



Sarah Ebben

Business Systems Administrator

Suite 105, 780 Regent St.

Madison, WI 53715

(608) 265-4623

sebben@uwsa.edu

<http://www.wisconsin.edu>

March 31, 2023

Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between March 4 and 31, 2023. There were six (6) revised UW System Administrative policies.

I. Revised UW System Administrative Policy Approvals

- [SYS 342, Extramural Support Administration](#) (approved and effective as of March 29, 2023)
 - On February 10, 2023, the UW System Board of Regents approved revisions to Regent Policy Document (RPD) 13-5, Capital Projects Solely Managed by the UW System: Approval and Signature Authority. The revisions included the renaming of the policy as [RPD 13-5, Capital Projects Solely Managed by the UW System: Approval, Signature Authority, and Reporting](#).
 - In SYS 342, retitled references to RPD 13-5 in Section 6.A, Authority to Sign Extramural Documents and Section 7, Related Documents.
 - Additionally, the numbering scheme for Section 6, Policy Statement of SYS 342 was updated to align with the current UW System Administrative (SYS) policy template.
 - No changes were made to the policy's scheduled review date.
 - There were no comments or concerns from the Finance and General Administration Policy Committee (FGAPC) during the FGAPC review period.
- [SYS 363, Change Requests of Bank and Contact Information](#) (approved and effective as of March 29, 2023)
 - The purpose of this policy is to establish standard processes for verifying student, employee, and supplier contact and bank account information when change requests are received.
 - Technical revisions to this policy include:
 - Replaced the term “vendor(s)” with “supplier(s)” in Section 1, Policy Purpose; Section 3, Scope; Section 5, Definitions; and Section 6, Policy Statement.
 - Fixed a grammatical error in Section 4, Background.
 - Replaced the term “UW System” with “UW” in three instances in Section 6, Policy Statement.
 - There were no comments or concerns from the Finance and General Administration Policy Committee (FGAPC) during the FGAPC review period.
- [SYS 521, Authority to Sign Procurement Contracts in the UW System](#) (approved and effective as of March 21, 2023)
 - SYS 521 was proposed for revision in response to amendments made to [Regent Policy Document 13-1, General Contract Approval, Signature Authority, and Reporting](#), approved by Resolution 11895 on June 10, 2022.
 - Throughout the policy, updated the citation formatting to the Wisconsin Statutes to

- align with other SYS policies.
 - In Section 4.A, removed language regarding Wisconsin’s Department of Administration delegating contract signature authority to sign contracts, and simplified language regarding Director of Procurement titles.
 - In Section 5, removed “Procurement” from the term Contract Signature Authority.
 - In the first paragraph of Section 6, clarified that procurement contracts must follow an authorized process, replaced “purchasing agent” with contracting personnel, and replaced language regarding the state procurement delegation policy and the delegation of authority agreement with a reference to RPD 13-1, *General Contract Approval, Signature Authority, and Reporting*.
 - In the third paragraph of Section 6, clarified that contracts must be signed by formally delegated university contracting personnel, and added the President as an individual who can delegate procurement contract signature authority. Also added that delegated personnel must confer with Purchasing personnel when determining the appropriate procurement authority, removed language that designated that this authority would be the state of Wisconsin or Board of Regents, and clarified that Purchasing must conduct the appropriate procurement process. In the last sentence, replaced the term “officer” with personnel.
 - Removed the fourth paragraph of Section 6 regarding University Contracting Officers not having the authority to sign state of Wisconsin procurement contract documents.
 - In the last paragraph of Section 6, removed the words “to monitor” to simplify language.
- Institutional Feedback and Concerns
 - UW-Madison recommended changing the third sentence third paragraph of section 6 to use “these individuals” instead of “this individual” to match the plural used in the preceding sentence. This change was made.
- [SYS 523, Emergency Procurements](#) (approved and effective as of March 21, 2023)
 - SYS 523 was proposed for revision in response to amendments made to [Regent Policy Document 13-1, General Contract Approval, Signature Authority, and Reporting](#), approved by Resolution 11895 on June 10, 2022.
 - In Section 3, added language to clarify that this policy does not apply to contracts for Architectural and Engineering (A/E services) or construction.
 - In the second paragraph of Section 6, changed language from “must” to may, and removed the sentence dictating that contracts over \$1 million require the Board of Regents approval.
 - Institutional Feedback and Concerns
 - UW System Administration requested that language be added to Section 3 to clarify that this policy does not apply to contracts for Architectural and Engineering (A/E services) and construction. This change was made.
- [SYS 540, Non-Competitive Procurement Contracts](#) (approved and effective as of March 21, 2023)
 - SYS 540 was proposed for revision in response to amendments made to [Regent Policy Document 13-1, General Contract Approval, Signature Authority, and Reporting](#), approved by Resolution 11895 on June 10, 2022.
 - In Section 1, added language to correct a sentence fragment.

- In Section 1, added language to further clarify the purpose of the policy.
 - In Section 3, added language to clarify that this policy does not apply to contracts for Architectural and Engineering (A/E services) or construction.
 - In Section 5, removed reference to Cost and Price Analysis Guidance and added the definitions for “Delegated Approver” and “Procurement Director.”
 - In the first paragraph of Section 6, replaced “Purchasing Lead” with “Purchasing department.”
 - In the fourth paragraph of Section 6, added “and including,” removed “and signed,” and added the UW System institution’s Purchasing Director or their delegated approver.
 - In the fifth paragraph of Section 6, added the institution’s Purchasing Director or their delegated approver to those required to approve contracts valued from \$150,000 to and including \$499,999 and recognized that some institutions utilize the title Vice President instead of Vice Chancellor for Finance and Administration. Additionally, removed the language regarding the institution’s Purchasing Director being able to sign these contracts.
 - In the sixth paragraph of Section 6, added the institution’s Purchasing Director or their Delegated Approver to those required to approve contracts valued from \$500,000 to and including \$1,000,000. Additionally, the revision recognizes that some institutions utilize the title Vice President instead of Vice Chancellor for Finance and Administration and clarified that these contracts may be (but are no longer required to be) reviewed by legal counsel.
 - In the seventh paragraph of Section 6, clarified that contracts over \$1,000,000 with private, profit-making organizations must be approved by the institution’s Purchasing Director or their Delegated Approver and the Vice Chancellor for Finance and Administration. Removed the UW System Office of Procurement from the list of those who must approve and clarified that the campus legal offices at UW-Madison or UW-Milwaukee can review (in addition to the UW System Office of General Counsel). Clarified that RPD 13-1 and RPD 25-4 will define if the contract requires Board of Regents approval (instead of always requiring this approval).
 - Throughout Section 6, replaced “shall” with “must” for clarity and consistency with other SYS policies.
 - In Section 7, added [RPD 25-4, Strategic Planning and Large or High-Risk Projects](#) to the list of related documents.
- Institutional Feedback and Concerns
 - UW-Milwaukee requested that additional positions be able to approve contracts at each threshold. This change was not made because the authority required by the Purchasing Director to approve of a Ch. 36 sole source procurement needs to remain at the Purchasing Director level and not be sub-delegated. SYS 540 is a somewhat rare contractual situation other than Academic Support Service Agreements (ASSA’s), and these have always required Procurement Director approval. Some of the requested changes have to do with Ch. 16 thresholds, and it was decided not to conflate the two sub-chapters of procurement authority, in that we have much higher thresholds in place for Ch. 36 procurements.
 - UW-Milwaukee suggested that “Purchasing Lead” be changed to lowercase as it is only used once in the policy and is not defined. The term was changed to “Purchasing department.”
 - UW-Milwaukee suggested that the language that defines the approval thresholds be clarified to account for contracts at exactly \$500,000. Added a range to this

approval level.

- UW-Milwaukee requested that the reference in the last paragraph of section 6 be changed to “Institution’s Vice Chancellor for Finance and Administration” for clarity. Added, “...and the institution’s...” for clarity.
 - UW-Eau Claire requested clarification about new roles/responsibilities given to the Purchasing Director surrounding non-competitive contracts at ranging values. No change was made to the policy language. In the current draft, the approvals at different thresholds were modified to provide a clearer hierarchy of approval requirements. This was a needed technical change that did not have to do with signature authority changes made to 13-1.
 - UW System Administration requested that language be added to Section 3 to clarify that this policy does not apply to contracts for Architectural and Engineering (A/E services) and construction. This change was made.
 - UW-Green Bay requested that clarity be provided for the position of “UW System’s Purchasing Director” as some institutions do not have this title within their organizational structure. The definition for “Purchasing Director” was added in Section 5 to clarify.
- [SYS 920, Standards Manual for UW Managed Capital Projects](#), (approved and effective as of March 29, 2023)
 - On February 10, 2023, the UW System Board of Regents approved revisions to Regent Policy Document (RPD) 13-5, Capital Projects Solely Managed by the UW System: Approval and Signature Authority. The revisions included the renaming of the policy as [RPD 13-5, Capital Projects Solely Managed by the UW System: Approval, Signature Authority, and Reporting](#).
 - In SYS 920, retitled references to RPD 13-5 in Section 4, Background and Section 7, Related Documents.
 - No changes were made to the policy’s scheduled review date.
 - There were no comments or concerns from the Finance and General Administration Policy Committee (FGAPC) during the FGAPC review period.

II. Policies in the Final Stages of Revision

- [SYS 156, Guidelines for Faculty Retraining, Renewal, and Development](#) (RESCISSION)
- [SYS 185, College Credit in High School](#)
- [SYS 185.A, Procedure for Awarding of UW System Credit in Wisconsin Schools](#)
- [SYS 215, Payment Methods and Timing for Payroll](#)
- [SYS 220, Affirmative Action Data Collection](#)
- [SYS 346, Patents and Inventions](#)
- [SYS 610, Uninsured Personal Property Loss or Damages](#)
- [SYS 6XX, Foreign Gifts and Contract Reporting](#)
- [SYS 1035, Information Security: IT Asset Management](#)
- [SYS 1035.A, Information Security: IT Asset Inventory Standard](#)
- [SYS 1278, UW System Pay Plan Distribution Framework for University Workforce](#)
- [SYS 1281, Employee Off-Boarding](#)
- [SYS 12XX, Mandatory Employee Training](#)