-wide budget control policy and procedures.

- Develops and maintains system-wide budget control policy and procedures.
- Assures budget revisions and other actions are in accordance with Board of Regents and State policies.

- Reviews financial accounting information and system to insure system provides adequate budgetary control and timely and relevant information.

5. PROVIDE TIMELY BUDGET EVALUATION

Provides budgetary evaluation and assessment to Board of Regents and university

Regents Endowment fund gifts must be preserved for posterity by the office of the Director of Banking and Investment.

of Regents will review annually a report of the number of accounts that are consolidated or eliminated by institution. (B/R 4/97)

10. Budget to Actual Report

The System Administration will develop annually a report that compares the original budget to actual revenues and expenditures for self-supporting budgets*. The report will summarize and highlight those activities that vary from the original budget by \$25,000. (B/R 4/97)

*As defined under Policy 3 the review will include all self-supporting budgets that exceed annually \$25,000 in projected annual expenditure activity.

11. Capitalization Threshold

Capital equipment is defined as those items exceeding a \$2,000 expense threshold and having a useful life of greater than one year. (B/R 4/97)

Section 3. UCCSN Financial Committees

The Business Officers Council, comprised of the Chief Business Officers of each UCCSN unit, will assess regularly the System financial controls. The Business Officers Council will receive periodically recommendations from a system-wide Controller's committee and Budget Officers committee concerning alternatives in improving financial controls. (B/R 4/97)

D. Fiscal Impact Policy

1. Before any proposal before the Board of Regents or any of its Committees may be acted upon, a fiscal impact statement must be provided if the proposal is likely to increase any fiscal cost or reduce any revenue to the System in excess of \$25,000 per fiscal year. The fiscal impact statement must be prepared by the institution making the proposal or by System Administration for its proposals or those of the members of the Board of Regents. The fiscal impact statement must be factual and concise in nature and must provide a reliable estimate of the financial effect of the proposal in the current fiscal period as well as future fiscal years.

(B/R 11/00)

Title 4 - Codification of Board Policy Statements

Chapter 10

GENERAL BUSINESS MANAGEMENT

4. Vendors List. The Business Center Purchasing Department shall maintain lists of persons and firms who wish to bid on Business Center purchases. The lists shall be classified by type of item or commodity supplied. Invitations to bid shall be sent to pertinent vendors, on the active list and to such others, as may be determined necessary to stimulate

- ~~———— (1) ——— Purchasing may solicit and accept advantageous trade-in allowance for personal property which has been determined to be of no further use to the Business Center and may award any bid to the bidder submitting the lowest net bid after deduction of such trade-in allowance.~~
- ~~———— (2) ——— Supplies, materials or equipment which can be purchased at any court-ordered auction, closeout, bankruptcy or other similar sale may be made by the Purchasing Department or their authorized representative and at a reasonable savings over the cost of like merchandise and below market cost of the area, a contract or contracts may be let or purchase made without complying with the requirements for competitive bidding. Documentation for such purchase or acquisition must be made for record and approved by the chief business officer of the institution.~~
- ~~———— (3) ——— Once Purchasing has advertised for or requested formal bids or proposals in letting a contract and no responsive and responsible bids or proposals were received, purchasing may negotiate a contract with reasonably interested parties without further need for competitive bidding.~~
- ~~———— (4) ——— Contracts which by their nature are not adapted to award by competitive bidding including contracts for such items or services which may only be contracted from a single or sole source; conventions; workshops; seminar rooms; special functions, purchase of perishable goods; books; subscriptions; library materials; and~~
- ~~———— (5) ——— Nothing in this section prohibits advertising for or requesting bids.~~
- ~~———— (B/R 6/91)~~
- ~~———— d. With the written permission of the chief business officer of the institution involved, a~~

- ~~(8) Before any contract for a capital construction project exceeding \$35,000, or as otherwise specified in NRS 339.025, is awarded to any contractor, he shall furnish to the contracting body the following bonds which become binding upon the award of the contract to the contractor:~~
- ~~a. A performance bond in an amount to be fixed by the contracting body, but not less than 50 percent of the contract amount, conditioned upon the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. The bond must be solely for the protection of the UCCSN, which awarded the contract.~~
 - ~~b. A payment bond in an amount to be fixed by the UCCSN, but not less than 50 percent of the contract amount. The bond must be solely for the protection~~

- (1) to become a contractor or a vendor for the purchase of supplies, equipment, services and construction under any contract or purchase order of any kind authorized by the University and Community College System of Nevada under the provisions of this chapter, or
- (2) to be interested, directly or indirectly, through any member of a Regent's or employee's household, as defined by [NRS Nevada Revised Statutes](#) 281.434, or through any business entity in which the Regent or employee has a financial interest, in any kind of contract or purchase order so authorized by the receipt of any commission, profit or compensation of any kind.

b. Except where may be prohibited by law, exceptions to this policy may be permitted:

- (1) for contracts or purchase orders for which the proposed contractor or vendor is the sole source for the contract or purchase order and has not participated in or otherwise actively influenced the consideration or acceptance of offers for the contract or purchase order, or
- (2) when, in the judgment of a ~~p~~President of a member institution, the public interest would best be served by making such an exception.

(B/R 6/91)

8. Cash Management Services. Cash Management Services for the University and Community College System of Nevada will be awarded for a period of five years, with a two-year option to extend, and with an option to cancel for nonperformance. The selection process shall involve issuance of a technical Request for Proposal (RFP) developed by the UCCSN Banking ~~&~~and Investments Office. The RFP shall comply with the Board of Regents and State of Nevada procurement regulations.

The RFP will be provided to members of the Board of Regents prior to releasing it to all banks in the State of Nevada. An evaluation committee consisting of the UCCSN institutional controllers and a representative from the UCCSN Banking ~~&~~and Investments Office shall develop the evaluation criteria and rank the proposals to the RFP. Upon completion of the evaluation process the committee will submit a recommendation based on its evaluation to the Board of Regents prior to requesting the Board's approval of a contract with a specific bank to provide the requested services.

(B/R 10/98)

9. Acquisition or Sale of Real Property.

- a. Before the Chancellor or the ~~p~~President of a UCCSN institution can commence negotiations for the purchase or sale of real property on behalf of the Board of Regents, the Board's approval must first be obtained. The Board's approval of a campus master plan is deemed to constitute the Board's prior approval of the acquisition of property according to the terms of the master plan.

- c. The Regents have delegated to the Investment Committee (the "Committee") the management of the Fund within the parameters of these Guidelines. The Chancellor, the Vice Chancellor for Finance, and the Director of Banking ~~&and~~ Investments shall serve as ex officio nonvoting members of the Committee. The ~~Chairman of the Board of Regents Board Chair~~ shall appoint a Chair of the ~~e~~Committee and may appoint one or more individuals with investment knowledge or expertise to serve as nonvoting members of the Committee. The Investment Committee shall meet at least quarterly. Minutes of each meeting of the Investment Committee shall be provided to the Regents for acceptance at their next ~~succeeding~~ meeting. (B/R 1/04)
- d. The Committee shall select external investment managers to manage the assets of the Fund. Subject to the manager-specific guidelines referenced in subsection 7.b and the usual standards of fiduciary prudence and responsibility, the managers will then have complete discretion over the investment of the funds in their respective accounts, including the discretion to vote proxies. (B/R 8/04)
- e. The Committee shall have discretion to allocate funds among managers, subject to the permitted ranges set forth herein, and to hire and terminate managers for any reason at any time.
- f. The Committee shall choose an independent investment consultant to provide services it deems to be necessary or helpful, including without limitation advice with respect to asset allocation and manager evaluation.
- g. No member of the Board of Regents and no voting or nonvoting member of the Committee shall accept, or approve the acceptance by staff or any other person of, any gift, travel expense, or other perquisite proffered by an investment manager the value of which exceeds \$25 without the advance approval of the Committee. (Regents and employees of the System are also subject to the ~~e~~Code of ~~e~~Ethical ~~s~~Standards of the State of Nevada promulgated to govern the conduct of public officers and employees, and Regents are also subject to certain additional conflict of interest provisions.)
(B/R 10/98)

2. Financial and Investment Objectives

- a. The long-term financial objective of the Fund is to provide a relatively stable stream of spendable revenue that increases over time at least as fast as the general rate of inflation, as measured by the Consumer Price

3. Endowment Distribution Policy

- a. Distributions from the Fund in each fiscal year will be 4.5% of the average market value for the 20 quarters ending the December 31 immediately preceding such fiscal year. (For example, distributions for fiscal year 1996-97 will be based on the Fund's average ending quarterly market values for the twenty consecutive quarters ended December 31, 1995. No withdrawals from the Endowment Fund other than to fund the spending amount are permitted without the prior approval of the Regents. (B/R 10/98)
- b. The spending policy shall be administered by the Banking &and Investment Office in accordance with the Uniform Management of Institutional Funds Act, adopted by the Regents on August 30, 1984 in accordance with the authority granted to them by NRS Nevada Revised Statutes (NRS) 396.380 and NRS 396.420 to control and invest the System's funds. (B/R 10/98)
- c. A .125% management fee will be imposed on the endowment pool for Board and System Administration expenses beginning July 1, 2001. (B/R 6/01)

4. Asset Allocation; Evaluating Performance of the Fund

- a. For purposes of investment policy, the Fund will be comprised of two components: an "equity portfolio" and a "fixed income portfolio."
- b. The strategic allocation and permitted ranges for the equity portfolio and the fixed income portfolio will be as follows:

	Strategic Allocation	Permitted Ranges
Equity portfolio	77%	70-85%
Fixed income portfolio (B/R 12/01)	23%	15-30%

For purposes of this paragraph, the permitted ranges shall refer to the allocations to equity and fixed income managers, respectively, and, with respect to assets managed by balanced manager's allocations to equities and fixed income, respectively. Thus the permitted ranges shall not be deemed to be violated by virtue of a manager's discretionary use of investment reserves, cash, or bonds as described in subsection 5.f.

- c. The purposes of the equity portfolio are to provide long-term capital appreciation and a growing stream of income. (It is recognized that the "equity portfolio" will have greater return variability than the "fixed income portfolio.")
- d. The purposes of the fixed income portfolio are to provide a hedge against extended deflation, to provide higher current income than equities, and to help diversify the Fund.
- e. The overall return of the Fund, net of fees, should equal or exceed each of the following: (B/R 6/01)

- (1) The Fund's spending rate plus the increase in the Consumer Price Index measured over rolling periods of ten years or longer.
- (2) An appropriate blend of capital market benchmarks constructed by the eCommittee with reference to the strategic allocation measured over rolling periods of five years or longer.
- (3) The median return of a pool of endowments with similar investment objectives and policies measured over rolling periods of ten years or longer.

(B/R 10/98)

5. Guidelines for the Equity Portfolio

- a. To meet the return objective with an acceptable level of risk, the "equity portfolio" will be diversified across different types of assets with expected returns, which are not perfectly correlated (i.e., the returns of which do not always move in tandem). The strategic allocation and permitted ranges for the equity asset classes will be as follows:

<u>Asset Class</u>	<u>Strategic Allocation</u>	<u>Permitted Ranges</u>
Domestic common stock	35%	35 - 60%
International common stock	13%	5 - 25%
Alternative Strategies	19%	0 - 30%
Real estate and other inflation hedging assets	10%	0 - 15%
Equity fund (total)	77%	
Permitted range of equity fund		70 - 85%

(B/R 8/04)

For purposes of this paragraph, the permitted ranges shall refer to the allocations to managers investing in a particular asset class and, with respect to assets managed by each balanced manager, the benchmark strategic allocation, if any, to that asset class. Thus the permitted ranges shall not be deemed to be violated by virtue of a manager's each balanced manmeet the rd

e. Alternative strategies will include asset classes that would be expected to increase the

in subsection 7.b shall include negative covenants with respect to use of derivatives and shall require the managers to give written notice to the System's staff immediately upon discovering that any of the guidelines have been violated. The Committee shall periodically review the derivative policy of each manager of a commingled vehicle to ensure that such policy is within these Guidelines or that it has made an exception in appropriate cases.

- g. No agreement to engage in a securities lending or directed brokerage program shall be entered into without the prior approval of the Committee. (B/R 1/96)

Section 5. Statement of Investment Objectives and Policies for the Operating Funds

A. Introduction

1. This statement of investment objectives and policies (the "Guidelines") governs the investment management of the Operating Funds (collectively the "Fund") of the University and Community College System of Nevada (the "System"). These Guidelines relate to the Fund as a whole.
2. The Regents are responsible for establishing the investment policies for the Fund. Accordingly, the Regents have promulgated these Guidelines pursuant to which they have established the permitted investment parameters and distribution policy. The Regents will review and revise these Guidelines from time to time as appropriate.
3. The Regents have delegated to the Investment Committee (the "Committee") the management of the Fund within the parameters of these Guidelines. The Investment Committee will be comprised of four Regents appointed by the Chairman |

4. The Committee will provide each manager of a separately managed account with a set of mutually agreed-upon guidelines. Such guidelines will provide that, if at any time the manager believes that any policy guideline contained therein adversely affects, or has the potential to adversely affect, its investment performance or would prevent the manager from handling the System's portfolio in a manner similar to the firm's other discretionary accounts with a similar investment objective, it is the responsibility of the manager to communicate this view to the System's staff in a timely fashion.

provided that any exceptions pertaining to separately managed accounts will be referenced in the applicable manager specific guidelines.

3. No agreement to engage in a securities lending or directed brokerage program will be entered into without the prior approval of the Committee.
4. The policy with respect to non-dollar denominated securities will be specified in the applicable manager specific guidelines or, in the case of commingled funds, will be reviewed periodically by the Committee as provided in C.3.
5. The Committee expects that its investment managers will have in place processes and procedures to control and measure risk.

F. Distribution Policy

1. It is the policy of the Board of Regents to pool all UCCSN cash assets for investment in accordance with guidelines stated in the following Section 5 of this Chapter.
2. Except as provided herein, effective July 1, 1996, the UCCSN Banking &and Investment Office will, on a monthly basis, allocate the investment income earned on pooled cash assets to all UCCSN institutions based on the institutions' average daily cash in bank balance.
 - a. The interest income allocation by the Board of Regents to the institutions is established with the understanding that each institution will assume responsibility for the cash basis payment of all expenses not provided for by the state appropriated budgets including, but not limited to, employment perquisites, interview and recruiting expenses and litigation expenses.
3. Distributions from the Fund will be made monthly at an appropriate rate as determined by the Investment Committee. In order to minimize the potential for a shortfall relative to expectations, the Committee will establish a spending rate on a bi-annual basis to allow the institutions to develop their bi-annual budgets with greater certainty. Each quarterly period, the Investment Committee will review the rate relative to the investment outlook and current surplus or deficit to consider it's continued appropriateness. (B/R 10/00)
4. The distribution policy is administered by the Banking &and Investment Office in accordance with the Uniform Management of Institutional Funds Act, adopted by the Regents on August 30, 1984 in accordance with the authority granted to them by Nevada Revised Statutes (NRS) 396.380 and NRS 396.420 to control and invest the System's funds.

(B/R 8/04)

Section 6. Board and System Administration Accounts

1. The Board Administration account will provide for the necessary expenses of members of the Board of Regents, support for the continuing operations of the office of the Board of Regents, and occasional funding for limited-term projects necessary to meet key Board objectives. Each year the Chancellor shall submit a proposed Board Administration budget for Board approval.

2. The System Administration account will provide for necessary operating resources to support, at the System level and under the direct supervision of the Chancellor, such administrative functions as academic and student affairs, planning, finance, legal affairs, and external relations. Each year the Chancellor shall submit a proposed System Administration budget for Board approval.
3. A contingency reserve will be maintained, at 30 percent of the prior year's annual income, to offset unanticipated shortfalls in revenue and/or unbudgeted expenditures. Funding for the reserve will be designated at a prescribed level to ensure adequacy of support in cases of emergency.
4. Each year the Chancellor shall assess each UCCSN institution its proportionate share of the funding required to support the Board Administration Account, the System Administration Account, and the contingency reserve. Such assessment shall be based on the Board-approved budget for each of these accounts. The proportionate shares shall be determined by the ratio of each respective institution's self-supporting budget revenues plus its investment income from the operating investment pool, excluding gifts and transfers, to the total of such revenue from all institutions for the most recently completed fiscal year. Each institution shall transfer its annual assessment in quarterly installments on the last working day of each quarter.

(B/R 6/03)

Section 7. Personal Checks

1. Personal checks will be accepted from students in payment of fees or other bills due ~~the University to UCCSN institutions~~.
2. The ~~University institutions~~ shall not furnish counter checks and checks altered in any way shall not be accepted.
3. The prevailing bank rate will be assessed for any check returned unpaid by the bank.
4. The registration late fee charge will be assessed where the personal check covering registration is subsequently returned unpaid by the bank. (B/R 11/82)
5. Any returned check shall be made good within ten days after notification to the student or suspension or dis-enrollment procedures may be instituted. (B/R 11/90)

Section 8. Approval, Acknowledgment, and Administration of Gifts, Contracts, and Sponsored Programs

I. Introduction

In order to establish a basis for approval of any proposed gift, contract, or sponsored program, the President of each institution will provide assurances to the Board of Regents ~~that:~~

- A. ~~that~~ The designation of the purpose of the gift, contract, or sponsored program is in accordance with the institution's mission statement, the Board of Regents' policies and

procedures including the Academic Master Plan and capital construction priorities, the laws of the State of Nevada and the Internal Revenue Code;

B. ~~that~~

3. **eC**haritable remainder trusts, under which the institution is named as remainder man, must be approved by the Board of Regents before the remainder interest is transferred (acceptance) whether or not the trusts are guaranteed and/or managed by the Board of Regents. The gift is included in information reports to the Board of Regents in the year the remainder interest is received by the institution;
4. **aA**ll endowment funds will be administered in accordance with the Board of Regents' policy Title 4, Chapter 10, Section 3; (B/R 3/04)
5. **eE**ndowment funds held in trust by foundations or others require Board of Regents' approval and are to be recorded on the general ledger of the institution. The Chancellor's Office will monitor the investment performance and management of these funds. The amount of the gift for information reports to the Board of Regents is the endowment income recorded in the institution's annual financial statements;
6. **eE**ndowment funds will not be accepted if they include requirements in perpetuity for delivery of goods or services to the donor or the donor's designee;
7. **pP**lant fund gifts must be recommended by the institution and accepted by the Board of Regents. The amount of the gift is included in the annual information report to the Board of Regents during the reporting period that the plant fund gift is recorded for annual financial statement purposes;
8. **eC**ontributions, which are gifts, only in part must be accepted by the Board of Regents and also included in tests for acceptance of contracts and sponsored programs;
9. **iI**f the administration or application of any gift does not comply with institutional policies or meet the criteria established in **eS**ection I. **f**above

- F. That a donor's restriction on the sale or use of property is reported along with reasons why the restriction is not unreasonable and should be accepted by the Board of Regents;
- G. That procedures for receipt and acknowledgment of non-cash gifts shall be the same as for cash gifts except that specific value cannot be placed on non-cash or in-kind gifts;
- H. That procedures have been established to provide for timely acknowledgments to donors by the President specifically on behalf of the institution and the Board of Regents. Gifts to foundations or other legally separate organizations for the benefit of the institution are to be acknowledged by the foundation or other organization rather than the President of the institution or the Board of Regents;
- I. That the President, when required by this policy, recommend the gift for acceptance by the Board of Regents as soon as possible after it has been offered or the offer announced; however, public announcement of gifts received shall not be made until the gift is accepted by the Board of Regents;

(B/R 8/94)

III. Contracts and Sponsored Programs

The Board of Regents has adopted the following policies to guide the institutions in their administration of contracts and sponsored programs. Included in these policies are contracts or sponsored programs under proposed agreements which would commit the institution's resources or commit the institution to a specific course of action for work to be carried out in its academic departments, laboratories, or administrative units whether on or off-campus.

Contracts and sponsored programs must be submitted to the institution's President for approval of the conditions and/or contents of the contract or sponsored program and submitted to the Chancellor's Office for approval of format and signature authority. Contract education agreements are not covered by these guidelines.

- A. The Board of Regents accepts the terms and conditions attached to federal government sponsored programs sought by the institutions. If there is any exception to this policy, the institution will be specifically notified that it should not enter into such programs.
- B. The institution's contracts and sponsored program proposals and agreements are executed in accordance with criteria and directions described by the Chancellor's Office in published procedures.
- C. The institution will have an established policy for the application of indirect overhead to private and governmental contracts and sponsored programs; the policy will include requirements for justification of all modifications to the established overhead rate; the institution will be able to demonstrate that overhead charges based on the established criteria is applied uniformly and equitably to all contractors or sponsors without favoritism;
- D. The institution will through appropriate rules and regulations adhere to basic academic values in contracts and sponsored programs by assuring in the contract agreement the openness of research results and faculty freedom to follow any line of inquiry. Sponsors are to be limited to receiving the research results, publicity for their sponsorship and the goodwill resulting from both.

A. INSTITUTIONAL ADMINISTRATION

1. Compliance with Institutional Goals.

The President shall have the responsibility to see that the gifts to the institution are in keeping with the goals, objectives and priorities of the institution and of the University and Community College System of Nevada **UGCSN**.

2. Internal Accounting Control.

The President of each institution shall be responsible for establishing and maintaining a system of internal accounting controls, which will provide the institution with reasonable assurance that:

- a. ~~that~~there is an objectively measurable separation of the ~~f~~Foundation from the institution and that institutional assets are safeguarded against loss from unauthorized use or disposition;
- b. ~~that~~transactions with the ~~f~~Foundation are executed in accordance with Board of Regents' and institutional policies;
- c. ~~that a~~All transactions with the ~~f~~Foundation are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board. (B/R 8/04)
- d. ~~that~~the institution does not use the ~~f~~Foundation for the purpose of circumventing state policies or rules and regulations by engaging in activities or making expenditures which have been denied the institution for other than purely financial reasons and could not withstand public scrutiny;
- e. ~~that~~the institution does not lend funds to the ~~f~~Foundation;
- f. ~~that~~the institution does not incur deficit cash positions with respect to ~~f~~Foundation grants in excess of 30 days. Reasonable interest charges for such deficits may be negotiated.
- g. ~~that~~the ~~f~~Foundation will dispose of capital assets received as gifts as soon as is practical to do so unless the ~~f~~Foundation makes an affirmative decision to retain the asset.
- h. ~~that~~the ~~f~~Foundation will not invest in land, engage in joint ventures or invest in equity positions in privately held stocks that are not listed on the New York Stock Exchange (NYSE), National Association of Securities Dealers Automated Quotation (NASDAQ) or other nationally recognized stock market without full disclosure to the Chief Financial Officer and the approval of the institution President. If such assets outside these categories are received as gifts, they may be retained if the President agrees to their appropriateness as investments. Such transactions must be disclosed to the Board of Regents Audit Committee at its next regularly scheduled meeting. If the President, on advice of the Chief Financial Officer, does not agree with the appropriateness of an investment or activity of the ~~f~~Foundation, the President must report that activity to the Board of Regents at the next regularly scheduled meeting.

(B/R 8/04)

retirement funds, or any other compensation over and above the basic salary. The President will submit to the Board of Regents a schedule of these items, by employee, including the amount proposed to be donated on behalf of the employee prior to the beginning of the UCCSN fiscal year. Loans to institution employees are prohibited. All payments must be made to the employee by and through the institution. Perquisites that are submitted in advance to the Board of Regents for payment to an employee throughout the year may be included as a one time grant to the institution even though payments are made in accordance with Board of Regents' approval throughout the fiscal year.

- b. Title 4, Chapter 10, Section ~~48~~17, applies to Host Accounts, which must be officially created by the Board of Regents from funds donated by a ~~f~~Eoundation. Unrestricted gifts from a ~~f~~

3. Gift and/or Grant Authorization Expenditures. The Financial statements should adequately categorize expenditures as either:

a. "Gift and/or grant authorization" also known as program expenditures ~~which~~ that relate directly to the primary missions of the member institution, or

b. "general administration" ~~which~~ that include such costs as general administration, membership development, and fund raising for the ~~f~~Foundation.

Gift and/or grant authorization should include and identify donations from any ~~f~~Foundation to any UCCSN institution. In addition, the annual financial statements shall present gifts and grant authorized, gifts and grants donated, and an unaudited summary schedule by ~~f~~Foundation account of all grants authorized and accepted by the Board of Regents. The

the institution to issue an exchange check with the foundation. If the fEoundation does not disclose to the donor by printed or written material that a gift or the income from the gift is to be used for entertaining, hosting, travel, or employee perquisites, it must then obtain specific authorization from the donor to use the gift funds for such purposes.

The fEoundation shall administer any restricted gift to the fEoundation in accordance with the wishes of the donor and shall notify the donor if the fEoundation plans to delay, for any reason, the use of the restricted gift for its intended purpose.

8. Compliance with Board of Regents' Gifts and Grants Policy. The fEoundations will be required to comply with Board of Regents' policy requirements, as periodically amended and outlined in the Board of Regents' Handbook, including but not limited to the following:
 - a. Title 4, Chapter 10, Section 8 Approval, ~~Announcement and~~ Acknowledgment, and Administration of Gifts, and Grants Contracts, and Sponsored Programs. The fEoundation will comply with procedures for award of gifts and grants as defined by the Chancellor's eOffice. The purpose of the eChancellor's eOffice procedure is to eliminate timing differences in the amount of gifts and grants awarded by the foundation as compared to and consistent with the reporting of gifts and grants by the Board of Regents and the institution. The internal controls practiced by the fEoundation and the integration of their gift and grant process with the institution's administrative controls and formal books and records are to be considered by the Chancellor's eOffice in the procedural requirements.
9. Compliance with Reporting Procedures. All gifts and grants donated from any institution fEoundation to or on behalf of any UCCSN institution or its employees must be reported in accordance with procedures established by the Chancellor. The fEoundations are precluded from making direct expenditures to or on behalf of any UCCSN institution or its employees. All expenditures to or for the benefit of the UCCSN institution or its employees must be in the form of a gift or grant of money, sum certain, to the institution.

The advantage of this procedure is that fEoundations will thereby disburse funds only to institutions for gift and grant authorizations acceptable to the Board of Regents, and individual expenditures will occur within the established internal accounting controls of the UCCSN institutions.

- C. CHANCELLOR'S OFFICE ADc0 Tw(o)nd clu137598TD02N0 Tw(Pfhe)]Smaking

institutions, which include the total amount of previously approved or existing program gifts. These annual reports will be prepared according to generally accepted accounting principles and will place specific emphasis on categorizing gifts by restriction and National Association of College and University Business Officers (NACUBO) defined expenditure category, i.e., instruction, scholarships and fellowships, institutional support, research, public service, and academic support.

- b. All other gifts, specifically plant fund and endowment fund gifts, must be presented to the Board of Regents for their approval prior to acceptance by the President of the institution. The Chancellor's Office will make recommendations regarding acceptance of these gifts and define the information, which must be presented to the Board of Regents when seeking approval for the gift.

(B/R 2/94)

Section 10. Salary or Annuity Option Agreements

1. Any employee of the UCCSN, whether full- or part-time, may authorize the UCCSN to reduce his or her monthly compensation for the purpose of purchasing on his or her behalf a non-forfeitable retirement annuity contract requiring premium payments of a like amount. The salary or annuity contract may be approved for any amount up to the maximum allowable under the *Internal Revenue Code*.
2. The annuity contracts may be purchased by the employee through payroll reduction from companies selected and approved by the UCCSN for such purpose. These companies will have met licensing requirements established by the State of Nevada. The UCCSN assumes no responsibility for these contracts except to make the payments as designated in an amount equal to the salary reduction.

(B/R 11/98)

Section 11. Use of Capital Improvement Fee

- b. For the necessary supplementation of capital projects that have been approved by the Nevada State Legislature.
- c. To loan to the dormitory and dining hall bond indebtedness service funds in the event

4. REGISTRATION FEES	—FY 2004-05		—FY 2005-06		—FY 2006-07	
	Under Graduate	Graduate	Under Graduate	Graduate	Under Graduate	Graduate
UNR						
Total General Fund	<u>\$61.75</u>	<u>\$91.80</u>	<u>\$64.75</u>	<u>\$97.55</u>	<u>\$67.88</u>	<u>\$103.93</u>
Student Access	4.00	6.25	7.00	12.00	10.12	18.37
General Improvement*	3.25	7.25	3.25	7.25	3.25	7.25
Capital Improvement	14.00	14.00	15.00	15.00	16.00	16.00
Activities & Programs	<u>8.00</u>	<u>4.20</u>	<u>8.00</u>	<u>4.20</u>	<u>8.00</u>	<u>4.20</u>
	\$91.00	\$123.50	\$98.00	\$136.00	\$105.25	\$149.75
UNLV						

REGISTRATION FEES	— FY 2004-05		— FY 2005-06		— FY 2006-07	
	Under Graduate	Graduate	Under Graduate	Graduate	Under Graduate	Graduate
CCSN-UPPER DIVISION (1)						
Total General Fund	<u>\$45.50</u>		<u>\$46.50</u>		<u>\$47.50</u>	
Student Access	3.00		5.00		7.00	
General Improvement	5.50		6.50		7.50	
Capital Improvement	9.00		9.50		10.00	
Student Association	3.00		3.00		3.00	
Student Support	<u>4.00</u>		<u>4.00</u>		<u>4.50</u>	
Support/Schlrshp						
	\$70.00		\$74.50		\$79.00	
GBC-LOWER DIVISION						
Total General Fund	<u>\$39.25</u>		<u>\$39.50</u>		<u>\$39.75</u>	
Student Access	1.00		1.75		2.50	
General Improvement	3.25		3.75		4.25	
Capital Improvement	4.50		4.75		5.00	
Student Association	<u>1.00</u>		<u>1.00</u>		<u>1.00</u>	
	\$49.00		\$50.75		\$52.50	
CCSN-LOWER DIVISION						
Total General Fund	<u>\$39.25</u>		<u>\$39.50</u>		<u>\$39.75</u>	
Student Access	1.00		1.75		2.50	

2.50R DI4am/CsF489T10.9

2. Summer Programs

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Section 13. Distribution of Fee and Tuition, School of Medicine

The distribution of the registration fee per semester for students in the School of Medicine (SOM) shall be ~~as follows~~established by the Board of Regents: (B/R 3/04)

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
RESIDENT TUITION				
	FULL TIME	FULL TIME	FULL TIME	FULL TIME
SOM General Fund	\$4,552.00	\$4,734.00	\$5,230.00	\$5,700.00
Total General Fund	4,328.00	4,510.00	4,582.00	5,017.00
General Improvement	16.00	16.00	16.00	16.00
Capital Improvement Fee Fund	112.00	112.00	256.00	272.00
Activities & Programs	96.00	96.00	96.00	96.00
Technology Fee			64.00	64.00
Scholarships			216.00	235.00
(B/R 3/04)				

Tuition paid by or on behalf of a student of the School of Medicine shall be revenue of the

Section 15. Distribution of Fees and Tuition, School of ~~Dentistry~~Dental Medicine

The distribution of the registration fee per semester for students in the School of Dental Medicine shall be ~~as follows~~ established by the Board of Regents: (B/R 3/04)

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
REGISTRATION FEE			
Dental School General Fund	\$7,178.00	\$7,178.00	\$7,178.00
Total General Fund	\$7,178.00	\$7,178.00	\$7,178.00
General Improvement	124.00	124.00	124.00
Capital Improvement	120.00	120.00	120.00
Activities & Programs	78.00	78.00	78.00
Total Registration Fee	\$7,500.00	\$7,500.00	\$7,500.00

(B/R 3/04)

Tuition paid by or on behalf of a student of the School of Dental Medicine shall be revenue of the budget for the School of Dental Medicine. (B/R 3/04)

Section 16. Collection of Student Loans

1. When a student has been a recipient of a student loan and repayment of such a loan is overdue, such student shall be notified by the proper officers through the U.S. mail. If there is no response within a period of ten days, another such notification shall be given. If the recipient has not responded to the second letter by the date specified, the account shall be collected in a manner determined by the proper authority. (B/R 9/61)
2. Annually, at fiscal year end, each institution will report to the Board of Regents the total amount of student loans outstanding at the beginning and end of the year, the loans awarded and collected during the year, the dollar amount of loans written off during the year, and, the percentage of loans written off during the year, as a percent of loans awarded. All institutions will follow standardized collection and write-off procedures. It is understood that a 'hold' shall be retained on the student's records. (B/R 10/83)

Section 17. Host Expenditures

1. Purpose.

Host expenditures may be incurred for reasonable expenses for meals, beverages, and small gifts (such as flowers and mementos) by or on behalf of employees or guests of the UCCSN or one of its institutions in the conduct of necessary business activities. Hosting must provide a benefit to the System or institution through the establishment of good will, promotion of programs, or creation of opportunities for meetings in which the mission of the System or UCCSN institution may be advanced. (B/R 3/04)

2. Restrictions.

- a. Host expenditures may be charged only to non-state accounts.
- b. Host expenditures may not be used to pay or reimburse expenses otherwise not allowed by state or institutional regulations.
- c. Gratuities shall not exceed 20 percent of the cost of a meal.
- d. Any UCCSN-registered lobbyist shall provide a copy of required State of Nevada expense reports to the eChancellor and to the bBoard eChair at the time they are submitted to the state.
- e. Further restrictions and policies related to the management of host accounts may be established through a chancellor's memorandum provided through procedures established by the Chancellor. Each person authorized to use a host account shall be provided with a copy of the eChancellor's memorandum prodecures and this section of the Board *Handbook*.

(B/R 3/04)

3. Authority.

The Board of Regents delegates to the eChancellor (for the System Administration) and to the pPresidents (for each institution) the authority to establish host accounts for the following:

- a. Grant, contract or gift accounts where the donor or sponsor specifically provides for host expenditures. (B/R 3/04)
- b. Agency fund accounts.
- c. Student government funds.
- d. Unrestricted institutional funds.
- e. Accounts for deposit of payments in advance for meals and beverages by participants in seminars, conferences or other formal activities.

Reimbursement for host expenditures of the eChancellor must be approved by the Chair of the Board of Regents. Reimbursement for host expenditures of an institution pPresident must be approved by the eChancellor.

(B/R 3/04)

4. The UCCSN Internal Audit Department will test and sample host accounts annually. (B/R 3/04)

Section 18. Policies Concerning ~~University~~ UCCSN Intercollegiate Athletics |

The Board of Regents encourages the development of intercollegiate athletic programs at the University and Community College System of Nevada (UCCSN) institutions consistent with their institutional mission and goals. The goal of the UCCSN shall be to provide for student

instances in which compliance has not been achieved. Each institution will

SPECIFIC NCAA REQUIREMENTS

AS A JUNIOR:

- Declare a major and make satisfactory progress toward the degree.
- Have completed 25% of the degree credits in your major.
- Have 90% of the cumulative minimum GPA required for graduation.

AS A SENIOR:

- Have completed 50% of the degree credits in your major.
- Have 95% of the cumulative minimum GPA required for graduation.

AS A FIFTH YEAR:

- Have completed 75% of the degree credits in your major.
- Have 95% of the cumulative minimum GPA required for graduation.

(B/R 6/94)

3. Review of Intercollegiate Programs. The institution shall be responsible for reviewing and evaluating, on a regular basis approved by the Board of Regents, financial, academic, and managerial aspects of the athletics program. All expenditures for or in behalf of an institution which is a Division I member of the NCAA, including expenditures made by any outside organization, agency, or group, shall be subject to an annual financial audit (in

institutions' athletics events or the revocation or cancellation of the purchase of season tickets or other admissions to the institutions' athletics events. If the purchase of season tickets or other admissions to the institutions' athletics events is revoked or canceled, the purchase price paid for any unused tickets or admissions shall be repaid to the purchaser. (B/R 8/92)

5. Student Participation.

- a. Participation in all men and women's sports shall be encouraged for all students

- c. Institutional trade-out policies must be in compliance with all applicable laws, regulations, and Board of Regents' policies and must be in the best interest of the institution.
- d. All trade-out agreements must be in writing and approved by the President or his or her designee. The authority of a President's designee to execute trade-out agreements must be in writing and signed by the President.
- e. Trade-outs are to be used solely for the benefit of the institution and exclusively for business purposes. Any personal use or benefit from a trade-out is prohibited.

(B/R 8/02)

Section 20. Intercollegiate Athletics Trade-Out Policy.

1. UNLV

- a. A trade-out is defined as an agreement between the Department of Intercollegiate Athletics and an individual, business or corporation for goods and/or services in return for something of value from the department (including advertising, club memberships, sponsorships, tickets to athletic events, etc.) (B/R 5/90)
- b. The Director of the Department of Intercollegiate Athletics must approve all trade-outs. (B/R 5/90)
- c. Finalized trade-out records will be maintained in the Athletic Business Office under the supervision of the Senior Assistant Athletic Director for Finance/Athletic Business Manager. (B/R 5/90)
- d. Official receipts must be provided for all trade-outs and must be submitted to the Senior Assistant Athletic Director for Finance/Athletic Business Manager within 24 hours of business. (B/R 5/90)
- e. No trade-out will be initiated without prior knowledge and approval of the Director of the Department of Intercollegiate Athletics. (B/R 5/90)
- f. To initiate a trade, staff members will consult with the Assistant Athletic Director/Director of Athletic Development who will in turn seek approval from the Director. (B/R 5/90)
- g. Trade-outs, which involve tickets, are subject to ticket availability; approval must be obtained from the Assistant Athletic Director/Athletic Ticket Manager prior to finalization of contract. (B/R 5/90)
- h. Trade-outs, which involve print advertising, are subject to availability of space; approval must be obtained from the Assistant Athletic Director/Communications prior to finalization of contract. (B/R 5/90)

- i. Trade-outs, which involve promotions or game sponsorships, are also subject to availability of each; approval must be obtained from the Director of Marketing and Promotions prior to finalization of contract. (B/R 5/90)
- j. Prior to signature by the Director, trade-outs will be reviewed by the Assistant Athletic Director/Director of Athletic Development and the Senior Assistant Athletic Director for Finance/Athletic Business Manager. (B/R 5/90)
- k. Trade-outs will be approved only if they are in the best interest of the Department of Intercollegiate Athletics (B/R 5/90)
- l. Trade-outs are to be utilized exclusively for business purposes. Personal use of trade-outs is prohibited. (B/R 5/90)
- m. Trade-outs are subject to annual audit. Auditors will require verification of relevant details. (B/R 5/90)
- n. Trade-outs are subject to annual review. (B/R 5/90)
- o. Meal trade-outs are to be utilized for business purposes only; business purposes are defined as meals with persons outside of the Department of Intercollegiate Athletics with whom the department has, or intends to have, official business. Meal trade-outs are not to be utilized solely by departmental staff. (B/R 5/90)
- p. The Assistant Athletic Director/Director of Athletic Development and the Senior Assistant Athletic Director for Finance must have knowledge of all trade-outs for accurate record keeping in the Athletic Business Office. (B/R 5/90)
- q. Employees determined to be in violation of the departmental trade-out policy will lose trade-out privileges and may be subject to termination of employment by the institution. (B/R 5/90)

2. UNR

- a. A "trade-out" is defined as an agreement by and between the Department of Intercollegiate Athletics (ICA) and an individual, business or corporation for goods and/or services in return for something of value from ICA (including, but not limited to, advertising, club memberships, sponsorships, tickets to athletic events, etc.). (B/R 5/90)
- b. All trade-out agreements must be approved by the Director of Athletics or his designee in his absence. (B/R 5/90)
- c. All trade-out agreements must be in accordance with NCAA, University and ICA policies, rules, and regulations. (B/R 5/90)
- d. Documentation for trade-out agreements will be consistent with acceptable accounting procedures and guidelines established by the University as approved by the Board of Regents. (B/R 5/90)

- e. A listing of all trade-out agreements will be maintained by the Assistant Athletic Director for Promotions for review upon reasonable request by authorized personnel. (B/R 5/90)
- f. Trade-out agreements will be approved where the value received by ICA is of equal or greater value. (B/R 8/03)
- g. Where trade-out agreements involve property subject to inventory, such property shall be received in accordance with University property control procedures and reported in accordance with Board of Regent's policy. (B/R 5/90)
- h. All trade-out agreements are to be in compliance with the Internal Revenue Code, Section 132: and therefore construed to be tax exempt. (B/R 5/90)
- i. This policy may not be amended without written approval of the Director of Athletics. (B/R 5/90)

Section 21. Intercollegiate Athletics Complimentary Ticket Policy.

1. UNLV

- a. The subsequent policy pertains to the issuance of complimentary season tickets for the Department of Intercollegiate Athletics events and has been established by the Director of the Department of Intercollegiate Athletics for compliance by departmental personnel. (B/R 5/90)
- b. Director, Department of Men's Basketball Football

- (2) The number of tickets for each individual will be considered on the merit of the request. (B/R 5/90)
- (3) Tickets for intercollegiate athletic events are the property of the University of Nevada, Las Vegas and may not be utilized for personal gain of any employee. Such use is considered to be a violation of state policies and procedures. (B/R 5/90)

2. UNR

- a. Intercollegiate Athletics (ICA) employees may request two (2) complimentary season tickets. Section 61 of the *Internal Revenue Code* states that all complimentary tickets furnished by the University to its employees must be reported as taxable income. The fair market value of all complimentary tickets provided to faculty and staff of any University and Community College System of Nevada institution will be added to the employee's taxable income and reported to the Internal Revenue Service on the annual W-2 form. (B/R 8/03)
- b. Individual game tickets for ICA personnel must be requested through and approved by the Athletic Ticket Director. (B/R 8/03)
- c. A "Complimentary Ticket Request" form must be completed and signed by ICA personnel prior to receipt of tickets. (B/R 5/90)
- d. A listing of all complimentary ticket requests will be maintained by the Assistant Athletic Director for Sports Services for review upon reasonable request by authorized personnel. (B/R 8/03)
- e. Documentation for complimentary tickets will be consistent with acceptable accounting procedures and guidelines established by the University as approved by the Board of Regents. (B/R 5/90)
- f. All tickets are the property of ICA and the University of Nevada, Reno and may not be used for personal gain of any employee. Such use is considered to be a violation of State policies and procedures. (B/R 5/90)
- g. Tickets may not be used for any purpose, which is in conflict with NCAA rules. (B/R 5/90)
- h. "Season" or "game" complimentary tickets for people external to ICA must be approved by the Director of Athletics or his designee. (B/R 5/90)
- i. This policy may not be amended without written approval of the Director of Athletics. (B/R 5/90)

Section 22. Property (B/R 10/00)

1. Vandalism. The Chancellor shall establish procedures concerning the reporting and investigation of damage to UCCSN institutional buildings, equipment, or other property.

~~a. Damage to University buildings, equipment or other property resulting from vandalism shall be reported immediately to the president of the division involved.~~

~~b. After investigation, if the president determines that action should be taken to recover the cost of such damage, such president shall immediately request the office of the Attorney General to take such action.~~

(B/R 1/66)

2. Preliminary Plans. The Chancellor shall establish procedures concerning the presentation of preliminary construction plans to the Board of Regents. ~~Whenever preliminary plans of any construction are to be considered by the Board of Regents, the architects shall be request os60v4,606n42 22 scn7.66cmodelhe~~

- ~~c. No more than one building at the same UCCSN institution shall be named for a single individual. Exceptions shall be allowed for buildings named for private foundation, private donors, or at the request of private donors regardless of being otherwise disqualified under subsection (b) above.~~
- ~~d. In the exercise of its discretion, the Board of Regents may waive any limitations contained in subsections (b) and (c).~~
- ~~e. In considering potential names for new buildings, both the campus constituents and appropriate community groups shall be consulted, as appropriate.~~
- ~~f. For buildings 1) located on property not owned by UCCSN or 2) built cooperatively in partnership with another entity, the selection of a name to be recommended by the president shall be done in consultation with the partner.~~
- ~~g. The President of the institution will recommend the proposed building name to the Chancellor for review. The nomination will include biographical data, if applicable.~~
- ~~h. After review by the Chancellor, the Chancellor shall forward the recommendation to the Chairperson of the Board of Regents for consideration by the full Board.~~

(B/R 3/02)

4. Little Valley. That the area of land known as Little Valley shall be retained in perpetuity as a natural wildlife area and shall be used for no other purpose.

5. UCCSN Capital Construction Process

- a. Each institution will update its physical master plan every two years and provide the ~~e~~Cancellor and the ~~r~~Regents with a standardized statistical profile describing the physical dimensions of each campus operated by the institution. This profile will include the area (gross square feet) by type and age of facility. The ~~p~~Presidents will identify campus capital construction needs. (B/R 10/91)
- b. The Board of Regents will set priorities for the types of space (classroom, class laboratory, research laboratory, office, and auxiliary space) needed by the ~~university system~~UCCSN. (B/R 10/91)
- c. The ~~e~~Cancellor will apply appropriate UCCSN space formulas, including growth in student FTE, to the campus data to determine the need for space in the regents' priority areas. Based on the results of these calculations, the ~~e~~Cancellor will propose a capital construction list to the Council of Presidents. (B/R 10/91)
- d. The ~~p~~Presidents will review the list and participate in the construction of the capital request in priority order. (B/R 10/91)
- e. The ~~e~~Cancellor will forward a capital construction list to the Board of Regents for approval. (B/R 10/91)

6. Agreement Between University and Community College System of Nevada and State Public Works Board.

The Chancellor shall establish procedures and divisions of responsibility regarding campus master planning, capital improvement programming, the project design process, construction projects, and for projects financed by non-appropriated funds.

~~— a. Campus Master Planning~~

~~— The following general procedures and divisions of responsibility shall govern all campus master planning.~~

- ~~(1) — The University has the basic responsibility for campus master planning.~~
- ~~(2) — All physical development plans and proposals and contemplated land acquisitions shall be submitted to the State Public Works Board for review and comment.~~
- ~~(3) — The staff of the State Public Works Board shall provide all possible architectural and engineering assistance to the University in developing physical master plans.~~

~~— b. Capital Improvement Programming~~

~~The following general procedures and divisions of responsibility shall govern the capital improvement programming of all University projects.~~

- ~~(1) — The University shall determine the sequence of priority and scope of work of all University projects.~~
- ~~(2) — The sequence of priority and scope of work shall be submitted to the State Public Works Board for review and comment. Should the Public Works Board disagree with the projects submitted, or the priority assigned, the submission shall be returned to the University with an explanation. Representatives of the two agencies shall then meet and attempt to develop a satisfactory list. Should agreement not be reached, the proposals of both agencies shall be transmitted to the Governor and Legislature by the respective agencies.~~
- ~~(3) — The State Public Works Board shall develop budget estimates of total project costs based on the project scope of the work and shall submit the budget estimates to the University for review and comment prior to adoption.~~

~~— c. Project Design Process~~

~~The following general procedures and divisions of responsibility shall govern the design of all projects financed in whole or part by State appropriated funds.~~

- ~~(1) — Detailed project programs based on legislative action shall be prepared by the campus committee and submitted to the State Public Works Board for approval.~~

~~The campus committee shall include representatives from the college or department to be served by the building, at least one representative from the Physical Plant Department/Facilities management and the chief financial officer serving that campus. The program shall contain the educational and departmental needs for space with proposed room sizes.~~

- ~~(2) Detailed project budgets based on the campus program and legislative appropriations and authorizations shall be prepared by the State Public Works Board and submitted to the campus committee for review and comment prior to adoption by the State Public Works Board.~~
- ~~(3) The State Public Works Board shall insure that qualified architects and engineers are retained to design all projects. On all campus projects, the State Public Works Board shall extend to the Board of Regents the courtesy of nominating two or more architectural or engineering firms, ranked in preferential order, and the State Public Works Board shall either select from among those nominated or request a new slate be submitted. The preparation, execution and administration of professional service agreements shall be a State Public Works Board responsibility.~~
- ~~(4) Preliminary plans and specifications, which shall include a cost estimate, a building configuration, number of floors, shape, exterior appearance, building blueprint, elevations, relationship to other facilities on campus, relationship of departments and rooms within the structure, shall be recommended by the campus building committee to its President for approval. The President will then forward the preliminary plans to the State Public Works Board for its approval.~~
- ~~(5) During the preparation of the working drawings, all communications from the architects, consultants or State Public Works Board shall be directed to the chief financial officer or his designee from the Physical Plant Department/Facilities management.~~
- ~~(6) Final plans, including final cost estimates, must be presented by the architects or consultants to the campus for approval. The chief financial officer will present the final plans to campus users and recommend approval to the president. Recommendations on the arrangement of the alternates, if any, should be recommended by the chief financial officer. The President will then recommend the final plan to the Board of Regents for approval prior to forwarding the final plans to the State Public Works~~

- ~~(9) — The technical and professional staffs of the campus and the State Public Works Board shall cooperate to insure the satisfactory design of the project.~~

~~(B/R 10/85)~~

~~d. — Construction Projects~~

~~The following general procedures and divisions of responsibility shall govern the construction procedures on all projects funded in whole or in part by State appropriated funds.~~

- ~~(1) — The State Public Works Board shall award construction contracts with the concurrence of the campus. Construction contracts jointly financed by State appropriated funds and by nonappropriated funds shall be executed by both the State Public Works Board and the campus.~~
- ~~(2) — The administration of construction contracts shall be a State Public Works Board responsibility and the Board shall comply with all commitments made by the campus in obtaining nonappropriated funds. Expenditures during the administration of the contract shall be consistent with the approved budget. All change orders shall be submitted to the campus for review and comment prior to approval. During the construction of the project, the campus will be represented by the Physical Plant Department/Facilities Management. All communications from the contractor, architects, consultants or the State Public Works Board should be directed to the chief financial officer or his designee from the Physical~~

- e. The Board of Regents desires to provide employees the opportunity to contribute to worthy charitable organizations through payroll deduction in a manner which minimizes disruptions in the workplace, and which does not overburden campus resources. Charitable solicitation campaigns for payroll deduction may be limited to one or more charitable federations at each institution.
1. Each institution shall adopt a policy governing charitable solicitations by payroll deduction in accordance with the following guidelines:
 - a. Only federations with local presence representing 10 or more organizations will be allowed to conduct charitable campaigns. No individual organization will be granted access.
 - b. The organizations represented by the federation must be health, education, or human services agencies recognized under Section 501(c)(3) of the *Internal Revenue Code* and be eligible to receive tax-deductible contributions under 26 U.S.C. 170.
 - c. The federation must distribute at least 70 percent of its total campaign income and revenue to the agencies it supports, and expend no more than 30 percent of its total income and revenue for management, fund-raising, public relations and related overhead costs.
 - d. The organizations represented by the federation must provide services, programs and/or support within the state of Nevada.
 - e. The federation must be audited annually by an independent certified public accountant, and must publish and make available to the general public an annual report of its activities, accomplishments and expenditures.
 - f. The federation and each of its member organization must operate without discrimination in regard to race, creed, color, age, sex, religion, national origin, handicap, disability or political affiliation.
 - g. The federation must honor designated contributions to any 501(c)(3) organizations and may charge a processing fee not to exceed 5% plus an amount reflecting the institution's uncollectable rate from the previous year.
 - h. Joint, concurrent or staggered campaigns by federations may be allowed if in the opinion of the institution administration they do not disrupt the workplace and do not overly burden the institution.
 - i. Access to payroll deduction by an approved federation may be allowed if the deductions can be accomplished by the payroll system without cost to the institution.
 - j. If in the opinion of the ~~pP~~President, a single campaign is in the best interest of the institution and the ~~University system institution's~~ employees have the opportunity to donate to member agencies of

any other federation, then the pP resident may limit the annual employee payroll deduction campaign to a single federated group. The selected federated group must provide for distribution of donations to agencies of other federations and to any 501(c)(3) organization. The selected federated group must provide reasonable representation in promotional literature and promotional activities for other federated groups, which that meet the requirements of e(1)a-g (above).

- k. Other requirements not inconsistent with these guidelines.
2. The Chancellor shall prepare and publish one or more RFP's, which include all the requirements set forth herein and other requirements not inconsistent herewith. The Chancellor shall recommend a charitable federation or federations to the Board of Regents to act as the campaign manager or managers for the annual payroll deduction campaigns at system institutions.
3. The policy is only intended to govern charitable donations through payroll deduction only and does not in any way limit or affect the otherwise appropriate and approved access of organizations or groups to institution facilities.

(B/R 9/99)

8. Disposal of Surplus Equipment (B/R 10/00)

The Chancellor shall establish procedures concerning the disposal of surplus equipment.

- ~~a. Departments having surplus equipment will notify their respective Purchasing Department of intent to dispose of said equipment.~~
- ~~b. The department and Purchasing will jointly arrive at a "fair market value" and establish a minimum acceptable bid for the equipment.~~
- ~~c. Purchasing will circulate to all departments in the Business Center a notice of surplus equipment which shall include a description of the equipment, a statement of its conditions, the minimum acceptable bid, the location of the equipment, and a deadline for acceptance of bids.~~

~~Included in the notice will be listed only those items, which in the opinion of the Purchasing Department and releasing department, are in good useable or economically repairable condition and in the best interest of the institution to retain for campus use. (B/R 10/00)~~

- ~~d. Bids will be accepted and equipment will be purchased by the department submitting the highest bid. Department accounts will be charged accordingly.~~
- ~~e. A "Furniture and Equipment Pool" will be established by each campus whereby usable items may be placed in the pool for future disposal.~~
- ~~f. Any remaining equipment not purchased following the above procedure will be disposed of by advertising for sealed bids, open auction, or by whatever manner~~

~~is most advantageous to the Purchasing Department but governmental or other political subdivisions shall be given preference. Thereafter, the Purchasing Department will consider disposal by discard or donation. (B/R 10/00)~~

~~(B/R 6/91)~~

9. Equipment Inventory

The Chancellor shall establish procedures concerning the inventory of equipment.

- ~~a. Equipment is anything tangible, other than real property, with a useful life of more than two years and a value equal to or more than an amount determined by the respective Purchasing Department.~~
- ~~b. Each department has custodial responsibility for all equipment within its jurisdiction. Each department is also responsible for reporting all additions, deletions, and material changes in condition of equipment within their unit, to the respective Purchasing Department.~~

Section 23. Establishment of Checking Accounts

The Chancellor is authorized to establish imprest zero balance checking accounts and to designate signature authority for all such University and Community College System of Nevada accounts at the same bank as the Board of Regents' general account. (B/R 4/84)

Section 24. ~~Policies and Procedures for the~~ The UCCSN Estate Tax Fund

~~1. Establishment and Functioning of Advisory Committee.~~ The establishment and functioning of an advisory committee on the UCCSN Estate Tax Fund shall be as follows:

a. Establishment of the Committee

- (1) Regent members should be chosen from different regions of the state.
- (2) Administrators will be appointed before faculty representatives.
- (3) Faculty representatives will be chosen by the senate chairs, with all faculty eligible for membership.
- (4) No administrator and faculty representative may serve from the same campus.
- (5) Neither the two administrators nor the two faculty representatives may be from the same region of the state.
- (6) Neither the two administrators nor the two faculty representatives may be from the same type of institution.
- (7) The student representative will be chosen by student government presidents, with the proviso that no campus and no region may have consecutive terms. It is preferred that the student representative come from a campus not already represented by an official member. Thus, the student representative is to be the last member selected.
- (8) There will be no overlapping terms.

b. Functioning of Committee

- (1) The ~~e~~C~~o~~mmittee will select its own chair.
- (2) Campuses not represented on the ~~e~~C~~o~~mmittee may appoint an official observer to attend committee meetings. These observers will receive all official ~~e~~C~~o~~mmittee correspondence and materials.
- (3) Members may appoint proxies and administrators may send designees to meetings of the ~~e~~C~~o~~mmittee.
- (4) All meetings of the ~~e~~C~~o~~mmittee shall be open. Minutes will be kept and circulated, and the Chancellor's Office will provide staff to the ~~e~~C~~o~~mmittee.
(B/R 1/88)

- (5) The eCommittee eChair will present eCommittee recommendations to the Board of Regents. |
 - (a) The eCommittee will review priorities set by the Board of Regents through the UCCSN biennial budget request. |
 - (b) The eCommittee will recommend priorities for Board consideration when determining the use of projected estate tax revenues. (B/R 11/96) |

Section 25. Environmental Health and Safety Statement

1. The following Environmental Health and Safety (EH&S) Statement is applicable to the entire University and Community College System of Nevada.
2. The development, implementation, and compliance monitoring of EH&S programs is integral to the UCCSN mission. The programs will be structured in such a way that they will become an essential part of campus life. It is the intention of the UCCSN Board of Regents that the entire UCCSN is a good neighbor in its respective communities with regard to EH&S issues. Each campus and facility is encouraged to maintain an environmental health and safety professional as a permanent member of its professional administrative staff.
3. The authority for the development, implementation, compliance monitoring, and administration of EH&S programs is delegated to the President of each institution. Each institution shall develop programs that best address the EH&S issues specific to that institution. Each institution shall develop an administrative structure to implement EH&S programs in a manner that educates all employees and students to provide knowledge and understanding of the programs. These programs should also consider the health and safety of visitors and the preservation of environmental quality. The EH&S programs shall include, but are not limited to:
 - Ø Biological Safety
 - Ø Chemical Safety
 - Ø Diving Safety
 - Ø Driving/Fleet Safety
 - Ø Emergency Preparedness, Emergency Response, and Business Continuity/Recovery
 - Ø Environmental Protection
 - Ø Ergonomics
 - Ø Fire Protection
 - Ø Hazardous Materials Management
 - Ø Incident Investigation and Prevention
 - Ø Industrial Hygiene/Indoor Environmental Quality
 - Ø Life Safety
 - Ø Occupational Safety
 - Ø Radiation Safety
 - Ø Sanitation
4. Each institution shall establish oversight, advisory, and compliance programs for monitoring institutional operations and activities, including establishing relations with governmental regulatory agencies.
5. The Board of Regents recognizes the right of UCCSN institutions to enter cooperative agreements with each other in order to address all EH&S issues and encourages these activities.

(B/R 12/02)

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6. Employees of the Desert Research Institute shall observe all state laws and

~~6. Copies of publications resulting from such project.
(B/R 3/65)~~

Section 8. Inventory of Equipment

All equipment assigned to the Desert Research Institute shall be inventoried and subject to the same controls as all other ~~University-UCCSN~~ equipment. (B/R 3/65)

Section 9. Indirect Cost Recovery

1. Indirect cost or overhead monies generated by Desert Research Institute research projects shall be distributed as follows:
 - (a) Ninety-five percent of all such recovery to be paid into a fund for use by DRI for any purpose justifiably chargeable to such indirect cost funds; and
 - (b) The remaining five percent of such indirect cost recovery to be paid into a separate fund for use by principal investigators on contingencies not foreseen in their original grant requests. The expenditure of these funds will be by mutual agreement between the principal investigator and the President of DRI.
2. Expenditures of monies shall be subject to the same provisions as other Desert Research Institute expenditure of grant funds.

(B/R 6/69)

Section 10. Appropriated Funds

All monies appropriated by the Legislature for purposes of the Desert Research Institute shall be expended in compliance with State law and ~~University regulations~~ Board policy. (B/R 3/65)

Section 11. Confidentiality of Contracts

The ~~L~~egislative ~~A~~ct authorizing the creation of the Desert Research Institute states that one

7. When a supervisor believes that a conflict exists with obligations currently incurred or assumed by the Institute regarding a faculty member's consulting activities, the supervisor shall inform the faculty member of these concerns and negotiate a mutually acceptable course of action. If a mutually acceptable course of action cannot be negotiated, the faculty member or the supervisor may request the DRI Senate to appoint a panel of three DRI professional members to hear and evaluate the evidence and make a recommendation to the Senate for transmission to the President. The President will review the recommendation and render a final decision. The President may require the faculty member to cease performance of existing obligations while the faculty member remains a DRI employee.
8. Any faculty member performing outside professional service shall inform those who engage him or her that they are not acting in the name of the DRI and that the DRI is ~~not~~ neither a party to the contract nor liable for any actions of such faculty member.
9. In negotiating for a contract or any contract activities for outside compensated professional service, a faculty member shall not use DRI stationery or forms in any manner.
10. Faculty members performing compensated outside professional or scholarly service are subject to the Board policy on personal use of System property or resources (Title 4, Chapter 1, Section 2425). A faculty member working independently on an outside compensated contract shall not use DRI facilities, equipment or personnel not available to members of the general public unless such use is authorized in advance by the supervisor. Reimbursement of any added direct costs to DRI shall be in accordance with Title 4, Chapter 1, Section 2425.
12. A faculty member working independently on his or her own time may obtain patents or copyrights on the results of his or her work, providing DRI resources were not used in the preparation of the inventions or copyrighted work.
13. Records are to be kept annually by each supervisor of all approved consulting activities. Monthly reports of consulting time will be submitted by the faculty member.

(B/R 8/04)

Title 4 - Codification of Board Policy Statements

Chapter 12

INTELLECTUAL PROPERTY POLICY

Section 1. Preamble

1. The University and Community College System of Nevada is dedicated to teaching, research, and the extension of knowledge to the public. The personnel at its institutions recognize as two of their major objectives the production of new knowledge and the dissemination of both old and new knowledge. A byproduct of these objectives is the development of new and useful products and processes and the publication of scholarly works. Such activities (1) contribute to the professional development of the individuals involved, (2) enhance the reputation of the institutions concerned, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large. (B/R 6/03)
2. Inventions and copyrightable works often come about because of activities of UCCSN personnel who have been aided wholly or in part through the use of funds and/or facilities of the University and Community College System of Nevada. It becomes significant, therefore, to ensure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or author/creator must be preserved so that the abilities of the inventor or author/creator and those of other personnel of the UCCSN may be further encouraged and stimulated. (B/R 6/03)
3. The Board of Regents acknowledges that faculty, staff, and students who are employees of the Board regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, and other scholarly works that may be subject to copyright and that may generate income. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials that might be created in a higher education community have increased significantly, causing the ownership of such copyrightable works to become increasingly complex. (B/R 6/03)
4. The foregoing considered, the Board of Regents of the University and Community College System of Nevada does hereby establish the following policy with respect to inventions or intellectual property resulting from the work of its faculties, staff and students. (B/R 6/03)

Section 2. Definitions

1. "Intellectual property" is a category of intangible property, which includes patents and copyrights. (B/R 6/91)
2. The term "inventions" shall refer to all inventions, discoveries, computer programs, processes, methods, uses, products, or combinations whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented. (B/R 2/90)

3. "Copyrightable works" shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other video or audio broadcasts; (4) distance education courses or programmed instructional materials; (5) computer programs and documentation; and (6) other materials or works which qualify for protection under the copyright laws of the United States or other protective statutes whether or not copyrightable there under. (B/R 6/03)
4. "Net income" is defined as income received by the UCCSN from a UCCSN owned invention or copyrightable work, less all payments or obligations directly attributable to patenting, copyrighting, marketing, licensing, protecting, or administering the invention or work. (B/R 6/03)
5. "Personnel" refers to part-time and full-time members of the faculty, staff, all other agents and employees, and undergraduate and graduate students and postdoctoral fellows of the UCCSN. (B/R 6/03)
6. "Work for Hire" is defined by the copyright laws of the United States, and is used herein, as a work prepared by an employee within the scope of his or her employment. (B/R 6/91)

Section 3. Significant Use

When an invention or a copyrightable work is developed by UCCSN personnel or others participating in UCCSN programs using significant System resources such as facilities, materials, equipment, personnel, funds or other cant Systesonnel or othersu6ontrolor h7yotecting, or administe

(d) he development of the invention or copyrightable work has been made on the personal, unpaid time of the inventor or author/creator.
(B/R 6/03)

4. This section shall not be interpreted as preventing member institutions of the University and Community College System of Nevada from adopting stricter criteria on what constitutes the significant use of UCCSN resources. (B/R 6/03)

Section 4. Inventions

1. An invention disclosure should be submitted when something new and useful has been conceived or developed, or when unusual, unexpected, or unobvious research results have been achieved or used. (B/R 6/91)

2. Determination of rights and equities in inventions (patentable or not) shall be as follows:

a. Except as otherwise specified by the UCCSN in writing, inventions shall belong to the UCCSN if conceived or reduced to practice: (1) by an employee of the UCCSN as a result of the employee's duties, (2) by agreement with a non-UCCSN sponsor, or (3) through the significant use, by any person, of the UCCSN's resources such as facilities, materials, equipment, personnel, funds, or other resources under the control of or administered by the UCCSN. (B/R 6/03)

b. Inventors acquire ownership in inventions which are: (1) not the result of a UCCSN employee's duties or subject to the terms of agreements with research sponsors or other third parties, and (2) do not involve the significant use of resources administered by the UCCSN. (B/R 6/03)

c. In the event there is a question about an invention as to whether the UCCSN has an ownership claim, the invention should be disclosed to the UCCSN. Such disclosure is without prejudice to the inventor's ownership claim. In determining ownership interest in an invention, a designated official may determine that the UCCSN has no property interest in the invention because its conception and reduction to practice was unrelated to the inventor's UCCSN duties, involved only insignificant use of institutional resources, or for such other reasons as may be set forth in the guidelines. (B/R 6/03)

d. Sponsor-Supported Efforts. Prior to signing any agreement with a non-UCCSN sponsor that may result in or that deals with patent rights or the like, where UCCSN time, facilities, materials, equipment, personnel, funds, or other resources are involved, UCCSN personnel must bring the proposed agreement to the attention of the appropriate administrators of the constituent institution in accordance with its invention procedures and either obtain a written waiver of UCCSN rights or otherwise modify the agreement to conform with these policies, as is determined by the institution in its discretion. Research agreements with private sponsors shall define ownership of inventions. The agreement under which inventions may be produced may contain specific provisions with respect to disposition of rights to these materials. The sponsor may receive an option to license such inventions on terms to be negotiated. In those cases where all rights are vested in the UCCSN, where income is shared between the sponsor and the constituent institution, the inventor may appropriately share in the income. The

materials is assigned to the UCCSN. Examples of copyrightable works which the UCCSN may commission non-employees to prepare are:

- a. Illustrations or designs.
- b. Artistic works.
- c. Architectural or engineering drawings.
- d. Forwards and introductions.
- e. Computer software.
- f. Reports by consultants or subcontractors.

(B/R 6/03)

6. Any videotaping, broadcasting, or televising of classroom, laboratory, or other instruction, and any associated use of computers, must be approved in advance by the appropriate institutional administrators, who shall determine the conditions under which such activity may occur and resolve questions of ownership, distribution, and policy.

(B/R 6/91)

7. The UCCSN in all events shall have the right to perform its obligations with respect to copyrightable works, data, prototypes, and other intellectual property under any contract, grant, or other arrangements with third parties, including sponsored research agreements, license agreements, and the like. (B/R 6/03)

8. Except as provided in Section 3, UCCSN resources are to be used solely for UCCSN purposes and not for personal gain or personal commercial advantage, or for any other

ownership of inventions and copyrightable works, develop terms of agreements with non-UCCSN

Section 7. Distribution of Income

The inventor of the author/creator shall receive not less than 60 percent of the net income from each invention or copyrightable work. The inventor's or the author/creator's academic unit or department shall receive not less than 25 percent of the net income, and any remaining income shall go to the institution. (B/R 6/91)

Section 8. Institutional Policies

The intellectual property policy of each institution shall be consistent with these guidelines and shall be submitted to the eCancellor for review and subsequent approval by the Board of Regents. (B/R 6/03) |

Title 4 – Codification of Board Policy Statements

Chapter 13

PARKING AND TRAFFIC REGULATIONS

Deleted in its entirety in 06/04; SEE General Policy Statement, Title 4, Chapter 1

Title 4 - Codification of Board Policy Statements

Chapter 14

UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA PLANNING, PROGRAM REVIEW, ARTICULATION AND ENROLLMENT POLICIES

Section 1. General Guidelines for Physical Master Plans to be Incorporated into the UCCSN Master Plan

The Chancellor shall establish guidelines for the incorporation of campus physical Master Plans into the University and Community College System of Nevada Master Plan.

- ~~1. a. The Campus Master Plan should provide the Board of Regents with the means to adopt policies and make decisions allowing for the orderly development of each institution. The plan should address existing physical sites and, if appropriate, new sites. (B/R 10/88)~~
- ~~— b. The plan should support the educational philosophy, the missions and goals for each institution. The plan must be consistent with educational information and data furnished by the institution regarding existing and proposed curricula and programs, methods of instruction, and existing and projected student enrollment. (B/R 10/88)~~
- ~~2. Demographic projections of the institution and the community should be considered. (B/R 10/88)~~
- ~~3. Each plan should be consistent with UCCSN space utilization standards and should include plans for the use of existing buildings and facilities. (B/R 10/88)~~
- ~~4. Each plan should include a consideration and discussion of the site to determine the potential for development, and it should also deal specifically with the physical problem areas of the campus. It should include consideration and discussion of landscaping, utilities, communication, and computing systems. (B/R 10/88)~~
- ~~5. Each plan should include a consideration and discussion of community planning, including an analysis of existing and proposed physical, environmental, and governmental conditions in the vicinity of the campus. The environmental impact of the plan should be addressed. (B/R 10/88)~~
- ~~6. Each plan should include a consideration and discussion of both pedestrian and vehicle traffic, and of policies governing parking, housing, recreation, safety, and cultural and social facilities. (B/R 10/88)~~
- ~~7. The time for each plan should encompass at least ten years. (B/R 10/88)~~

Section 2. Guidelines for Developing ~~New Campus and Branch Campus Instructional Sites~~

1. University and Community College System of Nevada ~~community colleges and universities institutions~~ may extend their respective services to students and to the general public through multiple sites. Community college sites shall be limited to each college's geographic service area as defined in Title 4, Chapter 14, Section 911, however collaborative partnerships are encouraged when colleges mutually agree to share educational services across service areas. (B/R 3/98)
2. All new campus and branch campus instructional sites must be approved by the Board of Regents. Requests s for approval should include:
 - a. eEvidence of need and demand for student enrollment,
 - b. sSpecial workforce development needs, a plan for resources to support the site,
 - c. eEvidence that the instructional needs cannot be met by distance education or services of another UCCSN institution, and
 - d. aA rationale for the site within the institutional master plan.
3. The establishment of satellite programs and public school sites do not require the approval of the Board of Regents if they are included in the approved campus Master Plan and if all fiscal arrangements are approved as required. (B/R 3/98)
4. Instructional Sites: The ~~following~~ criteria shall to be used in developing instructional sites shall be established by the Chancellor and approved by the Board of Regents:

~~Campus~~

~~A campus is the primary institutional site that provides complete instructional services, including a full range of student and academic support services. A campus offers a comprehensive general education program plus specialized academic programs. Facilities shall include classrooms, laboratories, a library and other learning centers, a student counseling/advising center, registration and bursar functions, and a bookstore. A campus will enroll a sufficient number of students to offer an array of courses and programs sufficient to meet fully the institutional mission approved by the Board of Regents. (B/R 3/98)~~

~~Branch Campus~~

~~A branch campus is a permanent or semi-permanent partial service facility that is either owned or leased by the UCCSN where limited general education and specialized programs are made available. Classrooms and partial student and/or academic support services are provided by the institution. Laboratory facilities may also be provided in some circumstances. (B/R 3/98)~~

Satellite

~~A satellite is a small flexible instructional facility with limited offerings. Facilities include modest classroom space, but generally no laboratories. Permanent student support services are not made available at the satellite site. Satellite sites are not owned by the UCCSN but are rented or leased or provided by the local community, a government agency, or a corporate sponsor. Satellite sites are temporary, based on community need, and no permanent commitment to maintain a satellite site should be implied. (B/R 3/98)~~

Public School

~~A public school site may be developed in partnership with a school district where classes are offered to high school students and to other students with permission of the school district. Public school sites may be jointly owned and operated or owned by the school district. (B/R 3/98)~~

Section 3. Guidelines for Institutional Strategic Plans

1. The UCCSN Master Plan establishes goals, targets, and philosophical directions for the future of all higher education institutions in Nevada. To ensure progress toward System goals, each UCCSN institution shall have an individual strategic plan that clearly reflects the overarching goals of the System plan while also setting forth more specific goals, targets, and directions based on the institution's overall mission and service area as outlined below. The service region of each institution is defined in Title 4, Chapter 14, Section 11.

Community Colleges

Each UCCSN community college will emphasize responsiveness to the programmatic needs of its service region while simultaneously striving to fulfill the Board approved community college mission of university transfer, applied science and technology, business and industry partnering, developmental education, community service, and student support service programs within its respective service region.

Universities

The University of Nevada, Las Vegas and the University of Nevada, Reno shall each offer a wide array of academic programs at the undergraduate and graduate levels as well as research and public service programs to serve their respective regions, the state and the nation. Each institution shall strive to complement the other through its programs and through cooperative inter-institutional activities with one another and when appropriate with the state college and the Desert Research Institute. The universities shall further strive to avoid unnecessary duplication of academic, research, and public service programs.

Desert Research Institute

The Desert Research Institute will conduct basic and applied research at the state, national and international levels for effective management

3. If, in the need to be responsive to the needs of the campus service area, an institution desires to develop new academic programs out-of-sync with the strategic planning schedule, a statement of intent, need, and relationship to the system master plan and current institutional strategic plan must be provided to the Academic, Research and Student Affairs Committee for action prior to presenting the formal request for a new program. The format for this statement shall be provided by the Vice Chancellor for Academic and Student Affairs.

(B/R 3/03)

4. In addition to this review process, the Board may initiate additional program reviews as it deems necessary. (B/R 5/92)

Section 5. Addition or Change of New Degrees, Majors, Programs, Departments, Schools or Colleges (B/R 10/01)

Section 8. Review of New ~~International Study Abroad~~ Student Programs

Formal Study Abroad programs, International Programs, affiliations or consortiums which involve students or faculty in another country for educational purposes in which academic credit is granted, shall be submitted to the UCCSN Academic Affairs Council for a recommendation to the Chancellor for approval. The Chancellor shall establish procedures for such review. ~~(Faculty or student exchanges which involve a limited number of people for a period of less than one semester and international arrangements for the purposes of research are excluded from this policy.) (B/R 6/95)~~

~~The format for consideration of such programs shall be as follows:~~

- ~~1. Title of proposed program, affiliation, or consortium~~
- ~~2. Brief description of campus administration and oversight of the program, including rationale for conducting the program abroad~~
- ~~3. Brief description of program and its faculty, including whether the program is to be developed by the campus or initiated through cooperative arrangements with other institutions~~
- ~~4.~~

Therefore, exchange agreements would require a complete waiver of fees a

| Section 11. Guidelines for Distance Learning

UCCSN credit and noncredit courses may be offered through the use of distance learning technologies. The following guidelines shall be used to assure academic quality for distance learning courses offered for academic credit applicable toward a certificate or degree:

1. The quality of distance learning courses should be equal to or exceed that of on-campus courses. This includes the application of institutional procedures in admission of students to programs or courses, selection and evaluation of instructors, and monitoring of the assessment of student performance. (B/R 11/98)
2. Faculty members assigned to distance learning courses may be provided with incentives, as deemed appropriate by the institution. (B/R 12/02)
3. The institution will be expected to provide appropriate instructional support to insure quality. (B/R 9/93)
4. Each distance learning course must provide the opportunity for timely interaction between the student and the instructor, or a member of the instructional team responsible for the course, regarding the student's progress. This may include (1) an orientation session or sessions at the beginning of the course; (2) periodically scheduled sessions during the semester either on an individual basis or in a group setting; (3) provision for access by the student for advice or consultation with the faculty member. (B/R 11/98)
5. Each student enrolled in a distance learning course shall have reasonable access to all academic support services that the institution provides for students enrolled in on-campus resident credit programs, including such services as academic advising, counseling, library and other learning resources, tutoring services, and financial aid. (B/R 11/98)
6. Distance learning materials produced outside or within the institution must be evaluated and selected in accordance with standard instructional procedures for course development and instruction. (B/R 11/98)
7. Campus Service Areas ~~for Interactive Video~~:

Geographic service areas are appropriate for interactive video when designating the institution with responsibility for 1.) establishing and maintaining interactive video sites in

Nevada State College, Henderson

Transfer students to the state college and universities may be admitted under the following alternatives:

1. Associate of Arts, Associate of Science, and Associate of Business Degree Graduates

The primary basis for admission to upper-division study with full junior status of transfer students ~~ferfrom~~ the community colleges to the state college or the universities in Nevada shall be the associate of arts, associate of science, and the associate of business degrees.

- a. Associate of arts, associate of science, and associate of business graduates will have completed a minimum of 60 credits of baccalaureate level courses.
- b. Baccalaureate level courses included as part of the associate of arts, associate of science, or associate of business degree will transfer to the state college or the universities at a minimum as general elective credit.
- c. Application of credits toward major or college requirements is the responsibility of the college and department in which the student is seeking a degree. Validation of course content may be required when lower-division courses are used to satisfy upper-division curricular requirements. (B/R 8/03)
- d. Completion of the associate of arts, associate of science, or the associate of business degree does not certify satisfaction of all state college or university lower-division requirements except for the lower-division general education requirements. Major-to-major or two-plus-two agreements should be in place between university and state college majors and the community colleges. They may be incorporated into academic majors within associate degrees. Other majors within associate degrees may be developed by the community colleges where no equivalent major exists at the universities or state college.
- e. The receiving institution will evaluate all university and state college parallel courses attempted at the community college (and any other educational institution attended) and compute an overall admission grade point average in accordance with the institution's transfer policies.
- f. If the overall transfer grade point average computed by the receiving institution is less than "C-" admission is on a "probationary" status and all grade point deficiencies must be removed prior to graduation.

(B/R 12/02)

~~g. If the admission deficiency is minus 15 grade points or more below a "C" average, the student must earn a "C" average or better each semester until the deficiency is reduced to minus 14 grade points or less. Otherwise, academic suspension will occur in accordance with the established regulations governing all students. (B/R 2/78)~~

2. Other Associate Degrees

- a. Other associate degrees and certificates may be awarded by a community college for programs that have requirements different from the associate of arts, associate of science, associate of business, or a primary objective of transfer. Baccalaureate level courses, which are taken in such associate degree programs, shall be transferable to the state college and universities. However, students with these degrees may not ~~normally~~ be guaranteed junior status. Developmental courses will not be used to fulfill degree requirements in associate of arts, associate of science, or associate of applied science programs.
- b. The primary transfer degree shall remain the associate of arts, with the associate of science degree providing a background for students who plan to transfer into four-year programs in mathematics, science, engineering, or agriculture. The associate of business degree is the appropriate transfer degree for students who plan to transfer to a four-year program in business. However, to provide for flexibility in program planning, "capstone programs" (programs designed on a two-year community college curriculum leading to the final two years at the state college or university and a degree) may be developed leading to a specialized bachelor's degree (e.g. Bachelor of Applied Science), ~~for~~with the approval of the ~~C~~hancellor and the Board of Regents. These and other written agreements may be approved between community colleges and one of the universities or state college.

(B/R 12/02)

3. Bachelor of Applied Science

- a. The Bachelor of Applied Science (BAS) degree is a four-year occupationally specific degree that is responsive to the needs of the workforce. The BAS degree builds upon the Associate of Applied Science (AAS) degree in those areas where a technical four-year degree is appropriate to meet expanding workforce requirements.
- b. The degree is workforce-driven and designed in consultation with employers to ensure that the BAS incorporates the specific skills and knowledge required in the workplace.
- c. The upper-level component of the BAS will include general education credits in addition to the workforce-specific courses of study. Because this degree is distinct from the Bachelor of Arts (BA) and the Bachelor of Science (BS), the general education requirements are not expected to mirror those required of the BA or BS.
- d. Specific programs leading to the BAS degree may differ in emphases reflecting the particulars of the workforce component of the program. The creation of each emphasis within a BAS degree requires approval of the Board of Regents.

(B/R 6/00)

4. Non-Associate Degree Admissions

- a. Approved baccalaureate level credits, which have been completed, shall be transferable to the state college and universities asat a minimum as general elective credit.

Legislative Requirements:

U. S. and Nevada Constitutions	1-4 cr.	Refer to community college, <u>state college</u> , or university catalog for specific courses which satisfy this requirement. (B/R 6/83)
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2. Students earning a second associate of arts, associate of science, associate of business, or baccalaureate degree are not required to repeat the University and Community College System of Nevada core of fifteen credits. (B/R 6/98)

Evidence of completion of the legislative requirements of U.S. and Nevada Constitutions is required of all second-degree students. (B/R 8/88)

3. The universities, state college, and community colleges are encouraged to exchange ideas in the development and improvement of UCCSN requirements; however, each institution has the continuing responsibility for determining the character of its own program. (B/R 12/02)

Section 17. University General Education Core Requirements

1. UCCSN Community Colleges agree to articulate their respective general education core requirements with one of the UCCSN universities selected by the community college.

~~2. A graduate of a UCCSN community college who meets the general education core requirements of the university with which the community college has articulated its general education core requirements will be deemed to have met the general education core requirements of the other UCCSN university when transferred with an Associate of Arts, Associate of Science, and Associate of Business degree to that university. (B/R 6/98)~~

~~2. The completion of the Associate of Arts, Associate of Science, and Associate of Business degrees at a UCCSN community college automatically fulfills the lower-division general education requirements at the universities and the state college.~~

Section 18. Course Numbering

- ~~1. A common system-wide~~

- e. University and state college upper-division courses (B/R 12/02) 300-499
- f. State college graduate courses (B/R 12/02) 500-699
- g. University graduate courses 500-799

~~2. Letter designators indicating the transfer value of a course shall continue to be used by the System in course schedules, catalogs, transfer guides, and official student transcripts, with the exception of the B designator, which shall not be required to appear on official student transcripts.~~

Section 19. Community College Course Prefixes

1. It is the intent of the Board of Regents that all community college transfer courses follow a statewide system of course designation. Although not encouraged, exceptions to this policy are permitted. Any exceptions must be reported to the Vice Chancellor for Academic and Student Affairs for information. (B/R 12/02)

~~2. Local Partnership Agreement: Whereas the primary goal is to follow a statewide system of course designation, each university and state college may enter into partnerships with community colleges within its service area to use a regional system of course numbers, prefixes, and titles. (B/R 12/02)~~

2. Letter designators indicating the transfer value of a course shall continue to be used by the System in course schedules, catalogs, transfer guides, and official student transcripts, with the exception of the B designator, which shall not be required to appear on official student transcripts. The B designator shall be used for courses designated non-transferable from a community college to a university.

Section 20. Curriculum Planning

1. Community college students should be encouraged (by counselors and academic advisors) to choose as early as possible the institution and program into which they expect to transfer. This is essential in order to plan programs, which include all lower division requirements of a university or state college. (B/R 12/02)

2. To increase communication among all institutions, each Articulation Coordinator or representative will be invited to participate in appropriate curricular meetings at other regional campuses. This will ensure all campuses are aware of current or pending changes in university, state college, and community college curricula. (B/R 12/02)

3. Credit completed within the University and Community College System of Nevada does not constitute an interruption of the resident credit regulation in satisfying the minimum on-campus resident credit requirements for graduation.

4. Choice of Catalog to Satisfy Graduation Requirements for UCCSN Transfer Students:
 - a. A student enrolled at a UCCSN institution may elect to graduate under the catalog of the year of enrollment in a baccalaureate level program or the year of graduation.
 - b. Students who officially change their major with the registrar's office may choose the catalog of the year of the latest change of major or the year of graduation.
 - c. Whichever catalog is used, it cannot be more than ten years old at the time of graduation.
 - d. In the case of UCCSN transfer students, any exceptions to this policy will be handled by the Transfer Center and the transfer agreement contract process. To be guaranteed the catalog of choice upon transfer, a student must have an approved transfer agreement on file with the university or the state college. (B/R 12/02)
 - e. UCCSN institutions do not guarantee the awarding of a degree based upon the unchanged requirements of a particular catalog. Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational qualifications or the expectations of accrediting authorities. If such revisions have occurred, the college institution may require a reasonable adherence to the degree requirements of a recent or current catalog. Institutional catalogs do not constitute contractual agreements or commitments.

(B/R 3/94)

Section 21. Credit by Examination

1. The maximum number of credits that may be earned by examination to apply toward a degree may not exceed one half of the minimum number of credits required for that degree.
2. Credit may be granted for the satisfactory completion of College Board Advanced Placement Examination (CBAPE) with scores of 3, 4, or 5 and a satisfactory essay for English. With an objective test score of 5 on the English examination and a satisfactory essay, 6 credits may be granted. Refer to the respective institutional catalog for application of CBAPE credits toward degree requirements.
3. Credit may be granted for the satisfactory completion of the College-Level Examination Program (CLEP) general or subject examinations.
 - a. General Examinations: A maximum of six (6) semester credits may be granted for each of the five general examinations subject to institutional limitations for scores of 500 or above and a satisfactory essay where required. (Scores earned on the General English examination from October 1978 through April 1986 require a satisfactory essay and a score of 610 to 749 to award three credits, or 750 or higher to award six credits.) Refer to the respective institutional catalog for application of CLEP credit toward degree requirements. (B/R 8/86)

- b. Subject Examinations: In general, a maximum of three (3) semester credits may be granted for each institutionally approved subject examination for scores of 50 or above and a satisfactory essay where required. Additional credit may be granted for selected examinations as permitted by institutional policy. With an objective test score of 64 or higher on the English subject examination and a satisfactory essay, 6 credits may be granted. Refer to the respective institutional catalog for application of CLEP credit toward degree requirements.
4. In general, three credits may be granted for each institutionally approved ACT PEP examination for scores of 50 or above, or a letter grade of C or higher, and a satisfactory essay where required. Additional credit may be granted for selected examinations as permitted by institutional policy. With an objective test score grade of A on the English examination and a satisfactory essay, 6 credits may be granted. Refer to the respective institutional catalog for application of PEP credit toward degree requirements.
5. Other national testing organizations may be considered for the awarding of credit subject to institutional policy.
6. Special Department Examinations: An admitted student in good standing may earn credits by special department examination subject to institutional policy.
7. The posting of satisfactorily completed credit by examinations to the student's permanent academic record shall clearly identify that the credit was earned by examination, name of the testing program, ~~the~~ date of the examination, ~~the~~ number of credits, and ~~the~~ grade of S (satisfactory) or P (pass).
8. Credit earned by examination does not apply toward satisfying the minimum on-campus resident credit requirement of the institution from which graduation is sought and does not constitute an interruption of the resident credit requirement.

(B/R 11/84)

Section 22. Concurrent Registration

University and Community College System of Nevada policy permits students to register concurrently in courses at the various institutions subject to these regulations:

1. Each student who plans a concurrent registration is personally responsible for obtaining the advanced written approval of the assigned faculty advisor or counselor at the home institution to assure the course(s) are applicable toward satisfying degree requirements.
2. The maximum combined concurrent registration load in any one semester is determined by the advisor and the dean of the college (or equivalent) of the student's home institution offering the degree or program.
- ~~3. Each institution should conduct periodic post registration audits to identify any special problems that should be brought to the attention of the Articulation Board for further~~

1. Counselors and advisors should assist students in evaluating academic progress and the appropriateness of their educational objectives. Each institution shall provide current information on a continuing basis in each of the following areas: admission requirements, general education requirements, transfer status of courses, major and minor fields of study, lower- and upper-division levels of study, upper-division standing, and graduation requirements. (B/R 12/02)
2. Counselors and academic advisors should be well informed about student services available at the state college and universities serving their transfers. Such services include financial assistance (loans, scholarships, and employment), housing, counseling and guidance, developmental or basic skills programs, health services, and student activities. (B/R 12/02)
3. Each campus shall designate an office responsible for community college relations, state college relations, or university relations to assist the students with problems in transfer, to provide current information on the transferability of courses and articulation issues, and to act as ombudsman where needed in student cases. (B/R 12/02)
4. Articulation Coordinators
 - a. Each university, state college, and community college president will designate an Articulation Coordinator who will be responsible for expediting transfer decisions. The Coordinator should have a comprehensive knowledge of the issues and policies related to articulation and transfer. (B/R 12/02)
 - b. Coordinators at the universities and state college will work with deans and department chairs as well as regional community colleges to ensure a timely articulation decision on any course submitted for transfer status by the community colleges. (B/R 12/02)
 - c. In compliance with Board of Regents' policy Title 4, Ch. 14, Sec. ~~11, 315.~~, which states that "If general elective credit is granted by one university, then ~~both universities~~ all institutions shall accept the credit," it will be the responsibility of the University Articulation Coordinator to notify the Chancellor's Office and his/her counterpart at the other university institution concerning any decisions or changes made into such courses.

(B/R 5/92)

Section 24. Enrollment v.6

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~~college, and community service or sponsored programs at the community colleges), and a total student headcount. (B/R 12/02)~~

~~3. All enrollment reporting requirements shall be coordinated through the-~~