

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Executive Director

**NUMBER:** 1:5

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### 1. Appointment, Term and Qualifications

The Board of Regents shall appoint an Executive Director of the Board of Regents, who shall be a full-time employee of the Board and maintain his or her principal office in Pierre. The Executive Director shall be responsible to the Board and removable at the pleasure of the Board, shall have a post-graduate degree from a recognized college or university and shall by training and experience be familiar with the operations and problems of institutions of higher education.

### 2. Authority and Responsibility

The Executive Director shall carry out the directives of the Board of Regents and shall be under the Board's general jurisdiction and supervision. He or she shall administer the policies of the Board, secure compliance with Board regulations, and advise the Board of problems affecting higher education. The Executive Director may act for the Board to the extent authorized by the Board and shall at all times report such action to the Board.

Any requests or directives by the Executive Director for information or action shall be directed to the president or superintendent of the university or special school who shall receive such request or directive as if it were received directly from the Board of Regents. While the presidents and superintendents report to the Board of Regents, they normally are expected to communicate to the Board through the Executive Director.

The responsibilities of the Executive Director shall include the following:

- A. Administer the Board Office of the Board of Regents; recruit and select the top level staff; conduct professional development programs for the staff, evaluate their performance, and maintain an organizational structure in the Office that serves the needs of the System and the Regents.
- B. Preside at meetings of the Council of Presidents and Superintendents.

- C. Serve as a member of the State Board of Directors for Educational Telecommunications and as a member of the State Library Board.
- D. Coordinate the collective bargaining process for the System.
- E. Serve as arbitrator in COHE grievances for the System prior to the final stage of submitting a grievance to a hearing officer.
- F. Maintain the Policy Manual for the Board and the Fact Book for the System for the Regents, presidents and superintendents.
- G. Compile, distribute and maintain regular and special reports as directed by the Regents.
- H. Review and monitor institutional personnel action requests for compliance with Board policies.
- I. Coordinate the preparation and submission of legislative bills authorized by the Board; monitor the progress of legislation affecting higher education and provide timely reports to the Board and the presidents and superintendents; and present testimony - as authorized by the Board - on legislation that affects the System.
- J. Coordinate the orientation program for new members of the Board.
- K. Coordinate and monitor reciprocity agreements with contiguous states.
- L. Serve as a spokesperson for the accomplishments and needs of public higher education in South Dakota.
- M. Convene System-wide standing committees on behalf of the Board.
- N. In the recruitment and appointment of presidents and superintendents, coordinate the appointment of a search committee, arrange for staffing, and serve as an ex officio member of the committee.
- O. Direct - as required by the Board - and coordinate planning for the System, including the regular review of the missions and programs of the institutions.
- P. Conduct system-wide studies to guide policy decisions of the Board.
- Q. Keep the Board informed of developments in the state, the nation, and internationally that could affect the System.

- R. Coordinate the preparation, presentation and accounting of the budget for the System.
- S. Coordinate the activities of the Regents, the presidents and superintendents, and Board staff in relations with state officials.
- T. Receive personnel recommendations from the presidents and superintendents, and place these on the agenda of the Board if they are consistent with Board policy.
- U. Transmit campus operating budgets and appropriation requests to the Board with independent, written recommendations.
- V. Submit to the Board, with recommendations, significant contracts for goods and services.

Additional responsibilities may be assigned to the Executive Director by the Board of Regents as required.

### **3. Emergency Contract Approval**

Where immediate action is necessary in order to preserve state property or to continue operations and programs of an institution, and where it is impractical to postpone the issuance of a contract for review and formal action by the Board, the Executive Director shall be authorized on behalf of the Board to approve any needed contractual arrangements. The contracts that are above \$50,000 shall be approved with the concurrence of the President of the Board.

### **4. Emergency Purchasing Approval**

Where immediate action is necessary to obtain substantial cost savings, the Executive Director shall be authorized on behalf of the Board to approve any needed purchase. The requesting institution must demonstrate why this cost savings could not be realized if approval were delayed until the next Board meeting. Purchases that are above \$50,000 shall be approved with the concurrence of the President of the Board.

### **5. Curricular Requests**

The Executive Director is authorized to approve minor course modifications (Class Is) and new or revised course requests (Class IIs). Experimental courses may be offered on campus twice before obtaining Executive Director approval.

## **6. Grant Requests and Acceptances**

The Executive Director is authorized to approve institutional submission of grant requests and the acceptance of grant awards. A summary of grant requests and acceptances approved by the Executive Director shall be provided to the Board at each regularly scheduled Board meeting. Supplements to existing approved grants that provide resources to continue previously approved grant activities may be approved by the institutional president or superintendent if the value of the supplement does not exceed \$10,000. Under Board Policy 1:6, the president shall notify the Executive Director when this approval authority is exercised.

**SOURCE: SDCL 13-49-10; BOR, April 1981, P. 418; BOR, Feb. 1969, P. 48; March 1989; BOR, June 1991; BOR, January 1996; BOR, December 1996; BOR, December 1997.**