

## 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.



6. Restrictions.

- a. Neither the complainant nor the respondent shall arbitrarily delay action of the grievance procedure.
- b. The proceedings shall be closed to everyone other than the affirmative action officer; the respondent; the complainant; an advisor or legal counsel, if any, for each party; members of the gGrievance eCommittee; and testifying witnesses.
- c. A record will be kept of the fact finding. Complainant and respondent, upon written request to the institutional President, shall have access to the records of the proceedings, which shall remain in the custody of the affirmative action officer. In case the affirmative action officer is the person charged, the records of the proceedings shall be in the custody of the office of the institutional President.

7. Rights of Individual(s).

- a. Either party in the grievance shall have the right to call witnesses.
- b. The purpose of the hearing by the gGrievance eCommittee is to discover all the relevant facts and to encourage the parties to freely discuss the issues in as an informal a setting as is possible. Therefore, while the right to counsel by either party shall not be precluded, provided that appropriate prior notice of such counsel's attendance shall be given to the other party and the gGrievance eCommittee at least three (3) working days prior to the hearing, the extent of participation by legal counsel at the hearing shall be determined in the sole discretion of the gGrievance eCommittee.
- c. All evidence and proceedings are confidential and shall not be made public by any participant during mediation and hearings.
- d. This stated procedure shall not preclude an employee's or a student's right to seek other avenues of redress outside of the University and Community College System of Nevada.

(B/R 4/87)

Section 10. Reviews

Each institution's affirmative action efforts will be reviewed annually by the Board of Regents and are subject to review by Federal officials of the Office of Federal Contract Compliance and the Regional Office of Civil Rights, and State agencies as well. (B/R 11/88)

Section 11. Participation in Community Affairs

The University and Community College System of Nevada pledges its participation in and support of community programs which relate to the advancement of women, minorities, the handicapped and other protected classes through education, training, and employment. (B/R 11/88)

Section 12. Contract Compliance for Construction, Skilled Trades and Purchasing



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 interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

#### B. Policy Applicability and Sanctions.

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the UCCSN Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the UCCSN Code, Ch. 2.

#### C. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

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~~Displaying 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~~President 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~~President. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the ~~p~~President, 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 the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

Supervisors' Responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

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 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.
- d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under UCCSN Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

F. Prompt Attention.

Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the UCCSN institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

G. Confidentiality.

The UCCSN recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the UCCSN is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

## 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;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

## I. Relationship to Freedom of Expression.

The UCCSN is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

(B/R 05/03 – Entire Section)

## 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 Charter

###### Section 1. Nature

The Internal Audit Department is established as an independent appraisal activity unit within the University and Community College System of Nevada for the review of operations as a service to management. It is a managerial control, ~~which that~~ functions by measuring and evaluating the effectiveness of other controls.

###### Section 2. Objective and Scope

The objective of internal auditing is to assist all levels of the University and Community College System of Nevada management in the effective discharge of their responsibilities, by furnishing them with analyses, appraisals, recommendations and pertinent comments concerning the activities reviewed. The Internal Audit Department is concerned with any phase of activity where it can be of service to management. This involves going beyond the accounting and financial records to obtain a full understanding of the operations under review. The attainment of this overall objective involves such activities as:

1. Reviewing and appraising the soundness, adequacy, and application of accounting, financial, and operational controls at executive and staff levels.
2. Ascertaining the extent of compliance with established policies, plans, and procedures.
3. Ascertaining the extent to which University System assets of the UCCSN are accounted for and safeguarded from losses of all kinds.
4. Ascertaining the reliability of management data developed and reported within the University System UCCSN.
5. Recommending appropriate improvements in internal accounting and operations where controls have been found to be malfunctioning, or where controls should be instituted and none exist.
6. Recommending appropriate improvements in the accountability and safeguarding of University System UCCSN assets and the reliability of management data.
7. Reporting the results of examinations in a timely manner and reviewing the timeliness of corrective actions.



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 secondary reporting relationship to the Vice Chancellor for Finance and Administration for day-to-day supervision, technical direction, and personal performance evaluation. In order to maintain objectivity, the Internal Audit Department will not undertake to develop and install procedures, prepare records, or engage in any other activity, ~~which that~~ it would normally review and appraise, and ~~which that~~ could reasonably be construed to compromise its independence. Objectivity ~~is~~ shall not ~~be~~ adversely affected by the recommendation of the standards of control to be applied in the development of systems and procedures under review.

(B/R 10/95)

### B. Finance and Administration Charter

#### Section 1. Objectives and Scope

1. Finance and Administration is a part of ~~s~~System ~~a~~Administration. The Chancellor, as Chief Executive Officer and Treasurer of the University and Community College System of Nevada, has delegated certain of the financial duties of his ~~or her~~ office, as prescribed by the Board of Regents at Article VII, Section 3, of the By-Laws, to the Vice Chancellor for Finance and Administration. The Budget Director and Director for Banking and Investments for the UCCSN report ~~directly~~ to the Vice Chancellor for Finance and Administration. (B/R 10/96)
2. While the primary financial accounting and control functions are maintained at the institutional level, the System through the Vice Chancellor for Finance and Administration, is responsible for the accurate and timely development and reporting of financial information. The System will ensure the adherence of the institutions to the most recent national financial accounting standards and support continuing internal and external audit reviews of programs and funding. (B/R 10/96)

#### Section 2. Budget Director: Authority and Responsibility

Reporting to the Vice Chancellor for Finance ~~and Administration~~, the UCCSN Budget Director is provided with the authority and responsibility for establishing policies and procedures under which the budgetary administration will be conducted.

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 universityinstitutional officers for future UCCSN planning.

- Performs s post performance review which involves critical analysis of institutional budgets both quarterly and annually, focusing on the following elements:
  1. Budget versus actual expenditures and revenues.
  2. Identify variances and reasons for variances.
  3. Recommend corrective actions where potential problems are identified.
  4. Inform the Board of Regents of any exceptions that require discussion and further monitoring.
- The institutional business officers will comprise a review committee chaired by the Vice Chancellor for Finance and Administration and charged to analyze and advise the Chancellor and other universityinstitutional officials on fiscal issues highlighted through the quarterly analysis of budgets.

(B/R 1/95)

Section 3. UCCSN Director of Banking and Investments

1. The Director of Banking and Investments for the University and Community College System of Nevada is charged with the oversight of a system-wide cash management program and the Board of Regents Permanent Endowment Funds. Included in the responsibilities is consolidation of UCCSN cash resources, bank relationships, development of cash forecasts, and the placement of cash balances with investment managers in accordance with the Board of Regents operating fund investment policy. A primary responsibility of the Director of Banking and Investments is to preserve the liquidity and safeguard the principal of operating cash while enforcing the Board of Regents Operating Fund Investment Policies. The Director will establish a process to assess the performance of investments relative to appropriate standards in both the operating and endowment funds.
2. Operating cash fund investment income is distributed to the institutions based on their respective daily cash balances. The Director of Banking and Investments therefore has responsibility for maintaining accountability for all cash balances so that each institution receives its share of the investment income. However, the institutions remain responsible for identifying their respective cash balances with the identifiable fund groups for the purpose of complying with State and Federal Law requiring the distribution of investment income to these funds.
3. All investments of the Board of Regents are required to be held by one or more custodial banks. The Director of Banking and Investments reconciles and accounts for these investment assets held by the Board of Regents custodial bank which that includes operating and endowment fund investments. Enforcement of donor restrictions is a matter of trust law and therefore permanent records of all Board of

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

4. The Director of Banking and Investments assumes responsibility for custody of bond files and reporting restrictive covenants. The UCCSN debt policy guidelines covering institutional loans, bonds, leases, and other debt will be administered through the Banking and Investment Office.
5. Chapter 10, ~~s~~Sections ~~3-5~~ 4-5 define the operating and endowment funds policies and procedures that are monitored by the Director of Banking and Investments (under the direction/oversight of the Investment Committee of the Board of Regents).  
(B/R 10/96)

### C. Financial Policies: Operating Budgets

#### Section 1. Authority

1. The Board of Regents shall approve annual and biennial state and self-supporting budgets, including associated registration fees, tuition rates, and student fees. They will review budget recommendations made by the Finance and Planning Committee. Once the budget is approved, responsibility and authority for all adjustments is delegated as indicated in the following sections. (B/R 4/97)
2. The Board of Regents delegates to its Finance and Planning Committee responsibility and authority for:
  - a. Initial review and endorsement to the Board of proposed annual and biennial state and self-supporting budgets, including assessment of Board priorities, student and state revenue, enrollments, and other key components as defined through Board and Gubernatorial guidelines, and
  - b. Year-end review of major current year budget revisions and/or transfers, including use of reserves (unappropriated fund balances) and excess income over budget.(B/R 4/97)
3. The Board of Regents delegates to the Chancellor responsibility and authority for oversight and management of funds and other resources in accordance with policies stated below – including approval of transfers among funds and budget adjustments within specified parameters. Further, the Chancellor is charged with preparing documents in an appropriate and timely manner that require Committee review and/or approval. (B/R 4/97)
4. The Chancellor, in turn, delegates to the President of each System institution responsibility and authority for:
  - a. Assuring that units function with proper internal control procedures such that all budgets remain balanced and within authorized limits;
  - b. Assuring that any and all transactions requiring higher level review and/or approval are identified and forwarded in an appropriate and timely manner; and

V.3.

- c. Assuring explanations and documentation of authorized adjustments, transfers, and/or revenue/expense patterns be provided in an appropriate and timely manner to officials for reporting purposes.

(B/R 4/97)

## Section 2. Financial Policies

### 1. Uniform Accounting Policies and Procedures

- a. UCCSN institutions will implement uniform accounting and administrative policies and procedures as defined by UCCSN. Revisions to the policies and procedures will be considered by all institutions through the Business Officers Council to the Presidents Council for recommendation to the Chancellor.
- b. Definitions for all reporting categories will be in accordance with the nationally accepted National Association of College and University Business Officers (NACUBO) classification system. Policies concerning review and approval of annual operating budget adjustments are applicable to and will vary within each of the three primary groupings (1) State Operating budget; (2) Self-supporting budgets, and (3) other funds (consisting primarily of federal grants and contracts).

### 2. Reporting

Consistent and uniform quarterly reporting of financial activity is an obligation of the System units to the Chancellor's Office. Reporting of exceptions to the Finance and Planning Committee will be determined by the Chancellor. (B/R 4/97)

### 3. Self-supporting Budget Review

All self-supporting budgets exceeding \$25,000 of projected annual expenditure activity will be included in the annual budget process. Excluded from this requirement are grants and contracts and plant, loan, endowment and scholarship funds. (B/R 4/97)

### 4. Budget Revisions

- a. The principle governing the review and approval structure for budget revision shall be that the Chancellor and President of each System institution have authority and responsibility for proper and effective management thereby enabling and enhancing efficient utilization of institutional resources.
- b. Revisions of self-supporting budgets (excluding revisions between object codes) exceeding ten percent of expenditures for budgets up to \$500,000 must be approved by the System administration. Institutions must provide plans regarding:
  - 1. The impacts of the revisions on the affected programs particularly noting how reductions in personnel and operating expenses will be accommodated for the remainder of the fiscal year; and

2. What the fiscal and program implications are for subsequent years. The Chancellor will submit to the Board of Regents an annual report detailing the number and type of revisions by institution that were approved by the System.

## 5. Transfers

- a. The transfer of expenses from non-state to state budgets after May 1 must be approved by the institution President with appropriate supporting justification and reported in an annual summary to the Board of Regents.
- b. The Presidents have authority to transfer funds into or out of each budget subject to policy guidelines of Chapter 9C, Section 2, Subsections 4 and 10, and state appropriation restrictions.
- c. Budget transfers between functions of more than \$25,000 of State Appropriated or Self-supporting budget funds must be reviewed/approved by System Administration. A quarterly report will be provided to the Board of Regents.

## 6. Use of Instructional Funds

Each UCCSN institution that provides student instruction and derives instructional funding through the State-operating budget must utilize those resources to the greatest extent possible in support of student credit-based instruction. The use of instruction funds for non-instructional purposes must be certified by the institution's President and approved by the Chancellor and Board of Regents prior to budgetary commitment. Approval should be only under the most unusual conditions. (B/R 4/97)

## 7. Overrides

The Controller (or equivalent) at each UCCSN institution is responsible for the control of override activities within their financial organizations. Overrides of financial transactions are restricted to the Controller and those who report directly to the Controller. Authority for other personnel can be given on a case-by-case basis. All "level five" financial overrides will be monitored through a System override report. Payroll entries will be monitored on an after-the-fact-basis. Exceptions in specific grant and contracts accounts and non-state budgets may be approved by System Administration.

## 8. Reconciliation of Bank Accounts

Each UCCSN institution must have documented procedures detailing the processes regarding reconciliation of bank accounts. Bank reconciliation's must be completed and submitted to the Office of Banking and Investments within sixty days of the close of the month. (B/R 4/97)

## 9. Account Control

Each institution should review annually all budget accounts and eliminate those that have been inactive for an extended period of time and where it is unlikely that they will have any future activity. Consolidation of similar accounts should be undertaken to reduce further the number of overlapping and unnecessary accounts. The Board



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

##### Section 1. Purchasing Policy

1. Chapter 333, ~~of Nevada Revised Statutes~~, exempts the University and Community College System of Nevada from the general provisions of the State Purchasing Act and provides that the UCCSN may use the State Purchasing Division on a voluntary basis for any purpose. (B/R 12/02)

All contracts shall be executed and administered in accordance with the policies and procedures set forth ~~in current by the Chancellor's Memoranda~~. (B/R 12/02)

2. All purchases of supplies, equipment, services, and construction, except items related to capital construction, shall be handled administratively by the respective Business Center Purchasing Department after following established purchasing policies and procedures approved by the Board of Regents and in compliance with State and Federal procurement regulations, the respective Business Center Administrative Manual, and ~~Chancellor's Memoranda~~ procedures established by the Chancellor. Once established, construction and service contracts may be assigned to the Physical Plant Department. Except as may be otherwise provided in this policy, the purchase contract shall be awarded to the lowest responsive and responsible bidder. The lowest responsive and responsible bidder will be judged on the basis of price, quality, availability, conformance to specifications, financial capability, service, and in the best interests of the UCCSN, each of such factors being considered. Exceptions to this policy must be presented to the Board of Regents for approval. (B/R 12/02)
  - a. Equipment that is installed by a contractor as part of new construction or a building remodeling project is considered to be construction if such equipment is fixed or attached to the structure or is a permanent part of a building system.
3. In awarding contracts for the purchase of supplies, materials, equipment, services and construction whenever two or more lowest bids are identical, the Business Center Purchasing Department shall:
  - a. If such lowest bids are by bidders resident in Nevada, accept the proposal, which, is in the best interests of the University and Community College System of Nevada.
  - b. If such lowest bids are by bidders resident outside Nevada, with the exception of capital construction projects:
    - (1) Accept the proposal of the bidder who will furnish goods or commodities produced or manufactured in this State; or
    - (2) Accept the proposal of the bidder who will furnish goods or commodities supplied by a dealer resident in Nevada.

(B/R 6/91)

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 competition. Those bidders who no longer have shown an interest in receiving bid/proposal documents may be removed from the active bid list without further action. (B/R 6/91)

5. ~~The Chancellor shall establish basic purchasing procedures. Basic Purchasing Procedure- Except for personal/consultant services involving technical, professional or specialized skills or training and as noted in 5.c., all materials, supplies, equipment, services, and construction shall be purchased from the lowest responsive and responsible bidder after giving due consideration to price, quality, availability, conformance to specifications, financial capability and service. The Purchasing Division of each Business Center shall develop policies for obtaining personal/consultant services involving technical, professional or specialized skills or training.~~

~~a. Single or conglomerate purchases from a single vendor, the estimated cost of which is \$25,000 or more shall be purchased after the Purchasing Department: (B/R 10/02)~~

~~(1) advertises for bids at least once in a newspaper of general circulation in the area of the campus to be supplied and not less than four (4) calendar days prior to opening bids;~~

~~(2) gives written notice to pertinent vendors on the "vendors list";~~

~~(3) publicly opens, reads aloud and records sealed bids at the time and place so advertised.~~

~~b. A contract of any nature may be entered into without advertising when the estimated amount required to perform the contract is less than \$25,000: (B/R 10/02)~~

~~(1) if the estimated amount required to perform the contract is \$10,000 or more, but is less than \$25,000, requests for quotes must be solicited from two or more responsible vendors capable of performing the contract, if available; (B/R 8/04)~~

~~(2) the Purchasing Department shall maintain a record of all written requests for quotes and responses received, in accordance with the University and Community College System of Nevada Policy covering record retention;~~

~~(3) and nothing in this section prohibits the advertising for or requesting of bids for purchase of any dollar amount. (B/R 10/02)~~

~~c. Except as noted below, all other purchases shall be made by the Purchasing Department after following generally accepted purchasing procedures for the economical and timely procurement of materials, supplies, equipment, services and construction.~~

~~Proprietary single or sole source items may be purchased without reference to the above bidding procedures.~~

- ~~———— (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 contract may be instituted in an "emergency" situation by waiving the necessary advertising or bidding requirements of this chapter. In any such case, a full written record shall be made of the circumstances. An emergency is defined as one which:~~
  - ~~———— (1) ——— results from the occurrence of a disaster such as, but not limited to, fire, flood, hurricane, riot, power outage or disease; or~~
  - ~~———— (2) ——— may endanger the health, safety or welfare of the students, faculty, staff or public if not immediately resolved.~~
- ~~———— e. Livestock purchases for College of Agriculture programs may be made by the Dean of the College without reference to the Purchasing Department.~~
- ~~———— f. Purchases in excess of \$10,000 of specially selected hay for use by the College of Agriculture in research or experimental tests may be made after solicitation of three written quotes.~~

~~g. Capital Construction.~~

~~Any new construction, repair, improvement, or reconstruction on land, appurtenances and buildings of the University and Community College System of Nevada, the estimated cost of which is \$25,000 or more, which is intended for long-term, continued use or which extends the useful life of a capital asset, is deemed a capital construction project.~~

~~Upon the request of a campus of the University and Community College System of Nevada, the State Public Works Board may delegate to that campus any of the authority granted to the State Public Works Board pursuant to NRS 341.141 to NRS 341.148, inclusive. (B/R 10/02)~~

~~A contract for a capital construction project for the University and Community College System may be entered into without advertising for sealed bids if the estimated cost to perform the contract is less than \$100,000. (B/R 10/02)~~

~~(1) If the estimated amount for performing the contract is more than \$25,000, but is less than \$100,000, requests for firm written quotations must be solicited from not less than three responsible bidders capable of performing the contract. The University and Community College System may award the contract to the lowest bidder or reject all quotations. Nothing in this section prohibits the advertising for or requesting of bids for purchase of any dollar amount. (B/R 10/02)~~

~~(2) Such projects over \$100,000 shall be advertised in a newspaper of general circulation in the area of the campus where the work is to be performed and not less than four (4) calendar days prior to opening bids. (B/R 9/99)~~

~~(3) Separate sealed bids for each capital construction project are required.~~

~~(4) Approved plans and specifications for the capital construction project must be on file at a place and time stated in the advertisement for the inspection of all persons desiring to bid thereon and for other interested persons.~~

~~(5) The University may accept bids on either the whole or part of the construction, equipment and furnishings, and may let separate contracts for different and separate portions of any project, or a combination contract for structural mechanical and electrical construction if savings will result to the lowest bidder.~~

~~(6) The provisions of subsection (g) apply to all capital construction projects funded in whole or in part by state appropriations. (B/R 10/02)~~

~~(7) An agreement for a capital construction project, funded totally from non-appropriated sources, may be entered into with a contractor that satisfies any qualifications required by the UCCSN institution. Nothing in this requirement prohibits applying the provisions of subsection 1.5. (g). (B/R 10/02)~~

- ~~(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 claimants supplying labor or materials to the contractor to whom the contract was awarded, or to any of his subcontractors, in the prosecution of the work provided for in such contract.~~

~~(B/R 10/02)~~

- ~~(9) One or more surety companies authorized to do business in the State of Nevada must execute each of the bonds required pursuant to this section. Of the contracting body is the State of Nevada or any officers, employee, board, bureau, commission, department, agency or institution thereof, the bonds must be payable to the contracting body. (B/R 10/02)~~

- ~~(10) Each of the bonds must be filed in the office of the UCCSN institution that awarded the contract for which the bonds were given. (B/R 10/02)~~

- ~~(11) Nothing in this section prohibits a contracting body from requiring bonds. (B/R 10/02)~~

- ~~h. Joinder (or Mutual Use of Contract) Capability – With the agreement of the vendor, the UCCSN may join, or mutually use, the contracts or pricing agreements of appropriate federal, state, and local entities and consortiums. Where the UCCSN uses the original contract in order to obtain quantity pricing or other competitive discounts, the original contract is not liable for the obligations of the UCCSN. The requirements for competitive quotations and/or formal bidding may be considered satisfied through the use of the joinder contracts, including federal/state/local contracts, consortium agreements, and the educational pricing agreements. (B/R 8/04)~~

6. Scientific Equipment. Faculty may designate the specific manufacturer of scientific equipment; however, the Purchasing Department shall have the responsibility of procuring competition of vendors whenever possible.

7. Conflicts of Interest Prohibited.

- a. In addition to such conflicts of interest prohibited by law, it shall also be prohibited for a member of the Board of Regents or an employee of the University and Community College System of Nevada:

- (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.



- b. After the Board of Regents gives its approval for the acquisition or sale of real property, the Chancellor or the ~~p~~President of a UCCSN institution, as the case may be, shall be authorized to negotiate the real property acquisition or sale, including the purchase or sale price, subject to the subsequent approval of the terms of the purchase or sale by the Board.
- c. The purchase or sale must be an arm's length transaction and any transaction with a buyer or seller related to the UCCSN must be revealed to the Board of Regents.
- d. All offers for the acquisition or sale of real property under this subsection must be in writing and must contain the following statement:

This [purchase] [sale] offer is contingent upon the approval of the terms of the [purchase] [sale] by the Board of Regents. If the Board of Regents does not approve the terms of the [purchase] [sale], the [purchase] [sale] offer made herein is void and is of no binding effect whatever.

(B/R 5/94)

## Section 2. Payment of Commissions to Third Parties

The Board of Regents is the only entity within the University and Community College System of Nevada that can retain the services or approve payment to third parties where the University and Community College System of Nevada-UCCSN is involved in real estate purchase, trade or lease. No one else can obligate the Board of Regents in such matters except by prior authorization by the Board of Regents. An independent appraisal shall be obtained when an institution liquidates real property. (B/R 5/91)

## Section 3. Loan Policy.

Except as otherwise authorized by law, UCCSN policy, or as approved by the Board of Regents, the donation, loan, or advancement of institution funds or its credit is prohibited.  
(B/R 12/02)

## Section 4. Statement of Investment Objectives and Policies for the Endowment Fund

### 1. Introduction

- a. This statement of investment objectives and policies (the "Guidelines") governs the investment management of the endowment fund (the "Fund") of the University and Community College System of Nevada (the "System"). These Guidelines relate to the Fund as a whole.
- b. 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 permitted asset classes, ranges, and spending policy. The Regents will review and revise these Guidelines from time to time as appropriate.

- 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 Index. (In order to achieve this objective over the long term, the unit value of the Fund must also increase at least as fast as the rate of inflation.)
- b. The long-term investment objective of the Fund is to attain an inflation-adjusted total return, net of fees, at least equal to the contemplated spending rate of 4.5%. (For example, if average annual inflation were 3.0%, a total nominal return of 7.5% net of fees would have to be earned. In order to achieve this objective over extended periods, endowments have had to exceed the objective substantially during some periods, such as the 1980s, in order to compensate for shortfalls during other periods, such as the 1970s.) (B/R 6/01)

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 discretionary use of investment reserves, cash, or bonds as described in subsection 5.f.

- b. The Committee shall periodically review asset allocation guidelines for the equity portfolio, including the strategic allocation to various types of equities and permitted ranges for each type of equity, and may in its sole discretion adjust the strategic allocation within the permitted ranges.
- c. Common stocks will be managed by managers with distinct and complementary investment styles resulting in domestic and international marketable securities equity portfolios, respectively that are diversified by economic sector, industry, and market capitalization.
- d. The performance objective of the domestic and international marketable security portions of the equity portfolio (excluding real estate and other illiquid investments) is to achieve returns, net of manager fees, that are (1) superior to those of the appropriate market benchmarks selected by the Committee and (2) on par with or in excess of the median of an appropriate universe of institutional-quality investment managers.

- e. Alternative strategies will include asset classes that would be expected to increase the diversification of the total portfolio while also helping to improve the risk/return characteristics of the Fund. These asset classes may include: absolute return strategies, venture capital and/or private equity. (B/R 10/00)
- f. Performance against objectives is to be measured quarterly and evaluated over rolling periods of five years or longer. (It is recognized that the objectives may be difficult to attain in every period but should be attainable over most market cycles.)
- g. Equity portfolio managers will normally invest in common stocks. However, managers may at their discretion hold investment reserves of either cash equivalents or bonds (including convertible issues) without limitation, with the understanding that their performances (including any cash or bonds) will be measured against the common stock benchmarks established for each account by the Committee.
- h. Managers may not sell securities short, buy securities on margin, borrow money, pledge of loan assets, or buy or sell options or commodities without the advance written approval of the Committee.

(B/R 10/98)

#### 6. Guidelines for the Fixed Income Portfolio

- a. The guidelines for the fixed income portfolio are intended to promote the goals set forth in subsection 4.d. To provide a hedge against extended deflation, the fixed income portfolio should ordinarily maintain a high credit quality (i.e., normally a weighted average credit rating of AA or better and never below A) and an intermediate to long-term duration (i.e., normally at least 3.0 years and always at least 2.0 years). Money market instruments as well as bonds may be used in the fixed income portfolio, but equities are excluded. In general, the fixed income portfolio shall be well diversified with respect to economic sector, financial sector, and issuer in order to minimize risk exposure. A maximum of 5% of the fixed income portfolio may be invested in the securities of any single issuer, provided that issues of the U.S. Government or agencies of the U.S. Government may be held without limitation and provided further that issues of agencies of the U.S. Government shall be limited to the extent set forth in the manager-specific guidelines referenced in subsection 7.b. A maximum of 35% of the fixed income portfolio may be invested in non-dollar denominated fixed income securities.
- b. The primary long-term investment objective of the fixed income portfolio is to outperform the Lehman Brothers Aggregate Bond Index, net of manager fees, and the median return of an appropriate peer group of managers over rolling five-year periods. The Committee may also establish as a secondary long-term investment objective outperforming a benchmark that is a blend of the appropriate indices to reflect the allocation to non-dollar bonds.

(B/R 10/98)

7. Monitoring of Objectives and Results; Use of Derivatives (B/R 8/04)
- a. The Committee will review these investment objectives and policies at least once every two years for their continued appropriateness.
  - b. The Committee shall provide each manager of a separately managed account with a set of mutually agreed-upon guidelines. Such guidelines shall provide that, if at any time the manager believes that any 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, it is the responsibility of the manager to communicate this view to staff in a timely fashion. Additionally, such guidelines shall require the managers to inform the System's staff promptly of any change in firm ownership of fundamental investment philosophy, any significant change in organizational structure or professional personnel, and any change in portfolio manager(s) for the System's accounts. The Committee acknowledges that managers of commingled funds are unable to respond to specific guidelines. The Committee will maintain and review periodically descriptions of the investment policies and practices of managers of commingled funds to ensure that the Committee understands such policies and practices and has determined that they are within the spirit of these Guidelines. The matters reviewed will include without limitation the managers' policies and practices with respect to risk control generally and derivatives, non-dollar denominated securities, and securities lending. (B/R 8/04)
  - c. The Committee shall have prepared and shall review on a quarterly basis an investment performance report setting forth the asset allocation of the total Fund and the investment returns for individual manager accounts and for the Fund. The returns shall be calculated on a time-weighted basis net of manager fees for the most recent quarter for which data are available and any other short-term periods that the Committee may select, including fiscal-year returns when such data are available. The Committee will use the short-term performance data to monitor the fund and the managers for consistency of investment philosophy, returns relative to objectives and investment risk. Risk will be evaluated as a function of asset concentration, exposure to extreme economic conditions and performance volatility. At least one performance report each year shall include data for such longer periods of time as are specified herein. Regular communication with the managers concerning investment strategy and outlook is expected. Any decision to terminate a manager will normally be based on long-term (i.e., over a full market cycle) investment performance as well as other relevant factors.
  - d. The Committee will periodically review the related services provided to the System, including securities custody, performance evaluation, and consulting.
  - e. The Committee will establish and review from time to time a policy for the investment of unallocated cash held for investment in the Fund. (B/R 10/98)
  - f. Derivatives may be used by the Fund's managers to hedge existing portfolio investments (e.g., to hedge the currency risk of a foreign stock or bond position) or to create unleveraged investment positions as a more efficient and cheaper alternative to investments that would otherwise be made in the cash market. Derivatives may not be used by marketable securities managers to leverage a portfolio or increase its risk above that of an account with similar objectives that is managed without derivatives. Use of derivatives by a manager other than as described in this paragraph is permitted only if such use is authorized by the Committee. The manager-specific guidelines referenced

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** of the Board of Regents. The Chancellor, the Vice Chancellor for Finance, and the Director of Banking & Investments will serve as ex officio nonvoting members of the Committee. The **Chairman** of the Board of Regents will appoint a Chair of the Committee and may appoint one or more individuals with investment knowledge or expertise to serve as nonvoting members of the Committee. The **Investment** Committee will meet at least quarterly. Minutes of each meeting of the **Investment** Committee will be provided to the Regents for acceptance at their next **succeeding** meeting.
4. The Committee will choose an independent investment consultant to provide services it deems to be necessary or helpful, including without limitation, advice with respect to manager selection, termination, and evaluation.
5. No member of the Board of Regents and no voting or nonvoting member of the Committee will 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 code of ethical 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. Financial and Investment Objectives of Discrete Pools; Investment Policy

1. For purposes of investment policy, the Fund will be considered as three discrete pools of funds: a "Short-Term Pool," an "Intermediate-Term Pool," and a "Long-Term Pool."
2. The Short-Term Pool shall be funded in an amount sufficient to meet the expected daily cash requirements of the System. All cash receipts will be deposited into, and all disbursements will be paid from, this pool. The Short-Term Pool will be invested in fixed income securities generally having an average maturity of one year or less and thus are highly liquid with little risk of principal loss.
3. The Intermediate-Term Pool is intended to provide a liquid source of funds in the unlikely event the Short-Term Pool is insufficient to meet the System's cash needs. Since the Short-Term Pool is funded at an amount sufficient to meet expected cash requirements, the Intermediate-Term Pool will be invested in fixed income securities generally having an average maturity of three years or less in order to take advantage of the higher yields typically paid for longer maturities while still maintaining low risk of principal loss.
4. The Long-Term Pool includes all available funds not needed to fund the Short-Term or Intermediate-Term Pool. Because the allocation strategy results in a very low likelihood that this pool will be needed to meet cash requirements, the Long-Term Pool will be invested in fixed income securities that lower the volatility and/or enhance the investment performance of the portfolio taken as a whole. These investments may include fixed income, Treasury Inflation Protection Securities (TIPS), US and international common stocks, and absolute return strategies. (B/R 10/00)
5. The Committee will determine at least annually the appropriate size of each pool within the parameters of these Guidelines.
6. The weighted-average credit quality rating of the Fund's investments will generally be at least AA or the equivalent and will never be below A as rated by one or more national credit rating agencies such as Standard & Poor's Corporation or Moody's Investors Service.

## C. Manager Selection, Termination, and Guidelines

1. The Committee shall select external investment managers to manage the assets of the Fund. Subject to these Guidelines, the Committee will have discretion to hire and terminate managers for any reason at any time and to allocate funds among managers. The funds may be managed in a commingled fund or in a separately managed account at the discretion of the Committee.
2. Subject to the manager-specific guidelines 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.
3. In hiring and evaluating managers, the Committee will consider the diversification, credit quality, and duration of the portfolio and other appropriate factors.

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. Additionally, such guidelines will require the managers to inform the System's staff promptly of any change in firm ownership or fundamental investment philosophy, any significant change in organizational structure or professional personnel, and any change in portfolio manager(s) for the System's account. The Committee acknowledges that managers of commingled funds are unable to respond to specific guidelines. The Committee will maintain and review periodically descriptions of the investment policies and practices of managers of commingled funds to ensure that the Committee understands such policies and practices and has determined that they are within the spirit of these Guidelines. The matters reviewed will include without limitation the managers' policies and practices with respect to risk control generally and derivatives, non-dollar denominated securities, and securities lending.

(B/R 8/04)

D. Monitoring of Objectives and Results

1. The Committee will review these investment objectives and policies at least once every two years for their continued appropriateness.
2. The System's staff will obtain monthly investment performance reports from each manager. The Committee will have prepared and will review quarterly an investment performance and strategy report setting forth the investment returns for individual funds and accounts. The Committee will use the performance and strategy report and periodic face-to-face meetings with the managers to monitor the Fund and the managers for consistency of investment philosophy, returns relative to objectives, and investment risk. Regular communication with the managers concerning investment strategy and outlook is expected.
3. The Committee will periodically review the related services provided to the System, including securities custody, performance evaluation, and consulting.

E. Derivatives Policy; Securities Lending; Non-Dollar Denominated Securities

1. Investment managers may utilize derivative securities only in a manner consistent with the policies described below.
2. The primary intent of derivative security transactions should be to hedge risk in portfolios or to implement investment strategies more efficiently and at a lower cost than would be possible in the cash market. Derivative securities primarily include interest rate futures, options on interest rate futures, currency futures and forwards, international interest rate futures, and collateralized mortgage obligations. Derivatives will generally not be used to leverage portfolios. Derivatives-based investment strategies should not expose the portfolios to greater risk than would be typical under a strategy utilizing only cash securities. For example, derivative strategies should not be used to alter the effective duration of the portfolio beyond the appropriate ranges. The Committee may make exceptions to these general parameters in the case of particular managers or funds,

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 t~~Ihe proposal for acceptance of any gift, contract or sponsored program must include a reporting of total direct and indirect costs as compared to anticipated revenue;
- | C. ~~that t~~Ihe gift, contract or sponsored program is free from injurious racial or gender biases or any other illegal restrictions imposed by the parties;
- | D. ~~that a~~Acceptance of the gift, contract or sponsored program does not obligate the institution to matching commitments or other costs exceeding the amount of the gift, contract or sponsored program unless the institution concurrently identifies and encumbers institutional funds to cover these costs;
- | E. ~~that f~~Funds designated by the gift, contract or sponsored program for employee compensation, which includes cash or in-kind perquisites, comply with Board of Regents' Handbook Title 4, Chapter 3;
- | F. ~~that g~~Gifts, contracts or sponsored programs involving related parties or parties that appear to have conflicting roles in the transaction have been publicly noticed and approved by the Board of Regents;
- | G. ~~that t~~Ihe institution has defined the basic elements in a donor or contractor's proposal that will be, or have been used to categorize it as a gift, contract or sponsored program.

(B/R 8/94)

## II. Gifts

A gift to an institution of the UCCSN may be accepted only by the Board of Regents, except as provided herein. A gift is defined as a benevolent donation, which does not require any commitment of institutional resources, or services other than the commitment made to carry out the agreed-upon intent of the donor for the use of the gift funds. A gift includes legally enforceable pledges, personal and real property, professional services and forgiveness of indebtedness. A grant will qualify as a gift, contract or sponsored program but not as a separate category for purposes of the Board of Regents' policy. The ~~p~~President of each institution will accept gifts, or when required, recommend the Board of Regents' acceptance of gifts, regardless of the form of the gift, only after providing assurances:

- | A. ~~t~~That all gifts to the endowment, loan, plant and current fund groups have been reported for information purposes or submitted to the Board of Regents for acceptance in accordance with guidelines established by the Chancellor's ~~e~~Office which provide that;
  - | 1. ~~e~~Current loan and endowment fund group gifts which are additions to previously approved or existing programs will not require Board of Regents' approval before acceptance but will be summarized, along with all other gifts, and reported to the Board of Regents annually; (B/R 12/99)
  - | 2. ~~a~~Approved or existing programs will be defined by the Chancellor's Office;

3. ~~e~~C~~h~~aritable 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. ~~a~~A~~l~~l endowment funds will be administered in accordance with the Board of Regents' policy Title 4, Chapter 10, Section 3; (B/R 3/04)
  5. ~~e~~E~~n~~dowment 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. ~~e~~E~~n~~dowment 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. ~~p~~P~~l~~ant 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. ~~e~~C~~o~~ntributions, 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. ~~i~~f the administration or application of any gift does not comply with institutional policies or meet the criteria established in ~~s~~Section I. (above), the non-compliance will be reported to the Board of Regents for a determination as to whether or not the program should be terminated;
- B. ~~t~~h~~a~~t the institution has complied with all applicable federal income tax regulations and restrictions by donors;
  - C. ~~t~~h~~a~~t expenditures for entertaining, hosting, travel expenses, or employee perquisites comply with Board of Regents' policy and procedures and will not be authorized by the institution's administration unless the donor has been notified in writing that unrestricted gifts and the investment income from such gifts may be used for these purposes;
  - D. ~~t~~h~~a~~t the institution has obtained an independent appraised evaluation of the property received when value is stated for insurance purposes, when the property is sold or recommended for sale by the institution, when the property is recorded officially on the institution's books and records, or when the appraised value is a basis for compliance with tax law. Board of Regents' approval is specifically required for acceptance of all gifts of property except personal property with an estimated fair market value of less than \$5,000.00;
  - E. ~~t~~h~~a~~t costs for insurance, real property clean up or storage have been considered in calculating the obligations to the institution in recommending to the Board of Regents the acceptance of gifts of property;

- 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.



- E. Interlocal cooperative agreements (~~NRS Nevada Revised Statutes~~ 277.080) and interlocal contracts (~~NRS Nevada Revised Statutes~~ 277.180) shall be executed in accordance with the criteria and directions described by the Chancellor's Office in published procedures. The Board of Regents accepts the terms and conditions of and hereby-approved interlocal cooperative agreements and interlocal contracts, which are in furtherance of federal government, sponsored programs sought by the institutions. (B/R 9/99)  
(B/R 8/04)

Section 9. UCCSN and Member Institution Foundations Administrative and Accounting Guidelines Introduction Policies

Each member institution fEoundation has been duly established as a non-profit corporation under the statutes of the State of Nevada exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the *Internal Revenue Code*. The members of the Board of Regents are corporate members of each fEoundation with responsibility to approve the appointment of the members of the Boards of Trustees of the fEoundations, assure the people of the State of Nevada that they will avoid any conflicts with their powers as outlined in the Board of Regents *Handbook*, Title 1, Article III Section 3, and manage and control the UCCSN. Each corporation must act within the bounds of its purpose and authority as defined by its Articles of Incorporation and Bylaws and in accordance with the policies of the Board of Regents, the laws of the State of Nevada, and the *Internal Revenue Code*.

The following ~~guidelines-policies~~ also apply to fEoundations or other fund raising groups, ~~which that~~ are not "member institution" foundations as described above, but which have been established to raise funds PRIMARILY for the institutions OR PROGRAMS within the UCCSN. Other fundraising groups may request of a "member institution" foundation to fall under their umbrella to assure compliance with the foregoing guidelines. Being under the umbrella of a "member institution" fEoundation will be defined by that fEoundation and at a minimum will include processing all receipts and disbursements through the foundation in accordance with fEoundation and Board of Regents guidelines. Only those fund raising groups that comply with these guidelines will be approved by the Board of Regents to use the name of the institution or the System in their legal names or in their stationery or publications. (B/R 8/94)

To provide the Board of Regents reasonable assurance that its obligations to the people of Nevada are fulfilled, responsibility for the following administrative and accounting guidelines is delegated to the management of each of the fEoundations, the pPresident of each institution, and to the Chancellor. The Board of Regents specifically reserves the right to examine the books and records of the fEoundations as part of its responsibility to the State of Nevada and to reject any contract entered into by the fEoundation, which obligates any institution.

The President of each UCCSN institution will be responsible for the activities of its "member institution" fEoundation and of all other 501(c)(3) organizations affiliated with the institution. Each President will appoint a senior administrator with financial expertise who is independent of the fEoundation to attend all meetings of the Board and executive committees of all 501(c)(3) organizations affiliated with the institution. (B/R 8/04)



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)

3. Compliance with *Nevada Revised Statutes (NRS)* 281.481.  
The institution has the responsibility to comply with NRS 281.481 ~~which that~~ states that a public officer or employee shall not accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his duties as a public officer or employee.
4. Compliance with Foundation Gift and Grant Provisions.  
Upon acceptance of funds from the ~~f~~Foundations by the Board of Regents, the institution has the responsibility to manage the funds authorized by the ~~f~~Foundations with the same care and compliance with the gift and grant provisions provided all other funds managed by the institution.
5. Contributions to the Foundation of Services, Assets, and Forgiveness of Indebtedness.  
Particular attention should be given to the recording and presentation of donated and contributed services which must be recognized both as revenue and as properly classified expenditures when they meet the criteria of the American Institute of Certified Public Accountants (AICPA) and the Financial Accounting Standard's Board. Contributions are defined to include gifts in numerous forms such as cash, marketable securities, land, buildings, use of facilities, materials and supplies, and services provided by UCCSN employees. Unconditional promises to contribute such services or assets, in the future, are also defined as contributions for the purposes of this section. The Board of Regents' continued financial support of the ~~f~~Foundations is predicated on compliance with these guidelines.

The President is responsible for submitting to the Board of Regents, for their approval prior to the beginning of the fiscal year, a budget, as defined by the Chancellor's Office, which shows:

- a. ~~t~~The total fiscal year budget of estimated expenses funded from all sources to support institutional development which includes salaries for staff, reporting directly or indirectly to the foundation on a full or part-time basis, and
- b. ~~a~~All contributions that are proposed to be made to the ~~f~~Foundation from the institution. The contributions proposed to be made to the ~~f~~Foundation represent development expenses and activities, which the institution would otherwise manage within the institution. In accordance with the Financial Accounting Standards Board and the AICPA, all contributions made must be stated at fair market value.

(B/R 5/94)

6. Compliance with Board of Regents Personnel Policies.  
The institution is responsible for compliance 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 3 which applies to all professional staff paid for by the Board of Regents regardless of the funding source and whether or not their services have been contributed in total or in part to the ~~f~~Foundation. Estimated amounts of all salaries, consulting fees, or perquisites donated in cash or in-kind by an institution ~~f~~Foundation for institution employees are considered compensation within the meaning of the Board of Regents' *Handbook* citation. Perquisites must be submitted in advance in writing to the Board of Regents for approval and include automobiles and related expenditures, automobile allowances, host allowances, housing and related expenditures, memberships, dues,

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 ~~4817~~, applies to Host Accounts, which must be officially created by the Board of Regents from funds donated by a fEoundation. Unrestricted gifts from a fEoundation do not automatically include authority to incur hosting, entertainment or travel expenses, nor can an employee of the institution direct the use of fEoundation funds for these purposes.  
(B/R 3/01)

## B. FOUNDATION ADMINISTRATION

1. Financial Statements and Reporting. Annual financial statements will be prepared by the fEoundation. Unless specifically exempted by the Board of Regents, the financial statements must reflect compliance with all applicable state and federal laws and Board of Regents' policy, and they must include an unqualified opinion by an independent Certified Public Accountant. It is the goal of the Board of Regents to receive financial statements as soon as possible after the fEoundation's financial year-ends. A copy of the financial statements, management letter and the unaudited schedules referenced below should be forwarded to the Chancellor's Office no later than three and one-half months after the fEoundation's financial year-end. The fEoundation, in cooperation with the independent audit firm, is to establish a materials deadline and work schedule in order to meet the Board of Regents' goal.

Each fEoundation within the UCCSN must be audited annually by a Nevada Licens licensed independent audit firm. The request by the Board of Regents for audits of procedures is interpreted to mean general administrative practices and accounting principles to be used by fEoundation management in the preparation of the annual financial reports that the independent auditors will examine. All independent audits must be conducted in accordance with generally accepted auditing standards.

The Board of Regents specifically requests advance notice if the three and one-half month goal is not to be met along with a schedule stating when financial statements will be published. Management must present a written report responding to any internal accounting control weakness, comments on operations, or other observations of the independent Certified Public Accountant.

If the fEoundation desires an exemption from the audit requirements it must be requested in writing, along with the reasons for the request and the alternatives offered to satisfy reporting requirements to the Board of Regents before the corporations' financial year-end.

(B/R 8/04)

2. Accrual Basis Accounting. Financial statements will be prepared on the accrual basis of accounting and in accordance with generally accepted accounting principles of the Governmental Accounting Standards Board. (B/R 8/04)

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 fFoundation.

Gift and/or grant authorization should include and identify donations from any fFoundation 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 fFoundation account of all grants authorized and accepted by the Board of Regents. The total of the schedule should agree with the total for program expenditures on the audited financial statements including the fair market prices for any in-kind transactions.

4. Expenditures of General Administration. The fFoundation will have expenditures for salaries, travel, fund raising, office supplies, investment management services and other costs necessary for the general administration of the fFoundation's affairs.

The annual financial statements shall present these general administrative expenses in a common format as determined in No. 5 (below) in an unaudited schedule. The total of the detail listing should agree with the total for general administrative expenditures on the audited financial statements. An additional unaudited schedule containing a list of the ten top payees of the fFoundation shall be included.

5. Common Format Reporting. All reports, statements, expense summaries and the like required to be prepared by the fFoundations for submission to the Board of Regents shall, to the extent possible, be in a common format. The Chancellor shall coordinate reporting and the establishment of such common formats.

6. Public Information and Open Meeting Law.

All reports, statements and expenditure summaries prepared for submission to the Board of Regents pursuant to this section shall be public records, available as such upon reasonable request.

All UCCSN fFoundations shall comply with the Nevada ~~Statute~~state law requiring a university fFoundation to observe the state's open meeting law and the Open Record Law. The Open Record Law permits the protection of the names of contributors or potential contributors, the amount of contributions and any information, which may lead to the discovery of contributors.

7. Required Disclosure to Donors. Foundations shall make clear to prospective donors that the fFoundation is a tax-exempt non-profit organization and that all gifts are to be made payable to the Foundations. Each fFoundation shall in communicating with the donors or prospective donors use its own stationery clearly displaying its own corporate identity.

The fFoundation shall obtain from each donor a signed form stating that the gift is intended for the foundation and not the institution. If the donor subsequently misdirects the check to the institution rather than to the foundation, this documentation from the donor will authorize

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 ADMINISTRATION

1. Receipts-Cash. Fund accounting principles shall apply to all cash receipts from the fEoundation with emphasis on documenting any donor's restrictions on use of the gift and the proper categorization of funds into designated and non-designated fund groups. Cash receipts can be commingled in a single bank account for cash management purposes as long as generally accepted fund accounting principles are complied with.
2. Board of Regents' Acceptance and Reporting Policy.
  - a. Current fund gifts, which are additions to previously, approved or existing programs may be accepted by the President with spending authority established on the institution's general ledger without seeking additional acceptance from the Board of Regents. The Board of Regents delegates to the Chancellor's Office the responsibility for establishing the definition of previously approved or existing programs. Annual information reports to the Board of Regents will be prepared by the Chancellor's Office, in cooperation with the

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

1. The Board of Regents shall annually establish a fee for students known as the Capital Improvement Fee.
2. Such fee shall be assessed on a per-credit-hour basis to all students registered for courses in the spring and fall semesters except for Community Service courses offered by the community colleges and other fee-supported programs offered through Continuing Education and Off Campus units at the universities or state college.
3. Such fees shall be deposited in a Capital Improvement Fee Fund, with the fees from each institution kept separately.
4. Except as provided in paragraph 5 below, a request for use of such fees for individual projects ~~totaling of~~ \$25,000 or more must be approved by the Board of Regents for the following purposes:
  - a. For the service of revenue bonds when a revenue bond issue has been authorized by the Nevada State Legislature. Such revenue bonds may be issued only for the purpose of construction of academic buildings.



- 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 such funds are unable to meet their annual payments.
- d. For such remodeling projects and related furniture, furnishings, and equipment as are urgently needed for the accommodation of students in academic buildings but which cannot be funded from other institutional funds or State Public Works Board Capital Improvement Funds.
- e. For programming, planning, design, and feasibility studies pertaining to capital projects, which require consulting services in order to carry out the institution's basic responsibilities in developing long-range programs and plans.
- f. For such grounds improvements as are necessary.
- g. For the purchase of land or buildings adjacent to a campus or branch campus and within the master plan areas as such land or buildings become available and are offered for sale.
- h. For other purposes approved by the Board of Regents.

5. The Board of Regents delegates to the ~~p~~P~~r~~esidents the authority to expend Capital Improvement ~~f~~Fees for projects totaling less than \$25,000 for the purposes noted in paragraphs 4a-f. If a project totaling less than \$25,000 does not meet the description of paragraphs 4a-f, it must be approved by the Board. Projects that meet the description of paragraph g and paragraph h must be approved by the Board regardless of total project cost.

6. Of the student fees collected at UNR and UNLV, one dollar will be designated as a General Improvement Fee to be used for general improvement purposes as determined by the campus ~~p~~P~~r~~esident. (B/R 4/82)

7. The General Improvement Fee fund shall be separately budgeted annually, and this budget shall be devoted to the goods and services that directly enhance the students' educational experience.

(B/R 8/02)

## Section 12. Distribution of the Registration Fees

The registration fee shall be distributed among the various accounts in conformity with ~~the a~~ schedule ~~described below~~ approved by the Board of Regents. Distribution shall be in accordance with the category in which a student is placed in his or her original registration that semester (i.e., graduate or undergraduate and lower- or upper-division at GBC and CCSN).

(B/R 6/02)

4. REGISTRATION FEES	—FY 2004-05		—FY 2005-06		—FY 2006-07	
	Under Graduate	Graduate	Under Graduate	Graduate	Under Graduate	Graduate
<b>UNR</b>						
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
<b>UNLV</b>						
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*	4.25	8.25	4.25	8.25	4.25	8.25
Capital Improvement	12.00	12.00	13.00	13.00	14.00	14.00
Activities & Programs	<u>9.00</u>	<u>5.20</u>	<u>9.00</u>	<u>5.20</u>	<u>9.00</u>	<u>5.20</u>
	\$91.00	\$123.50	\$98.00	\$136.00	\$105.25	\$149.75
*One dollar will be used for general improvement purposes as determined by the campus president.						
<b>NEVADA STATE COLLEGE</b>						
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/Schlrshp	<u>4.00</u>		<u>4.00</u>		<u>4.00</u>	
	\$70.00		\$74.50		\$79.00	
<b>GBC-UPPER DIVISION</b>						
Total General Fund	<u>\$45.50</u>		<u>\$46.50</u>		<u>\$47.50</u>	
Student Access	3.00		5.25		7.50	
General Improvement	5.50		6.00		6.50	
Capital Improvement	9.00		9.50		10.00	
Student Association	3.00		3.00		3.00	
Student Support/Schlrshp	<u>4.00</u>		<u>4.25</u>		<u>4.50</u>	
	\$70.00		\$74.50		\$79.00	



REGISTRATION FEES	—FY 2004-05		—FY 2005-06		—FY 2006-07	
	Under Graduate	Graduate	Under Graduate	Graduate	Under Graduate	Graduate
<b>CCSN-UPPER DIVISION (1)</b>						
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/Schlrshp	<u>4.00</u>		<u>4.00</u>		<u>4.50</u>	
	\$70.00		\$74.50		\$79.00	
<b>GBC-LOWER DIVISION</b>						
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	
<b>CCSN-LOWER DIVISION</b>						
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		4.00		4.75	
Capital Improvement	5.00		5.00		5.00	
Student Association	<u>.50</u>		<u>.50</u>		<u>.50</u>	
	\$49.00		\$50.75		\$52.50	
<b>TMCC</b>						
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	4.25		5.00		5.75	
Capital Improvement	4.00		4.00		4.00	
Student Association	<u>.50</u>		<u>.50</u>		<u>.50</u>	
	\$49.00		\$50.75		\$52.50	
<b>WNCC</b>						
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	4.25		5.00		5.75	
Capital Improvement	4.00		4.00		4.00	
Student Association	<u>.50</u>		<u>.50</u>		<u>.50</u>	
	\$49.00		\$50.75		\$52.50	
(B/R 6/04)						

2. ~~Summer Programs~~ -- (except Community Service) per credit:

<u>Per Undergraduate Credit</u>	UNR	UNLV	CCSN	GBC	TMCC	WNCC	GBC/ UPPER	NSCH
Instructional Programs	\$82.00	\$85.40	\$50.25	\$50.25	\$50.25	\$50.25	\$69.00	\$69.00
Student Union Operating	.50	2.00						
Student Union Capital Improvement	1.00							
Summer Activity Program	1.50	.35						
Recreational Facilities	1.00							
Health Services	2.00	.25						
<b>Total</b>	<b>\$88.00</b>	<b>\$88.00</b>	<b>\$50.25</b>	<b>\$50.25</b>	<b>\$50.25</b>	<b>\$50.25</b>	<b>\$69.00</b>	<b>\$69.00</b>

(B/R 3/04)

<u>Per Graduate Credit</u>	<u>UNR</u>	<u>UNLV</u>
Instructional Programs	\$112.00	\$115.40
Student Union Operating	.50	2.00
Student Union Capital Improvement	1.00	
Summer Activity Program	1.50	.35
Recreational Facilities	1.00	
Health Service	2.00	.25
<b>Total</b>	<b>\$118.00</b>	<b>\$118.00</b>

(B/R 3/04)

Per board policy, Title 4, Chapter 17, Section 20, all students enrolling in Summer Programs are also assessed a Technology Fee of \$4.00 per credit.  
(B/R 3/04)

31. Continuing Education, Community Service, and Off-Campus Programs.

- a. Entire fee to be dedicated to program budget for instruction. (B/R 5/90)
- b. At the universities and state colleges, the per credit fee for credit courses offered by continuing education during the Fall or Spring Term shall be the same as the per credit fee charged for other credit courses offered during the same time period. During the Summer, the fees for continuing education courses shall be the same as the fees charged for summer session courses. (B/R 12/02)

42. The refund of fees paid shall be made in conformity with the refund schedule described in Chapter 17 and shall apply to the entire registration fee.  
(B/R 6/85)

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>
<b>RESIDENT TUITION</b>				
	<b>FULL TIME</b>	<b>FULL TIME</b>	<b>FULL TIME</b>	<b>FULL TIME</b>
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 budget for the School of Medicine. (B/R 11/76)

Section 14. Distribution of Fees and Tuition, William S. Boyd School of Law

The distribution of the registration fee per semester for students in the Williams S. Boyd School of Law shall as follows be established by the Board of Regents: (B/R 3/04)

	<u>2004-05</u>		<u>2005-06</u>		<u>2006-07</u>	
	<b>PART TIME</b>	<b>FULL TIME</b>	<b>PART TIME</b>	<b>FULL TIME</b>	<b>PART TIME</b>	<b>FULL TIME</b>
	<b>(Per-Credit)</b>		<b>(Per-Credit)</b>		<b>(Per-Credit)</b>	
<b>RESIDENT TUITION</b>						
Law General Fund	\$234.55	\$3,322.20	\$246.35	\$3,487.70	\$246.35	\$3,487.70
Total General Fund	\$234.55	\$3,322.20	\$246.35	\$3,487.70	\$246.35	\$3,487.70
General Improvement	8.25	115.50	8.25	115.50	8.25	115.50
Capital Improvement	10.00	112.00	10.00	112.00	10.00	112.00
Activities & Programs	5.20	72.80	17.00	238.30	17.00	238.30
Student Access			35.40	496.50	35.40	496.50
	258.00	3,622.50	317.00	4,450.00	317.00	4,450.00

(B/R 3/04)

Tuition paid by or on behalf of a student of the William S. Boyd School of Law shall be revenue of budget for the William S. Boyd School of Law. (B/R 5/98)

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>
<u>REGISTRATION FEE</u>			
<del>Dental School General Fund</del>	<del>\$7,178.00</del>	<del>\$7,178.00</del>	<del>\$7,178.00</del>
<del>Total General Fund</del>	<del>\$7,178.00</del>	<del>\$7,178.00</del>	<del>\$7,178.00</del>
<del>General Improvement</del>	<del>124.00</del>	<del>124.00</del>	<del>124.00</del>
<del>Capital Improvement</del>	<del>120.00</del>	<del>120.00</del>	<del>120.00</del>
<del>Activities &amp; Programs</del>	<del>78.00</del>	<del>78.00</del>	<del>78.00</del>
<del>Total Registration Fee</del>	<del>\$7,500.00</del>	<del>\$7,500.00</del>	<del>\$7,500.00</del>

(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 memorandumprodecures 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 competition in intercollegiate sports appropriate to the universities, colleges and their conferences, to fiscal resources available, and to sound standards of student academic performance. Every intercollegiate athletic program shall comply with all applicable rules and regulations of the National College Athletic Association (NCAA) and other organizations and conferences in which each is member. Intercollegiate athletics programs shall be intended to protect and enhance both the educational and physical welfare of student-athletes. Intercollegiate athletic programs shall seek to support and develop each participating student's academic and athletic talents, and shall seek to assure that the student athlete, as a student in an academic setting, achieves scholastically to the best of his or her capabilities. During recruitment activities, this policy shall be made known to potential men and women student athletes. Intercollegiate sports shall be viewed as an important component of the university, ~~state college and~~ college community, and of individual development. (B/R 4/01)

The goals identified in support of the institutions' athletic missions statements include:

1. In recognition of the importance of academics in maintaining the integrity of athletic programs, the universities and colleges will emphasize and ensure progress towards graduation by establishing and enforcing academic standards and developing a support system to increase the academic success of student-athletics;
2. An Intercollegiate Athletic Council (IAC), organized in conformity with NCAA rules and regulations, shall be established and maintained by each university and every college engaged in intercollegiate athletics. The IAC will serve as an advisory committee reporting to the institution President;
3. Each Director of Athletics and all coaches recognize the necessity for funding for athletic programs and the necessity to assist in this process. Funding for athletics may be provided by both public and private sources. Each institution shall be responsible for the proper disclosure, accounting, control and administration of all funds; and
4. Each institution is accountable to the Board of Regents, as it is the Board of Regents which maintains the ultimate responsibility for all contractual obligations and implementation of the goals contained in the Intercollegiate Athletics Policies and mission statement. (B/R 4/01)

1. Institutional Control.

- a. The Board of Regents charges the institution itself, and the ~~p~~President of each institution, with the responsibility for the conduct and control of intercollegiate programs and activities. (B/R 5/90)
- b. Each institution and its employees shall comply with all applicable rules and regulations of the NCAA and other organizations and athletics conferences in which each is a member. Each institution shall regularly engage in self-study, which monitors intercollegiate athletics programs to assure compliance with such rules. Each institution shall identify, and report to the appropriate organization,

instances in which compliance has not been achieved. Each institution will cooperate fully with the NCAA and athletic conferences in investigation instances of noncompliance and will promptly take appropriate disciplinary and remedial action. (B/R 5/90)

- c. To assist in assuring institutional control over intercollegiate athletics programs, member institutions shall not make new joint appointments to the positions of Director of Intercollegiate Athletics and coach of an intercollegiate sports program. (B/R 5/90)
- d. Compliance programs will be enforced by a compliance officer who shall report to, and serve within the office of, the ~~p~~President of each institution. In carrying out these responsibilities, the ~~p~~President shall also be assisted by the Intercollegiate Athletic Board. Institutions are encouraged to impose more stringent policies and rules when, in the judgment of the institution, such policies and rules are necessary. (B/R 5/90)

## 2. Academic and Athletic Standards.

- a. Intercollegiate athletics programs shall be an integral part of educational program of each institution and student-athletes shall be an integral part of each student body. Policies and standards concerning the admission, academic standing and academic progress of student-athletes shall be consistent with policies and standards adopted for each student body generally. Each institution must establish policies concerning class time, assignments, tests and final examinations that are missed by student-athletes due to participation in officially sponsored intercollegiate athletic events. (B/R 5/90)
- b. Student-athletes are representatives of the ~~university~~institution. Student-athletes shall deport themselves with honesty and good sportsmanship, in compliance with all applicable NCAA, conference, and university rules and regulations, and in accordance with all such rules and laws regulating gaming. Their behavior shall reflect the high standards of honor and dignity that characterize participation in intercollegiate activities. (B/R 5/90)
- c. Minimum Academic Requirements for Continuing Eligibility of Student Athletes.

Students first enrolled full-time in any collegiate institution during the fall 1992 or after must meet the following requirements to be eligible for intercollegiate competition:

### GENERAL REQUIREMENTS

NCAA rules require:

- ~~f~~Full-time enrollment (minimum 12 credits).
- ~~s~~Satisfactory completion of 24 credit hours during each academic year.
- At least 18 credits must be completed during the regular academic year (~~f~~all and ~~s~~Spring semesters combined).
- No more than 6 credits of ~~s~~Summer hours may count toward meeting the 24 credit hours.

## 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 addition to regular audits), in a form approved by the NCAA, conducted for the institution by a qualified auditor who is not a staff member of the institution and who is selected either by the institution's ~~chief executive officer~~ President or by an institutional administrator from outside the Department of Intercollegiate Athletics designed by the ~~chief executive officer~~ President. (B/R 5/90)

4. Fiscal and Budgetary Control. The institution shall be responsible for the proper accounting and administration of all funds, services, and gifts-in-kind received and expended on intercollegiate athletics.

- a. Gifts

All gifts must be accepted and approved by the Board of Regents in compliance with the provisions of Title 4, Chapter 10, Section 8 of the Board of Regents *Handbook*. The use of gift monies accepted and approved by the Board on behalf of the Athletic Department will be determined by the institutional ~~p~~President and ~~a~~Athletic ~~d~~Director, with the exception of gifts specifically restricted by the donor.

- b. Interest Income

The use of interest income generated from surplus operating capital of the Athletic Department will be determined by the institutional ~~p~~President and ~~a~~Athletic ~~d~~Director.



c. Compensation

Compensation to athletic department personnel shall be approved by the ~~p~~President and awarded through proper ~~university~~institutional channels. Employees receiving compensation for outside professional services will comply with provisions of Title 4, Chapter 3, Section ~~68~~, of the Board of Regents' *Handbook*. The contracts of coaches in Departments of Intercollegiate Athletics shall provide that coaches found by the institution to have committed violations of NCAA rules will be subject to actions as provided by NCAA enforcement provisions. Contracts shall also provide that all coaches, full-time and part-time, must report annually to the institution all athletically related income. (B/R 5/90)

d. Revenue

Revenues received in the current fiscal year for services or goods to be provided in a future fiscal year may not be used in the current year except with Board approval.

e. Budget Revisions

Budget revisions shall occur only in compliance with established University and Community College System of Nevada guidelines approved by the Board of Regents.

f. Boosters

(1) Each institution shall be responsible for identifying, and monitoring the activities of, individuals and groups representing the ~~university's~~institution's athletics interests (boosters) to assure compliance with applicable NCAA, conference, and ~~university~~institutional rules, regulations and guidelines. Each institution shall provide comprehensive orientation and education~~al~~ programs concerning NCAA, conference, and ~~university~~institutional rules and regulations to persons or groups identified with the ~~university's~~institution's athletics interests. The Board shall approve the defined operating relationship between individuals and groups representing the ~~universities~~institution's athletics interests and each institution. All changes in the duties and responsibilities of each party must be approved by the Board. (B/R 8/92)

(2) As a condition of the purchase of season tickets or other admissions to the institution's intercollegiate athletics events, or as a condition of membership in booster clubs, all individuals or groups representing each institution's athletics interests (boosters) are expected and required to cooperate fully in the institutions' efforts to comply with NCAA and conference bylaws, rules and regulations, including without limitation cooperating fully in all investigations of possible violations of such rules. Any individual or group found to have committed violations of NCAA or conference rules and regulations, or failing to cooperate fully in the institutions' compliance efforts shall be subject to disassociation from the institutions' athletics interests and immediate termination of all further participation in the institutions' athletics programs, including without limitation the purchase of season tickets or other admissions to the

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 with the interest and ability. Each institution shall make a commitment to provide equitable financial and managerial support for programs of quality in sports for both men and women and in both revenue and non-revenue producing categories.
- b. The ~~universities~~institutions are encouraged to recruit student athletes within the state of Nevada and seek their participation in intercollegiate sports.

6. Planning. Five-year plans for each institution shall be developed and implemented for intercollegiate athletics.

7. Policy and Procedures Manual. Each institution shall develop and utilize a policy and procedures manual concerning intercollegiate athletic operations.  
(B/R 5/83)

Section 19. Institutional Trade-Out Policy.

1. General Policy.

- a. A trade-out is defined as an agreement between an institution or branch of the UCCSN on behalf of itself or one of its colleges, departments, events centers, performing arts centers, units, programs, or other such entity (hereinafter referred to as the "institution") and an individual, partnership, corporation, or other such entity for goods or services in exchange for anything of value from the institution, including, but not limited to, advertising, club memberships, sponsorships, or tickets to any event.
- b. Each institution shall adopt more specific trade-out policies in order to implement Board policy tailored to the circumstances of each entity that may make use of trade-outs. Institutional trade-out policies shall be in conformity with the Board of Regents' trade-out policy. The adoption, amendment, or repeal of institutional policy shall be on the recommendation of the ~~p~~President and approved by the Board of Regents.

Minimally, the institution's policies must address the following areas: Establishing new trade-outs; Renewing trade-outs; Multi-year trade-outs; Non-renewal of trade-outs; Audit/review; Oversight and Authorization; Form(s) required; Procedures for use of trade-outs.

- 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.	<u>Men's Basketball</u>	<u>Football</u>
Director, Department of Intercollegiate Athletics (business and personal use)	20	20
Senior Assistant Athletic Directors, Assistant Athletic Directors, and Additional Senior Administrative Staff Members (business and personal use)	2-4*	2-4*
Head Men's Basketball	TBA	12
Assistant Men's Basketball Coaches	4	4
Head Football Coach	4	4
Assistant Football Coaches	2	4

\*With approval of the Director of the Department of Intercollegiate Athletics only. (B/R 5/90)

- c. All other head and assistant coaches receive two (2) season tickets for men's basketball and two (2) season tickets for football. (B/R 5/90)

- d. Additional tickets on a game-by-game basis must be approved by the Director of the Department of Intercollegiate Athletics or his designee, the Assistant Athletic Director/Athletic Ticket Manager. Tickets will be issued to members of the Department of Intercollegiate Athletics' staff at the request of the Director of the Department of Intercollegiate Athletics, and the location and quantity must be specified by the Director. (B/R 5/90)
- e. This policy will be enforced by the Assistant Athletic Director/Athletic Ticket Manager. (B/R 5/90)
- f. Deviation from this established policy must occur in the form of a written request to the Director of the Department of Intercollegiate Athletics who, in turn, will provide this directive to the Assistant Athletic Director/Athletic Ticket Manager (B/R 5/90)
- g. No request will be considered unless that request fulfills the previously mentioned requirements. (B/R 5/90)
- h. Complimentary tickets requested by members of the Department of Intercollegiate Athletics for people external to the Department: (B/R 5/90)
  - (1) Requests for tickets to all Department of Intercollegiate Athletics events by a member of the department must be directed through the Director of the Department of Intercollegiate Athletics or his designee (Assistant Athletic Director/Athletic Ticket Manger) only. Approval or denial of a request must be provided by the Director of the Department of Intercollegiate Athletics or the Assistant Athletic Director/Athletic Ticket Manager. Also, the rationale for the approval must accompany that request. (B/R 5/90)
  - (2) Requests, which are in conflict with NCAA rules, will be denied. (B/R 5/90)
  - (3) Requests with a reasonable explanation, which are legitimate requests, will be considered for approval or denial based on the availability of tickets for the event in question. (B/R 5/90)
  - (4) Legitimate requests pertain to the provision of tickets for persons who have provided something of value for the Department of Intercollegiate Athletics, and a gift of the tickets is considered to be a thank you for support of a contribution. (B/R 5/90)
- i. Complimentary tickets for non-net revenue intercollegiate athletic programs: (B/R 5/90)
  - (1) Requests for tickets for non-net revenue intercollegiate athletic programs must be submitted to the Director of the Department of Intercollegiate Athletics or his designee, the Assistant Athletic Director/Athletic Ticket Manager. (B/R 5/90)

- (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 requested to prepare a model to the scale of 1/8"=1' to assist the University staff and the Board of Regents in the review and study of the project. (B/R 4/72)~~

3. Naming of Buildings. The Chancellor shall establish procedures concerning the naming of campus buildings.

~~Institutions of the UCCSN shall adhere to the following standardized procedures for naming buildings, rooms, or public spaces. Names for new or unnamed buildings, building additions, or for renaming existing buildings are subject to approval by the UCCSN Board of Regents. Names for a room, part of a building, or a public space on campus is subject to approval by the President of the institution only with written notification to the Chancellor.~~

- ~~a. The naming of a building, room, part of building, or public space shall be considered in accordance with the following principles, if it is to be named after a person or persons:
  - Years of service to public education
  - Contributions to public education (other than employment)
  - Quality and time of service to community or state
  - Years residing in the community or state
  - Contributions to the development of the community or state
  - Significant or substantial donations to the cost of the building or to a System institution without personal gain~~
- ~~b. The naming of a building, room, part of building, or public space shall not be considered under the following conditions, if it is to be names after a person or persons:
  - The person is currently employed by the University and Community College System of Nevada.
  - The person is currently serving on the Board of Regents.
  - The person is an elected public official (Through January 2003, each UCCSN institution shall be allowed one exception to the prohibition concerning elected public officials.)~~



- ~~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 Board for its approval.~~
- ~~(7) The contract documents and bid schedule shall be approved by the State Public Works Board after consultation with the campus. All contract and financial documents shall be directed through the chief financial officer of the campus.~~
- ~~(8) The bidding procedures shall be a State Public Works Board responsibility.~~

- ~~(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 Plant Department/Facilities management.~~
- ~~(3) — Final inspection will be made by the State Public Works Board, Architect/Consultants, and the Physical Plant Department/Facilities Management to assure that the building has been built in strict conformance with the plans and specifications. The project should be signed off, not only with a deficiency list, but with the approval of consultants attesting to the fact that it does meet the plans and specifications as drawn and that it will function as designed by them. The campus will accept the building in writing subject to corrections of the deficiency list. The State Public Works Board shall, prior to final payment to the contractor, provide copies of "As built" drawings and guarantees to the campus on all completed projects. Sufficient funds should be retained to guarantee the completion of all items should there be a partial occupancy or a substantial notice of completion filed. All deficiencies discovered by the users should be channeled through the Physical Plant Department/Facilities Management to the State Public Works Board for correction by warranties, by the contractors or by the campus. At the eleventh month of the guarantee period, the Physical Plant Department/Facilities Management and the State Public Works Board will be responsible for guaranteeing that all one-year warranties have been met by the contractors.~~
- ~~(4) — Final acceptance and the Notice of Completion shall be a State Public Works Board responsibility.~~

~~(5) The technical and professional staffs of the campus and the State Public Works Board shall cooperate to insure the satisfactory completion of all construction projects.~~

(B/R 10/85)

~~e. Procedures for Projects Financed by Nonappropriated Funds~~

~~The following procedures shall govern all physical development projects, including land acquisitions, in which no State appropriated funds are involved.~~

~~(1) The University has the primary responsibility for these projects.~~

~~(2) Preliminary plans showing the site and architecture shall be submitted to the State Public Works Board for review and comment.~~

~~(3) Proposed acquisitions of land by the University shall be submitted to the State Public Works Board for review and comment.~~

~~(4) The State Public Works Board shall provide all possible architectural and engineering services to the University upon request of the University.~~

~~(5) Final plans of all construction work, which establishes new facilities, shall be submitted to the State Public Works Board for review and comment prior to bidding.~~

(B/R 1/74)

7. Use of ~~University~~ UCCSN Facilities.

a. ~~University~~Institutional facilities, including campus grounds, are provided primarily for the support of the regular educational functions of the ~~University~~institution and the activities necessary for the support of these functions. The ~~University's~~institution's functions take precedence over any other activities in the use of ~~University~~institutional facilities.

b. Freedom to speak and to hear will be maintained for students, faculty and staff and University policies and procedures will be used to provide a full and frank exchange of ideas. An effort should be made to allow a balanced program of speakers and ideas.

c. An invitation to speak at ~~the University~~a UCCSN instituion does not imply that the ~~University~~UCCSN or institution endorses the philosophy or ideas presented by the speaker.

d. ~~University~~Institutional facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the ~~University~~institution or of ~~University~~institutional groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

(B/R 5/69)

- 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.~~
- ~~c. The respective Purchasing Department, through its Fixed Assets Section, is responsible for maintaining and reporting records of equipment inventories. The Purchasing Department is responsible for establishing and monitoring control procedures, ensuring that purchase acquisitions of inventorial equipment are properly recorded, and recording equipment disposals.~~
- ~~d. Deans, directors and department heads are responsible, with their area, for reconciling annual physical inventories with periodic or special Purchasing Department reports. The accuracy of such reconciliations shall be documented by signed certification.~~
- ~~e. Loans of equipment to not-for-profit and non-political entities may be made if it is determined to be in the best interest of the institution and the public good. All loans must be documented in writing, including which entity is responsible for maintenance, and approved by the President. Each President shall submit to the chancellor annually a list of loaned equipment.~~
- ~~f. Equipment that is sensitive in nature or subject to theft that is valued below the amount determined in section a. above must be separately tracked by the institution. The chancellor shall periodically provide a list of equipment items that must be separately tracked.~~
- ~~g. All equipment located at off-campus sites and used for institutional programs must be inventoried and maintained in the same manner as equipment on campus. If the institution does not control the site, written agreements must be in place with the organization that owns or controls the site.~~

~~(B/R 10/00)~~



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 UCASN Estate Tax Fund

~~1. Establishment and Functioning of Advisory Committee. The establishment and functioning of an advisory committee on the UCASN 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) |

Resolution 00-6

Whereas: In 1987, the Legislature wisely committee one-half of the Federal Estate Tax Credit to Higher Education in the State of Nevada, and,

Whereas: The Legislature required that the Estate Tax Credit revenue be invested with the endowment fund and accumulated with only limited expenditures until the Estate Tax Fund grew to an amount which would produce \$2.5 million annual income, and,

Whereas: It appears that the Congress may eliminate or phase-out the Estate Tax, and,

Whereas: The University and Community College System of Nevada has only a limited permanent endowment for higher education, and,

Whereas: The expenditures from the Estate Tax Fund have often been used for operating expenses, and,

Whereas: The Estate Tax Credit revenue has been extremely volatile, and,

Whereas: The University and Community College System of Nevada has no stable reserves to draw upon during financial emergencies, and,

Whereas: A permanent endowment for Higher Education is an investment in the future of the State of Nevada.

It is hereby resolved by the Board of Regents of the University and Community College System of Nevada and respectfully requested that the legislature and Governor respect the following policy with regard to the Estate Tax Fund:

1. The guiding principle for expenditures from the Estate Tax Fund shall be for special programs and initiatives and not for normal operating expenses with a long-term commitment, which are to be phased out over the next three biennia.
2. That, a permanent endowment of the Estate Tax Fund be established at an initial level of \$100 million and that fifty percent (50%) of all estate taxes received by the system be added to the permanent Estate Tax Endowment.
3. That an amount of the earnings on the Permanent Estate Tax Endowment no less than the prior year's inflation rate (*multiplied by the permanent Endowment Base*) be added to the Permanent Estate Tax Endowment annually.
4. That there shall be no expenditures that invade the principal of the permanent Estate Tax Endowment except in the case of an emergency as declared by the Board of Regents.

(B/R 8/00)

## 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:
  - Biological Safety
  - Chemical Safety
  - Diving Safety
  - Driving/Fleet Safety
  - Emergency Preparedness, Emergency Response, and Business Continuity/Recovery
  - Environmental Protection
  - Ergonomics
  - Fire Protection
  - Hazardous Materials Management
  - Incident Investigation and Prevention
  - Industrial Hygiene/Indoor Environmental Quality
  - Life Safety
  - Occupational Safety
  - Radiation Safety
  - 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)

## Title 4 - Codification of Board Policy Statements

### Chapter 11

#### DESERT RESEARCH INSTITUTE (DRI) BUSINESS MANAGEMENT

##### Section 1. General Policy

1. The Desert Research Institute is a unique institution among the institutions of the UCCSN. It is exclusively designed to foster, encourage and promote pure and applied research for industry, government, educational organizations and the public in general. Given the nature of its operation and non-state sources of funding, its fiscal and personnel policies and procedures must differ significantly from those policies and procedures which are applicable to the other institutions of the UCCSN, a fact which is recognized and mandated by the Legislature in Nevada Revised Statutes (NRS) 396.7953 through NRS 396.7955.

2. Specifically the Board of Regents affirms that, consistent with state law, compensation packages for its executive and professional employees may be established, with Board of Regents' approval, with incentive and/or merit components, ~~which that~~ are separate and distinct from the other institutions of the UCCSN.

(B/R 2/85)

3. In conformance with NRS 396.7953, the Board of Regents hereby specifically states and declares that it is not bound by, among other provisions, NRS 286.3007. (B/R 10/94)

##### Section 2. Financial Program Statements

1. The Desert Research Institute shall annually develop detailed program statements by related functional groups. Such statements shall be supported by detailed accounts for travel, operating operations, and equipment.

2. Such statements shall be divided by fiscal year and information shall be included concerning the total grant or contract involved and the term.

3. Such statements shall be submitted through the usual budget review channels.

(B/R 6/67)

##### Section 3. Employment of Aliens

Subject to the concurrence by the Board of Regents in each case, the Desert Research Institute may pay the salaries of resident alien employees from State appropriated funds.

(B/R 12/67)

Section 4. Contingency Fund

1. There is hereby created the Desert Research Institute Contingency Fund.
2. The purpose of such fund is to provide for the continuation of programs and staff when funding from other sources is imminent or highly probable, but formal notification of funds has not been received or contracts assigned.
3. The Board of Regents shall annually review ~~such the Contingency f~~Fund to determine the amount to be placed therein.
4. Allocation of money to the eContingency fFund shall be made as a first priority item from accumulations in the Desert Research Institute Research Development Fund.
5. Disbursement from such eContingency fFund shall be made upon recommendations of the President of the Desert Research Institute and the Chancellor, and upon approval of the Board of Regents.
6. Upon recommendation of the President of the Desert Research Institute and with the approval of the Chancellor and the Chairman of the Board of Regents, emergency payments from the contingency fund may be made in amounts not to exceed \$10,000.
7. All funds drawn from the Desert Research Institute Contingency Fund shall be reimbursed. Such reimbursement shall be made from the grant funds received on the project making the request, if possible. Otherwise, such reimbursement shall be made in the following year from the Desert Research Institute Development Fund, after a review by the Board of Regents.

(B/R 7/67)

Section 5. Accounting and Personnel

1. All Desert Research Institute monies shall be deposited with the Treasurer of the University and he or she shall cause appropriate funds to be established for proper accounting.
2. Monies used for Desert Research Institute administration shall be subject to the estimative budget procedure.
3. Each Desert Research Institute project shall be accounted for in conformity with the regulation of the granting agency.
4. The Board of Regents may deviate from established regulations relating to the appointment of, salaries for, and regulations governing professional members of the Desert Research Institute staff, upon the recommendation of the President thereof.
5. Nonprofessional staff of the Desert Research Institute may be under the technical service, at the discretion of the President.

(B/R 3/65)

6. Employees of the Desert Research Institute shall observe all state laws and universityUCCSN regulations concerning travel, except that (a) in-state rental of vehicles from non-state funded accounts is permissible; and (b) out-of-state travel may be reimbursed per federal government regulations when travel is pursuant to a non-state research grant or contract. Any such personnel with joint responsibility to any academic dean shall receive from such dean permission to be absent from campus. (B/R 5/92)

#### Section 6. Purchasing

Desert Research Institute purchases may be made:

1. In conformity with general UniversityUCCSN purchasing procedures, except that the services of the State Purchasing Division will not be used unless requested, or
2. By use of a special purchase order form, initiated by the principal investigator, which shall:
  - (a) Inform vendors that the purchase is made under special UniversityUCCSN purchasing regulations and not under the State Purchasing Act.
  - (b) Not be processed through the UniversityUCCSN Buyer or the State Purchasing Division.
  - (c) Clear the UniversityUCCSN accounting office for encumbrance purposes.
  - (d) Be accompanied by a memorandum of justification when required by the President.
3. When requested, the UniversityUCCSN Purchasing Office shall furnish such information as may be possible concerning vendors and prices.  
(B/R 3/65)

#### Section 7. Project Files

~~The Chancellor shall establish procedures concerning the maintenance of the Desert Research Institute's project files. The Desert Research Institute shall maintain a complete and orderly file on each established project, including but not limited to:~~

- ~~1. A copy of the proposal or application.~~
- ~~2. A copy of the budget.~~
- ~~3. A copy of the contract or agreement.~~
- ~~4. A schedule of all required reports.~~
- ~~5. Copies of all required reports.~~

~~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 Legislative Act authorizing the creation of the Desert Research Institute states that one of the purposes to be achieved is the conducting of applied research for industry, governmental or private agencies or individuals. The objective is two-fold: first, to be of assistance to private and governmental agencies; and secondly, to produce additional revenue to further the purposes of the Desert Research Institute. The Desert Research Institute is authorized and encouraged to develop private research contracts. Where the needs of the contract require that the results of the research be held confidential, a clause preserving such confidentiality may form a part of the contract and the preservation of such confidentiality in prior or future contracts is expressly ratified and approved by this Board. All contracts for applied research with private industry shall, as a minimum, provide sufficient revenue to cover the cost to the University-UCCSN. (B/R 5/75)



Section 12. Compensated Outside Professional Service  
(For UCCSN General Policy, See Chapter 3, Sec. 7 8)

1. Under conditions set forth below, limited professional services rendered by a Desert Research Institute (DRI) faculty member to organizations or individuals outside of DRI for compensation is recognized as a legitimate, and often desirable, activity for a faculty member.
2. Outside professional or scholarly service as contemplated by this section shall not adversely affect the performance of the faculty member in regard to his or her obligation and duties to DRI. A faculty member is to perform compensated outside professional activities on his or her own time.
3. No faculty member may undertake outside professional or scholarly service that would result in a conflict of interest with his or her assigned duties. Conflict of interest means any outside activity or interest that may adversely affect, compromise, or be incompatible with the obligations of an employee to the institution.
4. DRI faculty members performing compensated outside professional or scholarly service are subject to the code of ethical standards of the State of Nevada (Nevada Revised Statutes (NRS) 281.481-281.581), which governs the conduct of public officers and employees.
5. A faculty member may not perform an official act on behalf of the institution that directly benefits a business or other undertaking in which he or she either has a substantial financial interest or is engaged as counsel, consultant, representative, agent, director, or officer. This prohibition is not intended to limit a faculty member's ability to enter into a contract between a governmental entity, the institution, and a private entity to the extent authorized by and in conformity with NRS 396.255, NRS 281.221(3), NRS 281.230(3), NRS 281.505(3), the Board of Regents Intellectual Property Policy (Title 4, Chapter 12, Sections 1-8), and the Board of Regents Conflict of Interest Policy (Title 4, Chapter 10, Section 1.7).
6. A faculty member engaged in providing compensated outside professional service shall provide advance notification in writing to his or her supervisor (the Executive Director of the Division or the appropriate Vice President if not in a division) of the nature of the work to be performed, the company/organization for which the work will be performed, and the amount of his or her time likely to be involved. The request must be approved in advance by the supervisor within 10 working days and shall indicate that the intended compensated outside professional service is not in conflict with any obligations currently incurred or assumed by the Institute. Activity in new areas not presently a regular part of the DRI efforts will not be considered to be in conflict even if DRI subsequently moves into such work.

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 resources under the control of or administered by the UCCSN, the UCCSN will own the invention or copyrightable work in accordance with the provisions of this policy. (B/R 6/03)

1. For the purposes of developing inventions or copyrightable works, the UCCSN does not construe the provision of office or library facilities or traditional desktop personal computers as constituting significant use of UCCSN space or facilities, nor does it construe the payment of salary from unrestricted accounts as constituting the significant use of UCCSN funds, except in those situations where the funds were specifically paid to support the development of inventions or copyrightable works. (B/R 6/03)
2. Textbooks developed in conjunction with class teaching are also excluded from the "significant use" category, unless such textbooks were developed using UCCSN administered funds paid specifically to support textbook development. (B/R 6/03)
3. Generally, an invention or a copyrightable work will not be considered to have been developed using UCCSN funds or facilities if:
  - (a) only a minimal amount of unrestricted funds have been used; and
  - (b) the invention or copyrightable work has been created outside of the assigned duties of the inventor or author/creator; and
  - (c) only a minimal amount of time has been spent using significant UCCSN facilities or only insignificant facilities and equipment have been used; and

(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

nature and extent of inventor participation in income, however, shall be subject to sponsor and UCCSN regulations as well as the agreement. (B/R 6/03)

## Section 5. Copyrightable Works

1. Copyright is the ownership and control of the intellectual property in original works of authorship, which is subject to copyright law. In contrast to a patent which protects the "idea," copyright covers the "artistic expression" in the particular literary work, musical work, computer program, video or motion picture or sound recording, photograph, sculpture and so forth, in which the "expression" is embodied, illustrated, or explained, but does not protect any idea, process, concept, discovery, or the like. It is the policy of the UCCSN that all rights in copyright shall remain with the author/creator unless the work is a work for hire (and copyright vests in the UCCSN under copyright law), is supported by a direct allocation of funds through the UCCSN for the pursuit of a specific project, is commissioned by the UCCSN, is created with the significant use of UCCSN administered resources, or is otherwise subject to contractual obligations. (B/R 6/03)
2. Except as may be provided otherwise in this policy, the UCCSN does not claim ownership of books, articles, and similar works, the intended purpose of which is to disseminate the results of academic research or scholarly study. Such works include those of students created in the course of their education, such as dissertations, papers, and articles. Similarly, the UCCSN claims no ownership of popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination that are not institutionally commissioned works or that were not created with the significant use of UCCSN administered resources. If title to copyright in works defined within this paragraph vests in the UCCSN by law, the UCCSN will, upon request and to the extent consistent with its legal obligations, convey copyright to the creators of such works. (B/R 6/03)
3. The UCCSN shall retain ownership of works created as institutional rather than personal efforts -- that is, works created for UCCSN purposes in the course of the author/creator's employment. For instance, work assigned to staff programmers is "work for hire" as defined by law (regardless of whether the work is in the course of sponsored research, unsponsored research, or non-research activities), as is software developed for UCCSN purposes, and the UCCSN owns all rights, intellectual and financial, in such works. (B/R 6/03)
4. Except as excluded under Section 3, the UCCSN owns all rights, intellectual and financial, in copyrightable works created in the course of scholarly projects specifically funded by UCCSN sponsored agreements or other UCCSN funds. Prior to signing any agreement with a non-UCCSN sponsor that may result in or which deals with copyrightable works, where any UCCSN time, facilities, materials, personnel, or resources are involved, UCCSN personnel and students must bring the proposed agreement to the attention of the appropriate administrators of the constituent institution in accordance with its copyright 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 at its direction. (B/R 6/03)
5. Under the copyright laws of the United States, commissioned works of non-employees are owned by the author/creator and not by the commissioning party, unless there is a written agreement to the contrary. UCCSN personnel must, therefore, generally require UCCSN commissioned contractors to agree in writing that ownership to copyrightable

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 non-UCCSN purposes. (B/R 6/03)

## Section 6. Administration

1. Institutional procedures for the development of inventions, copyrightable works, and intellectual property are as follows:
  - a. Each institution of the UCCSN is required to develop policies and procedures for handling inventions, copyrightable works, and intellectual property. Each **pP**resident shall appoint an Intellectual Property Committee consisting of no fewer than three or more than nine members, one of whom shall be designated by the **pP**resident to serve as chair. In each case the committee shall include a representative of the office of fiscal affairs of that institution. This committee shall make recommendations to the **pP**resident regarding procedures, guidelines, and responsibilities for the administration and development of inventions, copyrightable works, intellectual property, and such other matters as the **pP**resident shall determine. The **eC**ommittee shall report annually to the **pP**resident and to the **eC**hancellor on inventions and copyrightable works disclosed and the disposition thereof. (B/R 6/03)
  - b. Each **pP**resident shall appoint one institutional officer who is responsible for the administration and disposition of inventions, copyrightable works and intellectual property. It will be the duty of this Intellectual Property Administrator to determine

ownership of inventions and copyrightable works, develop terms of agreements with non-UCCSN sponsors, inventors and authors/creators, and to resolve disputes among co-inventors and co-authors/co-creators. Detailed operational guidelines and procedures for the administration of these responsibilities shall be established by each institution. (B/R 6/03)

- c. When income is to be shared, all net income received by the constituent institution on inventions and copyrightable works subject to this policy shall be divided with the inventor(s) or the author(s)/creator(s) on the basis stated in Section 7, it being understood that if there should be a plurality of inventors, the portion accruing to the inventors or authors/creators will be distributed on an equal share basis unless specifically agreed otherwise in writing by all the inventors or authors/creators. The inventor(s) or author(s)/creator(s) at or before the time of filing a patent application or copyright must agree in writing to any other terms and conditions negotiated with the institution. In the case of a plurality of inventors or authors/creators, all individual inventors or authors/creators must sign the same agreement. (B/R 6/91)
- d. In the implementation of its policies and procedures with respect to inventions, each institution may elect, through the recommendation of its Intellectual Property Administrator and with approval of the ~~p~~President, any of the following courses:
  - (1) To develop and manage its licensing program through an independent patent assistance organization so as to secure competent evaluation of inventions or discoveries, expeditious filing of applications for patents, and aggressive licensing and administration of patents; or
  - (2) To develop and manage its licensing program through an affiliated nonprofit corporation; or
  - (3) To develop and manage independently its own licensing program; or
  - (4) To release an invention to which the institution has title or an interest to the inventor for management and development as a private venture after the execution of an agreement providing for the division of income.

(B/R 6/91)

- e. In the implementation of its policies and procedures with regard to distance education courses, each institution shall require compliance with all federal copyright laws, including the provisions of the TEACH Act, 17 U.S.C. Sec. 110(2). In accordance with the TEACH Act, the institution's policies on distance education should include, among other things, provisions regarding: (1) limitations on use of copyrighted materials; (2) limiting access to materials to enrolled students; (3) use of copyrighted materials as part of mediated instructional activities; (4) providing informational materials to students, faculty and staff members regarding copyright laws; (5) providing notice to students that course materials may be subject to copyright laws; (6) limitations on digitizing of analog works; (7) limiting retention of copies of materials; (8) preventing unauthorized further transmission of digital materials; and (9) non-interference with technological measures taken by copyright owners to prevent retention and distribution.
- f. Each institution's policies shall provide for an appeal procedure, with final decision by the ~~p~~President, in the event of a disagreement as to the ownership and use of an invention or intellectual property. (B/R 6/03)



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. ~~The service region of each community college is defined in Title 4, Ch. 14, Sec. 9, 7.~~

#### Nevada State College

Nevada State College will offer a wide range of baccalaureate programs and selected masters programs designed to meet the general needs of the State of Nevada and the specific needs of the southern region of the state. Special emphasis will be placed on addressing the state's need for highly skilled teachers and nurses as well as to developing partnerships with Nevada's public school system and the state's health care providers. The eCollege will assist in addressing Nevada's need for increased access to higher education for recent high school graduates as well as for transfer and returning students.

## 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 of environmental resources, for continued development of Nevada's economy, and for providing increased educational opportunities for Nevadans. The Institute will undertake cooperative academic and research programs with the Universities and, when appropriate, with the community colleges and state college.

2. Institutional strategic plans shall be presented to the full Board of Regents in accordance with the time frames and processes outlined in this section.

Each new or updated strategic plan shall contain a section or sections with specific statements regarding intended development of new academic, research, or student service-related programs or units. This portion of the strategic plan shall be presented separately for action to the Academic, Research and Student Affairs Committee of the Board of Regents.

- a. Community Colleges

The time frame for strategic plans shall be six years. Plans will be updated every three years. Plans and updates will be presented to the Board along with an assessment of progress toward major goals.

- b. Nevada State College

The time frame for strategic plans shall be six years. Plans will be updated every three years. Plans and updates will be presented to the Board along with an assessment of progress toward major goals.

- c. Universities

The time frame for strategic plans shall be eight years. Plans will be updated every four years. Plans and updates will be presented to the Board along with an assessment of progress toward major goals.

- d. Desert Research Institute

The time frame for strategic plans shall be eight years. Plans will be updated every four years. Plans and updates will be presented to the Board along with an assessment of progress toward major goals.

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)

#### Section 4. Calendar for the Review of Existing Programs

1. Review of existing academic programs shall be conducted by each institution on a regular cycle to assure academic quality, and to determine if need, student demand, and available resources support their continuation.

The review should include multiple criteria. Although criteria may vary slightly between campuses, as institutions have different missions and responsibilities, there should be comparable data from all programs. Review should include both quantitative and qualitative dimensions of program effectiveness, and peer review.

Criteria to be utilized shall include the following: quality, need/demand for the program, relation to the institutional mission, cost, relationship to other programs in the System, student outcomes, and quality and adequacy of resources such as library materials, equipment, space, and nonacademic services.

2. Community Colleges, State College, and Universities

A ten-year cycle will be used for the review of existing programs at the community colleges, state college, and universities.

New programs will be reviewed after five years. In addition, follow-up reports on originally projected enrollments (FTE and headcount) and program expenses will be provided following the first, third and fifth year of each new program's existence. The fifth year reports will be incorporated into the first full program review due at the same time. Reports will include actual enrollments and expenses as well as a brief review and analysis of each program's development and progress. (B/R 1/04)

All programs will be reviewed on a periodic basis, and will be triggered by accreditation reviews, or because of planned review.

An annual report will be published on the results of program evaluation and a summary of that report will be forwarded to the Chancellor's eOffice and the Board annually. (B/R 5/92)

3. Desert Research Institute

A five-year cycle will be used; one center within DRI will be reviewed each year. An annual report will be published on the results of program evaluation and a summary of that report will be forwarded to the Chancellor's eOffice and the Board annually. (B/R 5/92)

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)

1. It is the policy of the Board of Regents that before any new degree, major, program, department, school, college, center, institute, or other structural organization may be added, such proposal must be approved by the Board of Regents. (B/R 10/01)
2. Each ~~p~~President is responsible for completion of institutional review procedures. Following that, proposals will be forwarded to the Office of Academic Affairs in the Chancellor's Office prior to the Board of Regents' meeting to allow for review by the Academic Affairs Council, which will submit recommendations to the Chancellor for action by the Board of Regents.

~~3. The funding of a new program will require its specific inclusion and identification in an annual Work Program. This may or may not have been preceded by the inclusion of the program in a budget request considered externally to UCCSN.~~

~~— If funding does not become available for a period of five years after approval of a program proposal, the proposal must be reconsidered.~~

~~Proposals for new programs will be submitted four times a year to the Board of Regents, twice in the fall, and twice in the spring.~~ (B/R 12/89)

~~4.3.~~ The format for consideration of new programs shall be provided by the Vice Chancellor for Academic and Student Affairs. (B/R 1/98)

~~5.4.~~ Institutional affiliation agreements and other collaborative arrangements with non-UCCSN degree-granting higher education institutions shall be submitted to the Chancellor and Board of Regents for review and approval at least three months prior to the date of intended implementation, if the agreements involve any of the following:

- a. Joint offering of academic degree programs;
- b. A commitment of institutional resources such as personnel, physical space, or finances; or
- c. A physical presence of a non-UCCSN higher education institution on the campuses or instructional sites of UCCSN universities, the state college, community colleges, or the Desert Research Institute.

~~5.~~ Articulation or other collaborative academic agreements between two-year and four-year degree granting institutions or between two four-year institutions within the UCCSN do not ~~need~~require system and Board review and approval. Articulation agreements with K-12 that involve dual high school credit do not ~~need~~require Board review and approval.

(B/R 12/03)



Section 6. Condensed Format for Consideration of Existing Program Changes

~~The Vice-Chancellor of Academic and Student Affairs shall establish a~~The format for consideration of 1) changes in existing academic programs such as changes in degree titles, administrative structure, or major objectives; 2) reorganization of existing departments, schools or colleges; or 3) the creation of a new organization from existing units ~~shall be as follows:~~

- ~~1.— Title of proposed program or organizational unit.~~
- ~~2.— Date of initiation.~~
- ~~3.— Complete description and objectives of program or organizational unit (include justification for new organization or rationale for change in existing program).~~
- ~~4.— Relationship to other programs or units within the institution and the system.~~
- ~~5.— Resource Analysis.~~

~~— Indicate the estimated annual financial impact.~~  
~~— (Include operating costs, personnel, equipment, library requirements, other; and source of funds.)~~  
(B/R 5/92)

Section 7. Community College Baccalaureate Degree Proposal Development and Review Process

1. The UCCSN Master Plan provides for “selected niche baccalaureate degrees” at community colleges in order to satisfy the needs of a wide range of Nevada students while promoting the goals of the Master Plan. However, it is not the intention of the UCCSN for community colleges to abandon their community college mission to transform into state colleges. Each proposal must address this issue in both a cultural and organizational context.
2. At an early stage of development, a community college wishing to offer a baccalaureate degree shall discuss the proposal with the UCCSN Chancellor, primarily in terms of the program’s relationship to the UCCSN Master Plan and other institutional planning that may be occurring.
3. The Chancellor shall review the initial proposal with the Council of Presidents. At this time or shortly thereafter, the two university pP Presidents and the state college pP President shall consider whether one of the four-year institutions wishes to offer the program. If a university or the state college decides to offer this baccalaureate degree to meet the identified need, it shall have one year to bring a proposal forward.
4. After the review and approval has been completed by the Council of Presidents, the sponsoring institution shall prepare a formal written program proposal with supporting data and evidence that responds to criteria established by the Office of the Chancellor. The review of the proposal will follow established UCCSN procedures for new program proposals.

(B/R 1/03)

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. Curriculum, including number of academic credits to be awarded, and their applicability to a degree in Nevada. Indicate if any courses are not part of a previously established program, or if it is anticipated the program will lead to a separate degree in the future.~~
- ~~5. Student selection criteria (GPA, language proficiency, specific majors)~~
- ~~6. Description of provisions for student health insurance coverage~~
- ~~7. Effect on home campus: Faculty/staff replacements required~~
- ~~8. Projected annual enrollment~~
- ~~9. Facilities and equipment available for research and teaching at the study abroad location~~
- ~~10. Resource Analysis: Indicate the estimated annual financial impact of the program to the campus~~  
~~(B/R 6/94)~~

Definitions:

- ~~Affiliation: Two institutions of higher education working cooperatively to provide educational experiences for students and/or faculty. This term should indicate a formal agreement between the two institutions, which includes a basic outline of the goals of the cooperative arrangement. (B/R 6/94)~~
- ~~Consortium: Three or more institutions working cooperatively on one or more educational programs. (B/R 6/94)~~
- ~~Exchange: Student exchanges generally offer opportunities to study at a foreign institution without paying non-resident fees. This agreement allows two institutions to provide a specific number or an equal number of students the opportunity to study abroad at reduced costs. Some countries, such as the Soviet Union, do not maintain hard currency.~~

~~Therefore, exchange agreements would require a complete waiver of fees at both participating institutions. (B/R 6/91)~~

~~— Faculty Exchange: Faculty from participating institutions can arrange to teach at the affiliated campus for a specific period of time. Arrangements for salary compensation vary widely. (B/R 6/91)~~

~~— International Program: A formal agreement between two or more institutions to provide an organized educational opportunity for students and/or faculty to study abroad. Programs must include a supervised academic curriculum, which fulfills the requirements for course work at the credit-granting institution. (B/R 6/91)~~

#### Section 9. Deletion of Degrees, Majors, Programs, Departments, Schools, Colleges, Centers or Institutes (B/R 10/01)

1. It is the policy of the Board of Regents that the deletion of any degree, major, program, department, school or college, center, institute or other structural organization must be approved by the Board of Regents if the Board's approval was required for its implementation in accordance with Title 4, Chapter 14, Section 5.
  - a. Proposals for deletions will be forwarded to the Office of Academic and Student Affairs in the Chancellor's Office prior to the Board of Regents' meeting to allow for review by the Academic Affairs Council, which will submit recommendations to the Chancellor for action by the Board of Regents.
  - b. The format for proposed deletions shall be provided by the Vice Chancellor for Academic and Student Affairs.
2. The Board of Regents shall have the power to terminate or delete any degree program, major, department, school, or college, and shall consult with the appropriate ~~p~~President before such termination.

(B/R 10/01)

#### Section 10. UCCSN Policy on Student Assessment

The Board of Regents requires that an appropriate plan of regular student educational assessment be developed by each institution. Plans should be based upon institutional mission and should be developed with multiple assessment approaches. Among other activities, regular regional accreditation review will provide an overall assessment of the institution. Plans should reflect the mix of programs and types of students. Assessment approaches may vary at each institution; however, the universities, state college, and community colleges should work together to develop common approaches, where appropriate.

The Chancellor's Office, with the institutions, will develop appropriate measures of student persistence and performance, collect and monitor these data on a statewide basis, and make periodic reports to the Board of Regents.

(B/R 12/02)

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 an area and ~~b2.~~) coordinating the receipt of programs using interactive video with offering institutions.

Community College of Southern Nevada: Clark, Lincoln, Nye and Esmeralda counties.

Great Basin College: Elko, Eureka, Humboldt, Lander and White Pine counties.

Truckee Meadows Community College: The greater urban area of Reno-Sparks, and Incline Village.

Western Nevada Community College: Storey, Carson City, Douglas, Lyon, Churchill, Pershing and Mineral counties and the rural areas of Washoe County, with the exception of Incline Village.

Nevada State College, Henderson: The southern portion of the state including Clark and Lincoln counties. UNLV, NSCH and UNR serve Esmeralda, Nye and White Pine counties. Within Nye and White Pine counties, UNLV, NSCH, and UNR serve Tonopah and Ely, with NSCH and UNLV serving all parts south of a line joining the two cities. (B/R 12/02)

University of Nevada, Las Vegas: The southern portion of the state including Clark and Lincoln counties. UNLV, NSCH and UNR serve Esmeralda, Nye and White Pine counties. Within Nye and White Pine counties, UNLV, NSCH, and UNR serve Tonopah and Ely, with UNLV and NSCH serving all parts south of a line joining the two cities. (B/R 12/02)

University of Nevada, Reno: The northern portion of the state including Washoe, Douglas, Carson City, Storey, Lyon, Humboldt, Pershing, Churchill, Mineral, Elko, Lander, Eureka. UNLV, NSCH and UNR serve Esmeralda, Nye and White Pine counties. Within Nye and White Pine counties, UNLV, NSCH, and UNR serve Tonopah and Ely, with UNR serving all parts north of a line joining the two cities. (B/R 12/02)

(B/R 9/93)

8. The institution offering a distance learning course will receive the student FTE's enrolled in the course. If the course incurs costs to partner institutions (e.g., marketing, registration, technology support), a "sharing protocol" should be completed prior to the course being offered to identify costs that must be reimbursed among parties. (B/R 11/98)
9. Each campus will establish a protocol for determining costs or services to be paid by each partner when courses or programs are shared among institutions. The protocol will include, - but not be limited to-, sharing of special student fees, payment of facilitators and other services, responsibilities for marketing the course and recruiting students, advising, and other support. The protocol will be updated regularly.
10. Distance learning programs-courses will be prepared in accordance with the following principles:
  - a. Address state needs-;
  - b. Operate programs collaboratively and share resources, if appropriate-;
  - c. Base program decisions on documented student or citizen need-;
  - d. Work with constituent groups (e.g., K-12 school districts, employers, industry representatives) to identify and prioritize the most pressing educational needs-;
  - e. Use a combination of technologies, as appropriate to curricular needs and student learning styles-;
  - f. Ensure that academic plans influence the expansion of the technical infrastructure-;
  - g. Provide essential support services to students-;
  - h. Build institutional and system capacity to address more needs through distance learning-;
  - i. Be accountable to the Legislature and the public for their use of state resources and the quality and appropriateness of their services-; and
  - j. Partner with or broker programs from out-of-state institutions, where appropriate.

(B/R 12/02)

For courses developed after the annual program planning process has been complete~~ds~~, information about these courses will be share~~sd~~ with other institutions as soon as possible.

11. Each campus will have a policy or procedure for the approval of distance learning courses and programs. No institution can offer a degree program in distance learning format that has not been previously approved by the Board of Regents for traditional deliver. (B/R 11/98)

~~12. Distance learning activities at UCCSN institutions will subscribe to the “Principles of Good Practice for Electronically Offered Degree and Certificate Programs”, as developed by the Western Cooperative for Educational Telecommunications. (B/R 11/98)~~

~~13~~12. When institutional funds are used to purchase interactive video equipment, that equipment is owned by the institution. Institutions accepting ownership of interactive video equipment also accept responsibility for maintenance and service of that equipment. (B/R 11/98)

When interactive video equipment owned by an institution is located at a non-UCCSN site or such equipment is shared with non-UCCSN institutions, a Memorandum of Understanding (MOU) shall be completed. The MOU will clearly specify the responsibilities of each party and what level of funding each party provides to support the equipment and related charges.

Oversight of scheduling and switching of interactive video is the responsibility of System Computing Services (SCS). SCS will work ~~closely~~ with institutional representatives, particularly in regards to installation, connectivity, and transmission. (B/R 11/98)

## Section 12. UCCSN Articulation Board

A UCCSN Articulation Board may be established as needed to review and evaluate current articulation policies and formulate additional policies. The Articulation Board shall report to the ~~e~~C~~h~~ancellor and shall be appointed in conformity with Section 1.4.11 of the University and Community College System of Nevada Code.

The charge of the Board shall be set by the ~~e~~C~~h~~ancellor but may include the following tasks:

1. Recommend to the ~~e~~C~~h~~ancellor and the Board of Regents proposed policies in articulation and conduct a continuing review of articulation practices.
2. Authorize committees or task forces consisting of representatives from all levels of higher education to facilitate articulation in subject areas.
3. Provide for cooperative research among the community colleges, the state college, and the universities in such areas as admissions, grading practices, curriculum design, and follow-up on transfer students.
4. Develop procedures to improve community college-state college-university articulation by exploring such issues as academic record forms, general education requirements, units of credit, course numbering systems, grading systems, academic calendars, and credit-by-examination.
5. Encourage regular communication between and among university, state college, and community college faculty members, particularly on joint curriculum projects. (B/R 12/02)

## Section 13. Transfer and Admissions

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.
- b. The state college and universities require an overall "C" average in all completed transfer courses attempted as a minimum standard for admission from a community college. The grade of "D" is accepted for transfer (provided the overall grade average does not drop below the prescribed "C" level) and counts toward a bachelor's degree in the same way as "D" grades obtained by students enrolled in the lower-division of the state college or universities. Credits in courses transferred with "D" grades count towards credit earned for a baccalaureate. However, it is at the discretion of the department or college at the state college or university offering the major as to whether courses with "D" grades in the major satisfy requirements in the major field.
- c. Community college students should be strongly encouraged to complete their lower-division programs before transfer, but qualified students may apply for transfer at their own discretion.
- d. An applicant who does not satisfy state college or university admission requirements upon graduation from high school must complete the equivalent of 12 semester credits in baccalaureate level courses with an overall "C" average or above at a community college or other accredited institution to qualify for admission as a freshman. These requirements are to be revised at the universities as follows: Effective Fall 2006 the minimum number of credits required is the equivalent of 24 semester credits. Effective Fall 2006 the minimum required overall grade point average is 2.30. Effective Fall 2010 the minimum required overall grade point average is 2.50.
- e. Any student under academic suspension from a state college or university may attend a community college, and appropriate credits and grades earned are applicable toward satisfying the requirements for readmission to a state college or university.

(B/R 12/02)

#### Section 14. System Transfer Guide and Master Course File

1. A UCCSN transfer guide or common course numbering master file shall be maintained by the Office of the Chancellor and published on the Web.
2. Each state college and university shall list and update the requirements for each program leading to the bachelor's degree and publicize these requirements for use by all other institutions in the state.
3. Each state college and university shall include in its official catalog of undergraduate courses a section stating all lower-division prerequisites for each upper-division specialization or major program.

(B/R 12/02)

## Section 15. Transfer Courses

1. A transfer course is one that is acceptable by a receiving community college, state college, or university to apply toward an approved degree program at that institution.
2. All baccalaureate level courses are transferable. In general, a baccalaureate course is one that is commonly offered by a regionally accredited four-year educational institution as being applicable toward a bachelor's degree.
3. All baccalaureate degrees will include at least 60 credits of lower-division requirements.
4. In order to be sure that all students who start at the community college have the opportunity to complete the baccalaureate degree in the same number of credits as those who start at the universities or the state college, if lower division courses required in the major are not offered by the community college, the universities or the state college shall either offer the courses at the community college or offer a reverse transfer agreement with the community college. If on a case-by-case basis, specific baccalaureate degrees appear unable to be articulated by either method, the UCCSN Academic and Student Affairs office shall resolve the impasse.
5. The completion of the Associate of Arts, ~~and Associate of Science,~~ and Associate of Business degrees at a UCCSN community college automatically fulfills the lower-division general education requirements ~~of UNR, UNLV at the universities~~ and the state college.
6. The admissions officer at each ~~college or university institution~~ shall determine the acceptability of general elective transfer credits, and departmental, college, or other requirements or equivalents shall be forwarded to the appropriate department or college for course evaluation. Written justification will be supplied in cases where transfer is not allowed. If general elective credit is granted by one institution, then all institutions shall accept the credit. Appropriate consultation with the faculty is encouraged throughout the evaluation process.
7. For graduation requirements, at least half of the number of credits required for a baccalaureate degree at the institution must be earned at a four-year institution, except in cases where transfer agreements for specific degrees have been made between institutions.
8. All academic majors at the universities and at the state college will have updated major-to-major agreements with UCCSN community colleges. These agreements will provide clear information for community college students about which courses to take to transfer efficiently to the universities or to the state college in each major. Information on these agreements will be available to all students ~~in at~~ the Transfer Centers on each campus.
9. Receiving institutions ~~are may~~ are may not ~~to~~ require transfer students to take examinations to validate credit in those courses that are approved as transferable. For validation of course content, see Title 4, Chapter 14, Section ~~4213~~.
10. No UCCSN student can be required to repeat a course on transfer to the university or state college if an equivalent course has been taken and successfully completed at the community college. (see ~~also NRS Chapter Nevada Revised Statutes~~ 396.568)
11. Students at ~~the~~ community college who plan to transfer to one of the universities or to the state college in the next semester and have applied for admission are eligible to

apply for financial aid and scholarships at the universities or state college.

12. A UCCSN brochure and ~~w~~Web site will be published that outlines the transfer process and the protections given to baccalaureate degree-seeking students who enter the system at ~~the~~ community college. Designed for students, parents, faculty, and legislators, this publication will explain the transfer process and a transfer student's "Bill of Rights". ~~Phone~~Telephone numbers ~~for regarding where a student can find assistance will be provided by~~ each campus ~~will be given where a student can go for assistance~~.

(B/R 8/03)

Section 16. System Core Requirements

1. Associate of arts, associate of science, associate of business, and baccalaureate graduates will have completed a program of System Core requirements not to exceed 15 credits. Satisfactory completion of System requirements will be recognized by all institutions whether or not an associate degree has been awarded.

University and Community College System of Nevada Core Course Requirements for the Associate of Arts Associate of Science, Associate of Business or Baccalaureate Degree		
<u>Core Courses</u>	<u>Credits</u>	
English	6 cr.	Freshman level English Composition (see catalog for exceptions)
Mathematics	3 cr.	Any three credits of a lower division level course (100 or 200 level)
Natural Science	3 cr.	Any three credits of an introductory level lower division (100 or 200 level) course
Social Science or Humanities	3 cr.	Any three credits of an introductory level lower division (100 or 200 level) course in either the social sciences or humanities.

NOTE: \* Courses taken for the System Core may not be applied to more than one area in the Core.

~~\* All courses taken to fulfill the System Core course requirements must be identified as baccalaureate level in the System Transfer Guide.~~

\* Credits earned by examination may apply toward requirements in any area of the System Core.

\* See specific community college, state college, or university catalog for other information, which pertains to major, college, or university requirements.

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 course-level numbering system rubric for all institutions shall be maintained so that baccalaureate transfer courses are clearly identified for student reference prior to registration. The following numbering system shall be in effect until amended by the Board of Regents:~~

- a. Community college courses ~~and general education courses~~ 100B-299B
- b. Community college community service courses 100C-299C
- c. Community college developmental courses 001-099
- d. University and state college lower-division courses and (B/R 12/02) equivalent community college courses 100-299

- 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 review and study. The Computing Center will support this effort by providing a report each semester listing the concurrent registrations within the System. (B/R 3/74)~~

## Section 23. Advising, Counseling, and Other Student Services



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 Count Reporting

The Chancellor's Office shall establish procedures concerning the reporting of institutional enrollments.

- ~~1. The enrollment count for each campus will consist of a preliminary and final count of enrollment each semester. The preliminary count in the fall and spring semesters will be reported as of October 15 and March 15 respectively. The final count for the fall semester will be collected as of January 15 and reported to the Chancellors Office no later than February 1. The final count for the spring semester will be collected as of June 15 and reported to the chancellors Office no later than July 1. (B/R 10/03)~~
- ~~2. In addition to FTE student enrollments, each campus shall report student headcount for state supported courses, a student headcount total for all credit courses regardless of the funding source (this will include continuing education at the universities and state~~



~~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 UCCSN Office of Institutional Research and reported to the Board of Regents. (B/R 12/02)~~

Section 25. UCCSN Policy on Instructional Materials

Textbook selection is the responsibility of faculty. Textbooks should contain current, relevant information for the course, as well as appropriate assignments and supplementary material when applicable. Textbooks should help faculty accomplish the educational objectives of a course. Faculty should exercise their expertise and professional judgment when selecting textbooks, and carefully consider the academic, professional, and ethical implications of criteria used in textbook selections.

To that end, each UCCSN institution shall develop an approved statement of professional and ethical guidelines relative to the selection of textbooks or other instructional materials. Such guidelines shall address relationships with publishers or other providers, selection of one's authored text for instructional use, and shall address the desirability of minimizing costs to students when this can be accomplished without compromising academic standards and academic freedom. (B/R 6/04)