REGULAR BOARD ITEM SUBMISSIONS

Montana University System
REGULAR BOARD ITEM SUBMISSIONS INCLUDE:

- Is asking in one way or another for approval or authorization from the Board

- Has a campus specific, item number assigned to it

- Require a completed Item Cover Sheet

- Often includes supporting documentation in the form of attachments

- Can be listed as action, consent or informational

Due 3 weeks before each meeting
Honorary Doctorate Awards –
BOR Policy 322.1 states that an honorary doctoral degree may be awarded by the BOR on the basis of a recommendation from the Commissioner, President of either UM or MSU, and Chancellor of one of the four baccalaureate-granting universities.

Two meeting process:
- Step 1 | First Meeting:
  - A letter of support is submitted from the campus President to OCHE, due with other regular board items, for Board consideration during a closed executive session
    - No item number required or item cover
    - Letters of Support are helpful and appreciated

- Step 2 | Second Meeting:
  - Nominating campus submits a item, along with other regular board items, to be listed on the action agenda for the ARSA Committee. No Names are included on this item or shared with the press, nominee, etc.
    - An item number and cover are required
    - Support letters are not required at this stage
Regents Professor Awards:
BOR Policy 702.6 notes that the rank of Regents Professor is established within the MUS to be awarded at the discretion of the BOR upon Recommendation of the Commissioner or one of Presidents or Chancellors.

Two meeting process:
- Step 1 | First Meeting:
  - The campus CEO nominates the candidate by submitting a letter of support, with other regular board items. This nomination is to be discussed at the meeting in an executive session.

- Step 2 | Second Meeting:
  - Nominating campus submits a item, along with other regular board items, to be listed as an action agenda item.
    - An item number and cover are required
    - Support letters from President should be submitted as an attachment

- At the meeting 3 certificates are prepared and signed, one for the official record, one for the campus and one for the nominee. Generally after voting, the board congratulates the nominee, poses for a photo and presents, with the CEO, the certificate. Campuses often invite the person and family to attend the meeting.
- Item Name should be one or two clear sentences summarizing the item

- THAT section should include an more thorough description of the request including any reference to Board policy or why it’s being brought forth

- EXPLANATION space is provided for a campus to further explain their point or position, reference resources or provide funding clarifications to show how they plan to comply with BOR policy in carrying out the actions should the board pass the item.

- ATTACHMENTS area is a space that you can list how many attachments of supporting documentation and a brief title for each
  
  Attachment #1: Property Appraisal
  Attachment #2: Structure Photos
Writing a Board Item

• Every item is a request for either approval or authorization from the Board
• Think through the language, determine exactly what it is you want to accomplish with it
• Keep it simple and specific
• Write clearly and concisely

Try to anticipate questions
• Include supporting documentation
• Address any legal concerns
• Check BOR policies
• Be consistent

Request for ...
Item Numbers

- Each campus is responsible for assigning item numbers to their respective board items.
- Any item number ending in 00 is reserved for staff items only.
- First item number assigned by any campus that isn’t a staff item should end in -01.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Number</th>
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<tbody>
<tr>
<td>Montana University System</td>
<td>000</td>
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<tr>
<td>Office of the Commissioner of Higher Education</td>
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<tr>
<td>Community Colleges (General)</td>
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<td>Flathead Valley Community College</td>
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<tr>
<td>Miles Community College</td>
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<td>UM</td>
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<td>The University of Montana-Missoula</td>
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<td>Montana State University-Bozeman</td>
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<tr>
<td>MSU-Agricultural Experiment Station</td>
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<td>MSU-Cooperative Extension Service</td>
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<tr>
<td>MSU-Billings</td>
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<td>MSU-Northern</td>
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<tr>
<td>Great Falls College-MSU</td>
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</table>
• Quarter is assigned using table
• Unit is campus-specific number
• Meeting type (R, C, S)
• Date – month/year

Ex: Item 176-101-S0817  (Aug quarter/OCHE item/Special meeting in August of 2017)
Naming and Submitting Files

- Please name files as close to item number as possible
  - Item176.101.S0817
  - 176101S0817

- Attachments should be similarly named
  - Item176.101.S0817_A1
  - 176101S0817_Attachment#1

- Submit files in accordance with due dates

- Include Master Submission form from your campus
Annual Reports

• Campus Reports – due at every meeting

• Due September BOR Meeting:
  – 910.1 and MCA 17-7-138 (Fiscal)
  – MCA 17-2-304 Report of Expenditures (Fiscal) Due 9/15
  – 940.14 Campus Tuition Waiver Report (Fiscal)
  – 303.7 – Distance Education Report (Provosts/Registrar) Due 9/1
Questions