

IOWA

Quarterly Business Officers Meeting

September 9, 2025

Today's Agenda

- Change Management 5 Minute Tip – Blair Wagner
- Driving Policy Changes – Josey Bathke
- OGC Topics – Jamie Jorgensen
- Financial Sub-Certification – Rachel McGuire

Risk Management Updates

September 9, 2025

Josey Bathke, Chief Risk Officer

Risk Management Mission

To Minimize the risk of financial loss to the University through the identification and analysis of risk, implementation of loss control programs, contractual risk transfer, or other risk reduction or financing techniques.

Risk Management Policies

- What remains the same
- What changes are coming?

What remains the same

- Driving Policy:
 - Driving record reviews
 - Defines authorized driver
 - Mandatory reporting
- Travel Policy: UI vehicles for UI business only
- Auto Insurance: Personal vehicle used on behalf of UI

Driving record review for drivers

- Driver's License Review System
 - Required to drive for employment
 - Annual review by Risk Management
 - Not required to drive for employment
 - Annual self-certification

Authorized drivers

- Only faculty, staff, students and volunteers
- Must meet university driving policy standards
- Entry into DLRS not required for “occasional” drivers

Not authorized

- If Any of the following are true...not authorized
- Conviction of or pled guilty to reckless driving; driving with a suspended, denied, revoked, or barred license; hit and run; or leaving the scene;
- Conviction of or pled guilty to driving while under the influence of alcohol or drugs, vehicular homicide, or any driving offense punishable as a felony;
- Three or more moving violations.

Reporting requirements

- License Impacts e.g., Suspension
 - Required
 - To supervisor and Risk Management
 - No driving if license is not valid
- Incident Reporting
 - Required timeframes
 - To supervisor, Risk Management and Fleet
 - FROI for Worker's Compensation

University business only

- No personal business
- Most direct route
- Only authorized passengers
- Generally, no parking at home

Personal vehicle on UI business

- University Travel Policy (Ch 22.3(f)(3)):
- May choose to use personal vehicle
- All University policies apply
- Personally responsible/liable:
 - Insurance premiums
 - Deductibles
 - Accident claims

Personal insurance is primary

- [Policy Manual Part V, Ch 15.3\(b\)](#)
- University auto insurance is excess only
- Personal auto premiums may increase; not reimbursable

What Changes are Coming?

- Trailer and cargo/box truck info and advice
- No hazardous materials in personal vehicles
- Permitted and prohibited towing
- Clarification and language clean-up to:
 - How vehicle contents are insured
 - Suspensions
 - Non-employee student drivers

Trailers and cargo/box trucks

- [Travel Policy Part V, Chapter 22.3\(3-6\)](#)
- [Risk Management Part V, Chapter 15 \(2-8\)](#)
- Generally, auto coverage does not extend
 - To contents within or on
 - Unless “installed”
- University property coverage applies instead
 - With departmental deductibles

Trailers advice

- Verify basic liability
- Verify trailer physical damage
 - If not included in rental, purchase recommended
 - Allowable expense
- Contact RM about additional contents insurance
 - May be preferred if dept deductible is high
 - Only allowable expense *if RM approved prior*

Cargo/box truck advice

- Verify basic liability
- Verify physical damage
 - If not included in rental, purchase recommended
 - Allowable expense
- Contact RM about additional contents insurance
 - May be preferred if dept deductible is high
 - Only allowable expense *if RM approved prior*

Hazardous or infectious materials

- ➤ University drivers prohibited from:
 - Using personal vehicles
 - To transport “hazardous” or “infectious” materials
 - As defined by university policy or law
- Must be transported:
 - In university-owned or
 - University-rented or
 - By service provider hired by the university

Towing

— ➤ Permitted:

- University-owned vehicles may only tow university-owned trailers
- Personal or rented vehicles may tow university-owned trailers

➤ Prohibited:

- University-owned vehicles may not tow:
 - Personal, borrowed or rented trailers

Clarifications/clean-up

- How vehicle contents are insured
 - Installed or attached = auto
 - All other = property
- Suspensions
 - Reporting required
 - Even if unrelated to driving
 - 3-year impact on driving
 - Consistent with other BOR schools

Clarifications/clean-up continued

- Non-employee student drivers
 - Record review
 - Defensive driving training

- CDL drug testing look back ([Part V Ch 15.8](#))
 - 2 years before
 - 3 years now
 - Matches federal regulations

Questions?

Risk Management Office:

202 Plaza Centre One

319-335-0010

risk-management@uiowa.edu

<https://riskmanagement.fo.uiowa.edu/>

Risk Management Team

- Emily Robnett, Research and Insurance Policy Manager
 - emily-Robnett@uiowa.edu
- Camille Walters Gott, Claims and Claims System Manager
 - camille-walters@uiowa.edu
- Melissa Miller, Student Events and DLRS Administrator
 - melissa-miller-1@uiowa.edu
- Josey Bathke, Chief Risk Officer
 - josephine-bathke@uiowa.edu

Combined 50+ years of experience and relationships at the University of Iowa

OGC Topics

- FAQ: Iowa Code 261J Compliance
 - <https://gencounsel.uiowa.edu/faq-iowa-code-261j-compliance>

Financial Sub-Certification

- Due date – September 12, 2025
- Required Approvers
 - Dean (automatically added on Workflow routing) or VP (needs to be manually added as approver in Workflow)
 - Business Officer (automatically added on Workflow routing)
 - Senior HR Rep (automatically added on Workflow routing)
 - Directors of Central Units (need to be manually added as approvers in Workflow)

IOWA

Quarterly Business Officers Meeting

Thank you

→ controller.fo.uiowa.edu

Rachel McGuire, MBA, CPA
AVP & University Controller

319-335-0728
rachel-mcguire@uiowa.edu