

MONTANA UNIVERSITY SYSTEM



BOARD OF REGENTS OF HIGHER EDUCATION 2009-2010 AGENDA HANDBOOK

Procedures and Guidelines for Agenda Items

OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION

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INTRODUCTION

The Board of Regents (BOR) agenda is prepared by the Board Secretary. It will include items carried over from a previous meeting, new agenda items from campuses and the Office of the Commissioner of Higher Education (OCHE) staff, and any outside requests agreed to by the Commissioner and/or the Board Chairman.

Meetings are generally scheduled to begin on Thursdays with Committee meetings running consecutively.

- The Board will have lunch with faculty representatives during September, November, and March meetings.
- The Board will have lunch with classified staff representatives (MUSSA) during January and May meetings.
- The Board will have a breakfast with local civic and business leaders, generally on Friday mornings.
- 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.

The schedule is flexible and is subject to change at any time by the Commissioner or the Board Chairman.

HOST CAMPUS ROOM REQUIREMENTS

OCHE works with each campus prior to a meeting to coordinate other room requirements.

Rooms Needed For Each BOR Meeting

- One large room for full BOR meeting (seating for 75 to 100 people) generally for two full days (the student lunch may be held here also at the discretion of the campus)
- Small conference room for executive session (seating for 10)
- Other rooms for luncheons, dinner, receptions, etc., at the discretion of campus and OCHE

Arrangements to Be Made By Host Campus

- Continental breakfast for attendees each full BOR meeting day
- Lunch for Regents and faculty senate 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)

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.

MSU and UM campus staff will submit items to their campus agenda coordinator, who in turn will submit the items to the university agenda coordinator for revision or approval. 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 forwards the final versions electronically by e-mail to Lynette Brown at OCHE (lybrown@montana.edu).

The three community colleges submit their agenda items directly to Lynette Brown at OCHE (lybrown@montana.edu).

Deadlines for Submission

Please note that agenda items are due at OCHE four weeks before each meeting, and must include a complete list of the agenda items and the agenda items themselves. This includes all Level I that need the approval of the Deputy Commissioner for Academic and Student Affairs and all Level II items that will be reviewed by the chief academic officers (CAOs).

All deadline dates fall on Fridays. If a deadline date falls on a holiday, the deadline date is the preceding working day prior to that holiday. If meeting date changes, adjust the deadline dates accordingly.

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

OCHÉ will post the finalized agenda and meeting materials to the BOR web site two weeks before the meeting:

<http://mus.edu/board/meetings/meetings.asp>

At this time, OCHE will notice the media.

Meeting Schedules

Meeting dates are posted at: <http://mus.edu/board/meetings/meetingschedule.asp>

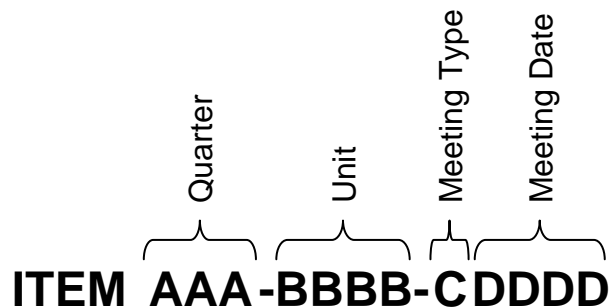
2010	Location	Agenda Items Submission Deadlines
January 14	The University of Montana-Helena College of Technology 1115 North Roberts Street Helena, MT 59601	December 11: List and Agenda Items due to OCHE December 21: Agenda Materials Available
*March 3 BOE Afternoon March 4-5 BOR	The University of Montana-Western 710 S. Atlantic Dillon, MT 59723	February 5: List and Agenda Items due to OCHE February 19: Agenda Materials Available
May 27-28	Montana State University-Northern 300 West 11th Street Havre, MT 59501-7751	April 30: List and Agenda Items due to OCHE May 14: Agenda Materials Available
September 23-24	Montana Tech of The University of Montana 1300 West Park Street Butte, MT	August 27: List and Agenda Items due to OCHE September 10: Agenda Materials Available
November 18-19	The University of Montana-Missoula 32 Campus Drive Missoula, MT 59812	November 5: List and Agenda Items due to OCHE October 22: Agenda Materials Available

2011	Location	Agenda Items Submission Deadlines
January 13-14	The University of Montana-Helena College of Technology 1115 North Roberts Street Helena, MT 59601	December 10: List and Agenda Items due to OCHE December 20: Agenda Materials Available
March 3-4	The University of Montana-Helena College of Technology 1115 North Roberts Street Helena, MT 59601	February 4: List and Agenda Items due to OCHE February 18: Agenda Materials Available
May 19-20	Flathead Valley Community College 777 Grandview Drive Kalispell, MT 59901-2699	April 22: List and Agenda Items due to OCHE May 6: Agenda Materials Available
September 22-23	Montana State University-Billings 1500 N. 30th Avenue Billings, MT 59101-0252	August 26: List and Agenda Items due to OCHE September 9: Agenda Materials Available
November 17-18	Montana State University-Bozeman PO Box 172440 Bozeman, MT 59717-0001	October 21: List and Agenda Items due to OCHE November 4: Agenda Materials Available

** Subject to Change*

Numbering For Agenda Items

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



- A. The first three digits of an item number represent the statutory quarter in which the current meeting is held. These numbers change in January, April, July, and October of each year.

Please use the following numbers for the years indicated:

Month	2009	2010	2011	2012	2013	2014	2015
January	142	146	150	154	159	163	167
March	142	146	150	154	159	163	168
May	143	147	151	156	160	164	169
July	144	148	152	157	161	165	170
September	144	148	152	157	161	165	171
November	145	149	153	158	162	166	172

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:

Campus	Number
Montana University System	000
Office of the Commissioner of Higher Education	100
Community Colleges (General)	150
Dawson Community College	200
Flathead Valley Community College	300
Miles Community College	400
UM	
The University of Montana-Missoula	1000
Montana Tech of The University of Montana	1500
UM-Western	1600
UM-Helena College of Technology	1900

MSU	
Montana State University-Bozeman	2000
MSU-Northern	2800
MSU-Great Falls College of Technology	2900

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 also may 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.

- 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 carried over to a later meeting, please give the item a new number with the new meeting date (unless the item is a Level I or Level II, as they will retain their original number to show where they are in the process). 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].

However, Level I and Level II memorandums will keep their original item numbers to indicate where they are in the approval process.

Formatting Agenda Items

Agenda items should be prepared using one of the templates available online at <http://mus.edu/board/meetings/Forms/FormsInfo.asp>. On forms created in Microsoft Word, be sure to list all your supporting materials at the bottom of the Item under "ATTACHMENTS."

OCHE Contacts

- For **general questions** on agenda items to Lynette Brown at 444-0374 or lybrown@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 Sylvia Moore, Deputy Commissioner for Academic Affairs, at 444-0312 or smoore@montana.edu.
- For questions on the preparation of **Legal** items, please contact Catherine Swift, Chief Legal Counsel, at 444-0325 or cswift@montana.edu.
- For questions on the preparation of **Two-Year and Workforce Development** items, please contact Mary Sheehy Moe, Deputy Commissioner for Two-Year Education, at 444-0316 or mmoe@montana.edu.
- For questions on the preparation of **Staff and Compensation** items, please contact Kevin McRae, Director of Labor Relations and Personnel, at 444-0327 or kmcrae@montana.edu.

