

BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

REGULATIONS

Approved: November 16, 2001

Section: V. Administrative Affairs

Subsection: A. Budget and Appropriations Process

V. Administrative Affairs

A. Budget and Appropriations Process

1. Budget Requests

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

2. Appropriations Requests

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

3. Financial Plans and Reports

- a. The President, after consultation with the Vice Presidents and other University officers, shall establish guidelines and procedures for the preparation of departmental budget allocat 1 2lior es de1o-44(of)3

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Section: V. Administrative Affairs

Subsection: B. Purchases

V. Administrative Affairs (continued)

B. Purchases (Approved June 7, 2013)

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

1. Approval

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

- a. All transactions and purchases (excluding real property) of \$500,000 or more (except as specified in paragraph d. below) shall require approval by the Board. All transactions involving real property of \$250,000 or more shall require approval by the Board. When real property is acquired, the President or his designee shall make a report to the Board which shall include a needs assessment, appraisal by a professional certified appraiser, intended use of the property, physical and structural review of the property, and legal review of the proposed transaction.
- b. Except as specified in paragraph d. below, purchases by the University of at least \$250,000 but less than \$500,000 shall require approval by the Pres3(es)15(i)5b.rh/MC(o3(es)JFET)6(p3(ep)5(8t)5(he P)-

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Section: V. Administrative Affairs

Subsection: B. Purchases

V. Administrative Affairs (continued)

B. Purchases (continued)

6. Change Orders

- a. The President or his/her designee is authorized to approve and sign change orders for the University.
- b. A change order or series of change orders which authorizes or necessitates an increase or decrease in either the cost of a contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more shall not be approved unless it is first determined in writing by the President or his/her designee that the circumstances necessitating the change were not reasonably foreseeable at the time the contract was signed, the change is germane to the original contract as signed, or the change order or series of change orders is in the best interest of the University, and is authorized by law. Such written determination and the written change order resulting from that determination shall be preserved in the contract's permanent file which shall be open to the public for inspection.
- c. In accordance with Section I. C. 1. of these Regulations, the President or his/her designee shall further delegate the authority granted to them in the preceding paragraphs so that the same individual does not both approve a change order under paragraph a. and make a determination in writing that the change order is justified under paragraph b.
- d. In addition to the above, all change orders must be issued in accordance with the provision of the Illinois Procurement Code (30 Illinois Compiled Statutes 500/et seq.).
- e. Prior approval by the President or his/her designee shall be required for each change order which results in a contract amount of less than \$500,000, if the change order (1) increases a contract to \$250,000 or more, (2) exceeds a contingency previously approved by the President (or designee), (3) or increases a contract previously approved by the President (or designee) without a contingency.
- f. Prior Board approval shall be required for each change order which (1) increases a contract to \$500,000 or more, (2) exceeds a contingency previously approved by the Board, or (3) increases a contract previously approved by the Board without a contingency.

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Section: V. Administrative Affairs

Subsection: D. Travel

V. Administrative Affairs (continued)

D. Travel

Travel regulations issued by the Travel Regulation Council, as may be amended from time to time, shall govern the reimbursement of employees and members of the Board from all fund sources except

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Section: V. Administrative Affairs

Subsection: E. Business Expenses

V. Administrative Affairs (continued)

E. Business Expenses

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

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Section: V. Administrative Affairs

Subsection: F. Moving and Relocation Expenses

V. Administrative Affairs (continued)

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Approved: November 16, 2001

Section: V. Administrative Affairs

Subsection: G. Non-Appropriated Funds

V. Administrative Affairs (continued)

G. Non-Appropriated Funds

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

1. Depositories

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

2. Collateral

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

3. Investment of Funds

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

4. Reports

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

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Section: V. Administrative Affairs

Subsection: G. Non-Appropriated Funds

V. Administrative Affairs (continued)

G. Non-Appropriated Funds (continued)

5. Records and Audits

The University shall maintain detailed financial records of operations and prepare formal financial reports in accordance with generally accepted principles and standards of accounting as are

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Approved: November 16, 2001

Section: V. Administrative Affairs

Subsection: J. Mandatory Fees

V. Administrative Affairs (continued)

J. Mandatory Fees (Approved March 28, 2014)

1. Definition

Mandatory fees are defined as tuition and other fees established by the Board which all students

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Approved: November 16, 2001

Section: V. Administrative Affairs

Subsection: J. Mandatory Fees

V. Administrative Affairs (continued)

J. Mandatory Fees (continued)

8. Activity Fee

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

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

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

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Section: V. Administrative Affairs

Subsection: M. Debt Compliance and Management

V. Administrative Affairs (continued)

L. Internal Offset Procedures

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

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Approved: November 16, 2001

Section: V. Administrative Affairs

Subsection: M. Debt Compliance and Management

V. Administrative Affairs (continued)

M. Debt Compliance and Management (Approved June 12, 2015)

1. Authority

Under the authority that has been issued by the statutes of the State of Illinois, the board may issue debt (bonds, certificates of participation and other financial instruments) to finance and refinance capital projects and equipment for Western Illinois University.

2. Debt Compliance Policy

The President, after consultation with appropriate officers of the university, shall establish a policy and necessary procedures for the issuance and post issuance compliance in connection with debt transactions. The procedures must ensure compliance with the requirements of the Internal Revenue Code, US Treasury Regulations and the Federal securities laws relating to debt transactions, as well as to ensure the adequacy of the Board's primary and secondary disclosure filings.

3. Debt Compliance Management

The Board designates the Treasurer as the Debt Compliance Officer. The Debt Compliance Officer has the responsibility to keep all records required to be kept by the board under the policy, to make all necessary reports to the board required by the policy, and to otherwise assure that all actions required of the Board hereunder be taken in a timely manner.