

**SOUTH DAKOTA BOARD OF REGENTS**

**Budget and Finance**

**AGENDA ITEM: 7 – D (1)**

**DATE: March 30-April 1, 2016**

\*\*\*\*\*

**SUBJECT: BOR Policy 5:1 – Institutional Representation Account (Second Reading)**

Institutional Representation funds support many on-campus activities that involve students, donors, community members, staff and even the Board. The dollar amount allowed per student has been the same since 2001. The demands for the discretionary funds have increased because the amount of recruiting, donor-cultivation, community events and other activities have grown as well as the cost of the activities.

The attached changes to the Institutional Representation Account policy reflect a request to increase the fund from \$10.00 per student to \$20.00 per student. Additional direction on the use of the funds have been added to the policy that align with the way they are used today. The first reading of the policy was approved in December 2015.

The following table reflects the impact on overall resources that could be allocated to institutional representation funds:

	FY16		FY17	
	FA15 Headcount	\$ Amount	FA15 Headcount	\$ Amount
BHSU	4,395	\$43,950	4,395	\$87,900
DSU	3,145	\$31,450	3,145	\$62,900
NSU	3,496	\$34,960	3,496	\$69,920
SDSM&T	2,843	\$28,430	2,843	\$56,860
SDSU	12,589	\$125,890	12,589	\$251,780
USD	<u>9,971</u>	<u>\$99,710</u>	<u>9,971</u>	<u>\$199,420</u>
	36,439	\$364,390	36,439	\$728,780

\*\*\*\*\*

**RECOMMENDED ACTION OF THE EXECUTIVE DIRECTOR**

I move to approve the second reading of the changes to BOR policy 5:1 – Institutional Representation Account.

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Institutional Representation Account

**NUMBER:** 5:1

---

1. Each institution under the control of the Board of Regents may utilize an institutional representation account. The budget for the account is to be limited to ~~\$240.00~~ per student based on the prior year fall headcount enrollment with a minimum of ~~\$105,000~~ authorized for each campus.
  - A) Institutional Representation Funds may be used for items that enhance the appearance or benefit the operations and image of the institution or system as a whole. Events for which Institutional Representation Funds may be used include, but are not limited to, foodstuffs, banquets, flowers, decorations, trophies, and awards.
  - B) Institutional Representation Funds may not be used for the cost of alcoholic beverages associated with an event.
  - C) Institutional Representation Funds may not be used for items of a personal nature, gifts for relatives, retiree or staff gifts, or other activities that do not benefit the institution as a whole. Funds may be used to support staff member recognition for approved institutional employee recognition programs.
  - D) Institutional Representation Funds may be used for meals and refreshment to host interview candidates or special guests of the institution, for planning and special department or committee meetings, but may not be used for regular staff or department meetings.
  - E) Institutional Representation Funds may be used to support staff and faculty travel for lodging beyond the state hotel reimbursement when state rates are unavailable.

**SOURCE:** BOR, Sept. 1965; July 1968; August 1987; April 1989; May 1989; April 1992; September 1992; May 1993; October 1997; March 2001; December 2010; **March-April 2016.**