

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2009-2010**

	Functional Area	Action	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Action/ Effective Date
1	Academic/ Research	Addition	Associate Vice President and Academic Affairs Officer	Roles and Responsibilities of Department Chairs	Appendices to Regent Laws & Policies are being redrafted as APSs.	7/1/2010
2	Academic/ Research	Rescission	Associate Vice President and Academic Affairs Officer	Proposals for Decentralizing Graduate Programs	This APS was developed in response to a 1975 ad hoc Task Force on Graduate Education. The task force recommended decentralizing graduate programs in a manner which ensured the integrity of graduate degrees. The recommendations of the task force were accepted by the chancellors and president and put in place shortly thereafter. The University of Colorado has been operating for nearly 35 years under the understanding that each campus is responsible for its academic activities, including graduate programs. This APS, although historically informative, is no longer necessary as all recommendations have been in place for years.	7/1/2010
3	Academic/ Research	Revision	Academic Affairs, Office of the President	Program Review; Implementation of Regent Policy on	To be in compliance with a tenure audit requirement to add a review of departmental faculty development and mentoring efforts to program review reports; and to remove references to the CCHE's role in reviewing academic programs (as a result of the passage of SB 08-018).	7/1/2010
4	Academic/ Research	Revision	Academic Affairs, Office of the President	Sponsored Research Policies	This policy has not been revised since its inception on May 14, 2001, so it was due for review. The Senior Research Officers suggested a few minor changes, which were vetted by the stakeholder groups.	7/1/2010
5	Administrative/ General	Addition	University Counsel	State Lobbying Activities	This APS was circulated and reviewed by various university constituent groups in late 2007 and early 2008, including faculty and staff council. However, it was not formally adopted at that time due to a concern raised by the University Controller - related to federal accounting standards and was placed on the backburner. The issue raised by the University Controller has now been resolved and there is some urgency to have this APS formally adopted by the president to be effective January 1, 2010. The state lobbying policy reflects existing practices and state law regarding lobbying activities on behalf of the university. It does not restrict personal or private lobbying and it includes exemptions for faculty members engaged in academic activities.	1/7/2010

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2009-2010**

	Functional Area	Action	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Action/ Effective Date
6	Administrative/ General	Rescission	Vice President of Finance and Chief Financial Officer	Indirect Cost Recoveries	<p>This Administrative Policy Statement has been identified for rescission as part of a review of older materials. The policy is in fact a set of procedures and background history rather than a policy statement. It includes a lengthy discussion of the rationale for indirect cost recovery and details the rates of the time. While the rates have been recalculated and reset several times, the detail in this APS has not been updated since 1990 – the year the APS was published. In fact, the very term Indirect Costs is no longer used, having been replaced some time ago by the more transparent term, Facilities and Administrative Recharge (or F&A). The current term, F&A, clarifies the two major categories of "indirect costs" to a grant or contract.</p> <p>The campuses already are required to prepare F&A calculations and charge the approved rates in order to receive revenue from grants and contracts sponsors. They do so in compliance with the U.S. Government Office of Management and Budget (OMB) Circular A-21 (revised August 2000). OMB A-21 further identifies how the rate is calculated and which costs are allowable. Therefore, it is not necessary for the University to update and maintain an Administrative Policy Statement on the subject.</p>	7/1/2010
7	Administrative/ General	Revision	University Counsel	Federal Lobbying Policies	<p>This APS was circulated and reviewed by various university constituent groups in late 2007 and early 2008, including faculty and staff council. However, it was not formally adopted at that time due to a concern raised by the University Controller - related to federal accounting standards and was placed on the backburner. The issue raised by the University Controller has now been resolved and there is some urgency to have this APS formally adopted by the president to be effective January 1, 2010.</p> <p>The revisions to the federal lobbying policy are updates to reflect changes in federal rules.</p>	1/7/2010
8	Facilities	Rescission	Office of Capital Assets	Facilities Space Inventory	This APS is being incorporated into the revised APS: Capital Construction Planning and Projects (formerly the APS Developing, Requesting and Monitoring Capital Construction Projects).	7/1/2010
9	Facilities	Rescission	Office of Capital Assets	Selecting Architects & Engineers for Planning, Design & Construction Projects, Procedures for	This APS is being incorporated into the revised APS: Capital Construction Planning and Projects (formerly the APS Developing, Requesting and Monitoring Capital Construction Projects).	7/1/2010
10	Facilities	Revision	Office of Capital Assets	Capital Construction Planning and Projects	The policy is being revised to reflect updates in university policy. This policy will incorporate the following two APSs: Facilities Space Inventory and Procedures for Selecting Architects and Engineers for Planning, Design and Construction Projects.	7/1/2010

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2009-2010**

	Functional Area	Action	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Action/ Effective Date
11	Finance	Rescission	Office of University Controller	Political Expenses	<p>This Administrative Policy Statement is proposed for rescission since it has been rendered redundant by the recent revision of the APS Federal Lobbying Activities (revised January 7, 2010).</p> <p>The current APS "Political Expenses" simply states the general prohibition against using university funds for political activities and further notes that the APS on federal lobbying activities identifies when resources can be expended on these activities.</p> <p>The revised APS "Federal Lobbying", on the other hand, includes all of the following information: identification of terms; identification of who can undertake such activities on behalf of the University; prohibition against using federal funds (and general prohibition against using university funds); protection of freedom of individual expression; coordination with the appropriate CU offices; and, tracking and reporting of activities.</p>	7/1/2010
12	Finance	Rescission	University Counsel	Reimbursement of University Cost Associated with Responding to Public Inquiries	This APS is no longer reflective of current law and what we do on open records activities. University records custodians all have their own policies and procedures that are more current, rendering this policy obsolete.	1/7/2010
13	Finance	Rescission	Vice President of Finance and Chief Financial Officer	Administrative Service Recharge	This APS is being rescinded as part of a methodical review of older materials. The 1977 policy included irrelevant and outdated procedural detail. However, upon detailed review and discussion by the controllers' offices, it was determined that rescission was a better approach than revision. The APS sets forth requirements for the campuses to assess (calculate and charge back) the costs of administrative services provided by the general fund to auxiliaries and self-funded programs. However, the campuses follow these procedures already because of guidance from the U. S. Government Office of Management and Budget. OMB Circular A-21 (revised August 2000) requires educational institutions to establish and follow equitable procedures for cost principles/allocations as related to grants, contracts, and other activities. Therefore, it is not necessary to maintain an Administrative Policy Statement on this subject.	1/7/2010
14	Finance	Revision	Office of University Controller	Alcohol Beverages at University Events	<p>Numerous concerns were expressed to the President's Task Force on Efficiency (PTFE) on the APS Alcohol Purchase and Provision, including: the policy is too restrictive, too cumbersome, too confusing, and too punitive. The PTFE recommended that the entire policy and related forms and procedures be reviewed, streamlined, and revised to provide more appropriate guidance to the University community.</p> <p>An Alcohol Policy Committee was assembled to conduct the review and recommend changes to the previous policy, procedures, and forms. Committee members included System Sr. VP and Chief of Staff, Office of Policy and Efficiency, Risk Management, CU Foundation, Controller's Office, Procurement Services Center, Internal Audit, and four campus end-users.</p> <p>Note: The President's Task Force on Efficiency has also reviewed this APS.</p>	7/1/2010

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2009-2010**

	Functional Area	Action	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Action/ Effective Date
15	Human Resources	Addition	Sr. AVP and Chief Human Resources Officer	Alternative Work Schedules	This new APS was developed at the request of UCSC, which coauthored it. The Staff Councils believe a need exists to be more explicit on the university's willingness to use/endorse such work arrangements, recognizing the supervisor has the final authority to allow them. In this economy and with availability of a strong technology platform at the University, the University concurs.	7/1/2010
16	Human Resources	Addition	Sr. AVP and Chief Human Resources Officer	Leave Sharing for Officers, Exempt Professionals, Faculty on Twelve-month Appointments and Classified Staff	This APS revision is due to a change in state statute on the definition of the use of leave sharing and to combine two previously separate policies on leave sharing (APS Leave Sharing for Officers, Exempt Professionals and Faculty on Twelve-month Appointments and APS Leave Sharing for Permanent State Classified Staff) into one comprehensive leave sharing policy statement.	7/1/2010
17	Human Resources	Rescission	Sr. AVP and Chief Human Resources Officer	Leave Sharing for Officers, Exempt Professionals & Faculty on Twelve-month Appointments	This policy is being combined with the APS Leave Sharing for Permanent State Classified Staff into one comprehensive Leave Sharing APS. Note: The President's Task Force on Efficiency has also reviewed this APS.	7/1/2010
18	Human Resources	Rescission	Sr. AVP and Chief Human Resources Officer	Leave Sharing for Permanent State Classified Staff	This policy is being combined with the APS Leave Sharing for Officers, Exempt Professionals and Faculty on Twelve-month Appointments into one comprehensive Leave Sharing APS Note: The President's Task Force on Efficiency has also reviewed this APS.	7/1/2010
19	Human Resources	Revision	Academic Affairs, Office of the President	Conflict of Interest and Commitment	This policy was updated to include institutional conflict of interest.	1/7/2010
20	Human Resources	Revision	Sr. AVP and Chief Human Resources Officer	Delegation of Personnel Authority for Employees Exempt from the State Personnel System	Currently, the Chancellors are required to sign off on appointments of various categories of employees, e.g. research assistants, nurse coordinators, and other non-tenured job classes. This requirement is particularly difficult for the hiring of instructors and professional research assistants at some campuses. Providing some flexibility would reduce administrative effort in this area. These revisions would allow the chancellors, with the president's approval, to further delegate this authority for specific job types, if they so choose. This change was recommended by the President's Task Force on Efficiency.	7/1/2010
21	Information Technologies	Revision	Office of Information Security	IT Security Program	The implementation and use of this policy at the campus level has brought to light some minor areas for improvement that can be made to assist in outlining roles and responsibilities. This update to role definitions is a gap measure to improve APS implementation for the interim until a holistic information security framework initiative will lead to a larger policy collaboration review, gap analysis and update. Information security management across the Campuses and System Administration along with the Registrars and Privacy Officer have identified and concurred that these minor updates are necessary.	1/7/2010

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2009-2010**

	Functional Area	Action	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Action/ Effective Date
22	Students	Rescission	Vice President for Administration and Chief of Staff	Regents Scholarship Program	This APS extended the Regents Scholarship Program to the three general campuses of the University (Boulder, Denver, and Colorado Springs) and set forth guidelines for the program. The program was to be funded by the financial aid received through the Colorado Scholars Program from the State of Colorado. The Colorado Scholars Program and funding has been eliminated and therefore this has become obsolete.	1/7/2010
23	Students	Revision	Academic Affairs, Office of the President	Acceptance of First-time Freshmen Students Who Have Successfully Completed an International Baccalaureate Diploma Program	Clarifying and editorial changes were made. This policy has not been reviewed since its inception in 2003.	1/7/2010
24	Students	Revision	Academic Affairs, Office of the President	Intercampus Transfer of Students Among the Three General Campuses; Adopting Standards for	This policy was updated to facilitate student transfer between the CU campuses. Updates include clarifying the transfer of general education courses (gtPathways) as well as transfer and applicability of other courses. This revised policy also clarifies the appeals process for students.	1/7/2010