



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

TO: Regent Governance Committee

FROM: Erica Weston, Deputy Counsel

DATE: September 29, 2025

RE: Recommended Changes to Regent Policy 3.A: Definitions of Officers of the University

Background

Regent Policy 3.A defines positions serving as officers of the university and identifies reporting structures for those positions. In the recent separation of the roles of secretary and counsel, the board and administration collaborated in revising the secretary's job description, including the reporting structure. The proposed amendments would align regent policy with the reporting structure provided by the revised job description.

Recommendations

Current policy provides that the secretary "report[s] to the Board of Regents and works collaboratively with the president and other members of the university administration." To align with the secretary's revised job description, the recommended change would provide that the secretary "reports to the Board of Regents and to the Chief of Staff. In the event of a conflict, the position reports directly to the Board of Regents."

Fiscal Review

A. Do you think a fiscal review is needed for these proposed changes? **No**

1. If no, please explain. **This can be accomplished within existing resources.**
2. If yes, please share with the Office of the Vice President for Budget & Finance for review.
 - a. Date fiscal review completed:
 - b. Person completing fiscal review:
 - c. Would these changes create a fiscal or resource impact?

☐ NO
☐ YES

If yes, what resources will be required to implement and sustain these policy changes?