BOARD OF REGENTS OF HIGHER EDUCATION

AGENDA HANDBOOK

PROCEDURES AND GUIDELINES FOR SUBMITTING AGENDA ITEMS

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GENERAL MEETING INFORMATION

Pursuant to the Board of Regents (BOR) by-laws the board shall not meet less than on a quarterly basis and will convene if other or special meetings are called by the governor, chair of the board or by request. Currently the board convenes at least six times a year, two of which are considered “planning sessions” (January and July meetings). At each meeting the board reviews requests, proposals, staff-related items and other reports and receives updates from campuses and the Office of the Commissioner of Higher Education (OCHE). The BOR agenda is prepared by the Board Secretary, Amy DeMato prior to each meeting. It includes items carried over from previous meetings, new agenda items from campuses and OCHE staff, informational items for discussion and any outside requests agreed to by the Commissioner and/or the Board Chairman. This handbook is intended to assist with the submission of BOR items and meeting preparations for the host campus.

Meetings are generally scheduled to begin on Thursdays with Committee meetings running consecutively, however, the meeting schedule is flexible and subject to change at any time by the Commissioner or the Board Chairman. It is the responsibility of the campus to ensure they are aware of the current meeting dates and corresponding deadlines.

Items that may be submitted to the Board include regular board items, Academic Items and informational items. A campus report should be submitted for the Board to review at every meeting.

Submission deadlines are crucial to the agenda compilation process. Due to the review process that must take place, enforcement of these due dates is imperative. Exceptions or late submissions are approved solely by the Commissioner and Board Chair. It is not safe to assume items will be included if submitted late.

The most up to date schedule and deadlines are available at http://www.mus.edu/board/meetings/meetingschedule.asp.

Note: The timeline and due dates for Academic Items are different than those for regular board items. Please visit http://mus.edu/che/arso/Forms/ARSA_Approval_Schedule.pdf for the current Academic Research and Student Affairs timeline.

BOARD SUBMISSION DEADLINES & APPROVAL SCHEDULE

- Regular agenda items are due at OCHE three weeks before each meeting. This includes all presentation materials such as PowerPoints, documents, etc.

- Deadlines are applied to annual reports that are due throughout the year. Annual Report due dates can be viewed at http://mus.edu/board/AnnualReports.pdf.

- All deadline dates fall on Wednesdays. If a deadline falls on a holiday, items are due on the preceding working day. If a meeting date changes, the deadlines are adjusted accordingly.
The finalized agenda and meeting materials will be posted to [http://mus.edu/board/meetings/agendas-and-minutes.asp](http://mus.edu/board/meetings/agendas-and-minutes.asp) one week before the meeting: At this time, OCHE will notice the media and campuses of the agenda release.

For a timeline of regular item deadlines visit: [http://mus.edu/board/meetings/meetingschedule.asp](http://mus.edu/board/meetings/meetingschedule.asp)

For a timeline of Academic Item deadlines please visit: [http://mus.edu/che/arsa/Forms/ARSA_Approval_Schedule.pdf](http://mus.edu/che/arsa/Forms/ARSA_Approval_Schedule.pdf)

**Note:** These deadlines are established for the submission of agenda items to OCHE only. The two flagship institutions are responsible for making sure their respective campuses are aware of any campus submission deadlines that fall before OCHE deadlines.

**ACADEMIC ITEMS**

Academic Items include the following items:

A. Notifications – reported to the Board of Regents
   1. Moratoriums
      a.) Placement into
      b.) Withdrawal from
   2. Intent to terminate
   3. Campus certificates of 29 or fewer credits
   4. BAS/AA/AS programs of study

B. Level I – approved by the Commissioner of Higher Education
   1. Temporary Approval of CAS/AAS Proposals

C. Level I with Level II documentation – approved by the Commissioner of Higher Education

D. Level II – approved by the Board of Regents

E. Campus Mission and Core Themes – approved by the Board of Regents
   1. Mission Statement Review
   2. Mission Statement Revision
   3. Revision of Core Themes

F. Academic Program Reviews

For information pertaining to the types of requests listed above please visit the [Academic Affairs Handbook](http://mus.edu/che/arsa/Forms/ARSA_Approval_Schedule.pdf). For forms related to Academic Items, please visit [Academic Forms](http://mus.edu/che/arsa/Forms/ARSA_Approval_Schedule.pdf).
HONORARY DOCTORATE AWARD

According to BOR Policy 322.1 – Honorary Degree, an honorary doctoral degree may be awarded by any campus of the Montana university system (MUS) if the campus has authority to award earned baccalaureate degrees. The honorary doctoral degree will be awarded by the Board of Regents on the basis of a recommendation from the Commissioner of higher education, the president of The University of Montana-Missoula or Montana State University-Bozeman, and the chancellor of one of the other four baccalaureate-granting institutions, when the degree originates from that campus. In order to avoid any embarrassment, no suggestion shall be made to any person nominated for an honorary degree until the board of regents has taken action to approve the degree.

This is a two-meeting process. The nominee is not informed until after the Board takes final action in Step 2.

Step 1: A letter of support is submitted by the campus President to OCHE coinciding with the regular board item due dates. At the BOR meeting, a nomination is made during executive session.
   • No item number or item template required

Step 2: At the next regular BOR meeting, a consent item will be listed simply as Honorary Doctorate; Campus Name on the ARSA agenda. Again, NO NAMES are released. There is no certificate required or presented, as recognition is given at commencement.
   • No item number or item template required

For an example see the November 2012 meeting ARSA Agenda.
**REGENTS PROFESSOR AWARD**

According to BOR Policy 702.6 – Regents professorship, the rank of Regents Professor is established within Montana University System to be awarded at the discretion of the Board of Regents upon the recommendation of the Commissioner of Higher Education or one of the presidents or chancellors.

This is a two meeting process. The press should not refer to the nominee as award winner until the Board takes final action in Step 3.

**Step 1:** The campus President nominates the candidate by submitting a letter of support coinciding with the regular board item due dates. The nomination is discussed in executive session. After executive session, the nominee is informed.

**Step 2:** At the next regular BOR meeting the following is listed on the ARSA agenda:

REGENTS’ PROFESSOR NOMINATION; CAMPUS ITEM XXX XXXXXXX | ATTACHMENT #1 | ATTACHMENT #2

- Item number will come from campus
- Attachment #1 – should be president’s letter of support (required)
- Other attachments – other letters of support (not required)

Three certificates are created by OCHE with the Regent’s seal and presented at the meeting (one for OCHE official records, one for campus records, and one for the nominee). These are not framed when presented. When the certificate is presented often times the recipient’s campus CEO will speak to the award recipient while the Board Chair and Commissioner present the certificate.
**SUBMITTING AGENDA ITEMS**

All campus agenda items are submitted to OCHE through the two flagship campuses or by the community colleges. One person on each MUS campus serves as the agenda coordinator for that campus. This person oversees the preparation and submission of BOR agenda items. Items are prepared on the individual campuses and then sent to the appropriate flagship institution. After the items are approved by the university president or designee, the university agenda coordinator ensures that all items are numbered and formatted correctly and sends the final versions along with a master list of all items for submission electronically to Amy DeMato at OCHE (ademato@montana.edu) for final review. *The three community colleges submit their agenda items directly to Amy DeMato at OCHE (ademato@montana.edu).

**Item Template**

All items must be submitted with an Item Template which can be found at the following link: [http://mus.edu/board/meetings/Forms/FormsInfo.asp](http://mus.edu/board/meetings/Forms/FormsInfo.asp)

**Numbering Agenda Items**

If you have questions on numbering BOR Items, please call Amy DeMato at (406) 444-0374, or e-mail ademato@montana.edu.

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**Quarter**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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</tr>
</thead>
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<td>170</td>
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<td>172</td>
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<td>180</td>
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<td>188</td>
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<td>173</td>
<td>177</td>
<td>181</td>
<td>185</td>
<td>189</td>
<td>193</td>
</tr>
</tbody>
</table>

**Example:** Item **147-1000-R0510** represents an item for the 147th quarterly BOR meeting.
B. The second set of numbers identifies the unit submitting the item, be it a campus, OCHE, or MUS as a whole. The assigned numbers are as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana University System</td>
<td>000</td>
</tr>
<tr>
<td>Office of the Commissioner of Higher Education</td>
<td>100</td>
</tr>
<tr>
<td>Community Colleges (General)</td>
<td>150</td>
</tr>
<tr>
<td>Dawson Community College</td>
<td>200</td>
</tr>
<tr>
<td>Flathead Valley Community College</td>
<td>300</td>
</tr>
<tr>
<td>Miles Community College</td>
<td>400</td>
</tr>
<tr>
<td>UM</td>
<td></td>
</tr>
<tr>
<td>The University of Montana-Missoula</td>
<td>1000</td>
</tr>
<tr>
<td>Montana Tech of The University of Montana</td>
<td>1500</td>
</tr>
<tr>
<td>Montana Bureau of Mines &amp; Geology</td>
<td>1500A</td>
</tr>
<tr>
<td>UM-Western</td>
<td>1600</td>
</tr>
<tr>
<td>Helena College-UM</td>
<td>1900</td>
</tr>
<tr>
<td>MSU</td>
<td></td>
</tr>
<tr>
<td>Montana State University-Bozeman</td>
<td>2000</td>
</tr>
<tr>
<td>MSU-Agricultural Experiment Station</td>
<td>2300</td>
</tr>
<tr>
<td>MSU-Cooperative Extension Service</td>
<td>2400</td>
</tr>
<tr>
<td>MSU-Billings</td>
<td>2700</td>
</tr>
<tr>
<td>MSU-Northern</td>
<td>2800</td>
</tr>
<tr>
<td>Great Falls College-MSU</td>
<td>2900</td>
</tr>
</tbody>
</table>

**Staff items will always end in 00. All other items are numbered sequentially, beginning with 01.**

**Example:** ITEM 147-1000-R0510 is a staff item from The University of Montana-Missoula; ITEM 147-1001-R0510 is an additional UM item.

C. The letter just prior to the final set of numbers represents the meeting type. This is usually an "R" to reflect agenda items submitted for regular BOR meetings. However, the following letters may also be used as applicable:

- C Conference Call Meeting
- S Special Meeting
- W Workshop

**Example:** ITEM 147-1000-R0510 is an item for a regular meeting. ITEM 147-1000-C0510 would be an item for a conference call meeting.

**Note:** Level I items will have a plus sign (+) preceding this letter instead of the dash (-) which is used for all other items.

D. The last four numbers represent the month and year of a meeting.

**Example:** ITEM 147-1000-R0510 is an item for the May 2010; ITEM 147-1000-R1010 is an item for an October 2010.
If an item is pulled from the agenda and carried over to a later meeting, please give the item a new number with the new meeting date. Place an asterisk after the item number with the following text placed in the footer:

*ITEM XXX-XXX-RXXXX is carried over from the [MM/DD/YYYY] Board of Regents meeting where it was listed as ITEM [previous item number].

*This does not apply to Level II Items. These items will keep their original item numbers to indicate where they are in the approval process.

Formatting Agenda Items
Agenda items should **ALWAYS** be prepared using one of the templates available online at [http://mus.edu/board/meetings/Forms/FormsInfo.asp](http://mus.edu/board/meetings/Forms/FormsInfo.asp).

All items should include at least the Item Template. All supporting materials must be listed at the bottom of the Item Template under ATTACHMENTS. Additional materials must include the item number and a description of the document in the header, for example:

ITEM #147-1000-R0510
Attachment #1-Letter of Support

Please follow the formatting tips below for all items and supporting materials:

- Submit materials in Word.doc format when possible
- Use Calibri font size 11 (the templates and forms are defaulted to this)
- Utilize the least amount of pages necessary for easier displaying purposes-pay attention to spacing and margins.

If you are unclear on formatting specifics look at an item submitted at a past meeting for an example.

Please save the items using the item number, utilizing hyphens rather than periods. The filename for supporting materials should include the item number and a brief notation of what the document is. Please see below for examples of the filenames using an example from above:

<table>
<thead>
<tr>
<th>Item Template</th>
<th>147-1000-R0510</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment #1</td>
<td>147-1000-R0510_A1</td>
</tr>
</tbody>
</table>
OCHE CONTACTS

- For general questions on agenda items please contact Amy DeMato at 444-0374 or ademato@montana.edu.

- For questions on the preparation of Administrative and Budget items, please contact Mick Robinson, Associate Commissioner for Fiscal Affairs, at 444-0319 or mirobinson@montana.edu.

- For questions on the preparation of Academic and Student Affairs items, please contact Neil Moisey, Deputy Commissioner for Academic Affairs, at 444-0312 or nmoisey@montana.edu. Elizabeth Baker can also assist with any questions 444-0311 or ebaker@montana.edu.

- For questions on the preparation of Legal items, please contact Vivian Hammill, Chief Legal Counsel, at 444-0325 or vhammill@montana.edu.

- For questions on the preparation of Two-Year and Workforce Development items, please contact John Cech, Deputy Commissioner for Two-Year Education, at 444-0316 or jcech@montana.edu.

- For questions on the preparation of Staff and Compensation items, please contact Kevin McRae, Deputy Commissioner for Communications & Human Resources, at 444-0327 or kmcrae@montana.edu.
INFORMATION FOR HOST CAMPUSES

- The Board will have breakfast with faculty representatives during September, November, and March meetings. If the legislative session is underway the January and March breakfast meetings may be overtaken by activities during session.

- The Board will have breakfast with classified staff representatives (MUSSA) during January and May meetings. If the legislative session is underway the January and March breakfast meetings may be overtaken by activities during session.

- The Board will have a breakfast with local civic and business leaders, generally on Friday mornings. The host campus of the current meeting is responsible for inviting local attendees and should be prepared to share the list of attendees with the Commissioner’s Office.

- Breakfast and lunch will be provided by the host campus for all meeting attendees during days of the meeting.

- The Board will have lunch with Montana Association of Students representatives.

- If needed, the Board will go into Executive Session at some point during the meeting.

Host Campus Room Requirements

- One large room for full BOR meeting (seating for 75 to 100 people) generally for two full days Small conference room for executive session (seating for 10)

- Other rooms for luncheons, dinner, receptions, etc., at the discretion of campus and OCHE

- OCHE works with each campus prior to a meeting to coordinate other room requirements for various meetings that take place the day before a Board meeting.

- Please ensure that each table in the head table arrangements are covered with full length table cloths.

Arrangements to Be Made By Host Campus

- Continental breakfast for attendees each full BOR meeting day

- Lunch for Regents and faculty senate representatives/classified staff/student representatives.

- Breakfast for local business leaders and legislators with Regents and CEOs (the campus sends invitation letters to local civic and business leaders)

- Transfer of audio equipment (after each meeting, it is the responsibility of the host campus to transport OCHE’s audio equipment to the next campus that will be hosting)
• Evening reception (at the discretion of campus)

• Arrange for copy / printing capability for minor print jobs near or in meeting space

• If possible, please set-up a “charging station” for iPhone and mobile devices (at the discretion of campus)

• Private internet network for BOR/OCHE head table with password – this helps immensely with connection issues

• Network connection instructions and password on all tables (different than that of the head table)

• Comfortable chairs, preferably with wheels or that slightly recline and have cushions for the head table and OCHE table. If the campus can also provide for CEOs that is greatly appreciated

**Refreshments**

• Continental breakfast for attendees each morning

• Coffee, water, and light refreshments during meeting

• Water (bottled or pitchers) and coffee on the head table for all Regents and others seated there

• Lunch for Regents and faculty senate representatives

• Lunch for Regents and student leaders

• Breakfast for local business leaders and legislators with Regents and CEOs (the campus sends invitation letters to local civic and business leaders)

• Evening reception (at the discretion of campus)

**Lodging**

• Set up blocks of rooms at 3-4 local hotels for state rate or better (likely will be 60 – 80 rooms needed total) and send this information to the campuses and OCHE approximately a month prior to the meeting
BOR MEETING ROOM LAYOUT

Big Screen

Place one microphone between each person at the main table

OCHE Staff
Vice Chair Tuss
Comm. Chair Robinson

OCHE Staff
Regent Albrecht
Regent Johnstone

Regent Krauss
Regent Sheehy
Regent Williams

Flagship Pres
Gov Rep
Faculty Rep

Flagship Pres
Supt Rep
Host Campus CEO

Presenters
Podium

One microphone at center of table

Floor Proj

Floor Screen

One microphone at center of table

Elizabeth (laptop to run the projector)

PBS (will need hardwire Internet connection)

OCHE Staff

Community College CEOs

Integrated CEOs

CEOs

Leg Rep

One microphone at center of table

One microphone at center of table

8 ft  8 ft

8 ft  8 ft

Aisle w/ chairs on either side

13