

# BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

## REGULATIONS

Approved: November 16, 2001

**Section: V. Administrative Affairs**

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

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### **V. Administrative Affairs**

#### **A. Budget and Appropriations Process**

##### **1. Budget Requests**

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

##### **2. Appropriations Requests**

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

##### **3. Financial Plans and Reports**

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

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Approved: November 16, 2001

**Section: V. Administrative Affairs**

**Subsection: B. Purchases**

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**V. Administrative Affairs (continued)**

**B. Purchases (Approved June 7, 2013)**

# BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

## REGULATIONS

Approved: November 16, 2001

**Section: V. Administrative Affairs**

**Subsection: B. Purchases**

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### **V. Administrative Affairs (continued)**

#### **B. Purchases (continued)**

##### **3. Contract Preparation and Signature**

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

##### **4. Letters of Intent**

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

##### **5. Internal Management Guidelines**

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

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

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

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Approved: November 16, 2001

**Section: V. Administrative Affairs**

**Subsection: B. Purchases**

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**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

# BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

## REGULATIONS

Approved: November 16, 2001

**Section: V. Administrative Affairs**

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

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### **V. Administrative Affairs (continued)**

#### **C. Income-Producing Contracts**

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

##### **1. Approval**

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

##### **2. Reports**

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

##### **3. Contract Preparation and Signature**

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



**BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY**

**REGULATIONS**

Approved: November 16, 2001

**Section:**

**V. Administrative Affairs**

**Subsection:**

**E. Business Expenses**

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**V. Administrative Affairs (continued)**

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**REGULATIONS**

Approved: November 16, 2001

**Section: V. Administrative Affairs**

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

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**V. Administrative Affairs (continued)**

**F. Moving and Relocation Expenses**

1. The term "employee," as used herein, includes all full-time faculty and selected administrative and civil service employees recruited outside the commuting area of the post of duty of the assignment.
2. Moving or relocation expenses associated with the appointment of a President shall be limited to reasonable and actual expenses and shall be subject to approval by the Board. Moving or relocation expenses associated with the appointment of other employees shall be limited to reasonable and actual expenses and shall be subject to the maximum specified in paragraph 3. below unless an exception thereto is granted by the President for an appointment to a University position.
3. Unless otherwise approved by the President as specified in paragraph 2. above, the maximum allowable reimbursement for moving and relocation expenses for full-



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**REGULATIONS**

Approved: November 16, 2001

**Section: V. Administrative Affairs**

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

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**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-

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**Subsection:**

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**REGULATIONS**

Approved: November 16, 2001

**Section: V. Administrative Affairs**

**Subsection: I. Contributions**

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**V. Administrative Affairs (continued)**

**I. Contributions**

**1. General**

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

**2. Definition**

For the purpose of this regulation, contributions are

**BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY**

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**Section:**

**V. Administrative Affairs**

**Subsection:**

**J. Mandatory Fees**





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**Section:**

**V. Administrative Affairs**

**Subsection:**

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**REGULATIONS**

Approved: November 16, 2001

**Section: V. Administrative Affairs**

**Subsection: M. Debt Compliance and Management**

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**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.