

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: RESEARCH AND PUBLIC SERVICE
Policy 405 – Montana Center for Gerontology
Effective: November 2, 1979; November 20, 1979

I. Board Policy:

A. Montana State University (MSU) is designated as the lead institution for the gerontology program within the Montana university system (MUS).

B. The following protocol shall guide the operation of the program.

Protocol:

A. Purpose

The main purpose of the center is to generate, accumulate, and distribute knowledge concerning aging and aging processes. Four main functions derive from this purpose: education, research, technical assistance, and functioning as lead institution in this area for units of the Montana University System and other institutions of higher education which may wish to participate.

The center shall be a facility for the State of Montana to carry out multidisciplinary and interdisciplinary instruction and training, research, program development, and community service. The center will utilize the cooperative capabilities of university system faculty, staff and resources for the benefit of Montana and the expansion of knowledge pertaining to the aged and to the aging process.

The center shall be the central agency within the Montana University System for coordinating resources and services pertinent to the aged. Coordination shall include providing resource assistance to those institutions of higher learning throughout Montana that will be involved in carrying out programs and projects for the aged.

Throughout these functions, the center is to facilitate and develop growth and interest in the respective units of the Montana University System and other interested institutions. As the Gerontology Site Visitors Report (March 1, 1979, Dayton to UM, MSU and EMC) avers:

"Designating a lead institution for gerontology poses a dilemma because no university has the complete range of courses and disciplines to launch a comprehensive program. In fact, the state system's policy of avoiding duplication in academic training precludes any single university assuming total responsibility for gerontology, which is an inherently multidisciplinary subject.

The two institutions not being designated the lead should continue to foster their gerontology programs. . . It is therefore recommended that the lead institution carry with it a strong mandate that will ensure a collaborative effort among the three institutions. . ." p. 6, 7)

B. Goals

1. Promote instruction of personnel in the field of gerontology at the undergraduate and graduate levels as well as offer non-credit educational and training programs.

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2. Stimulate, create and coordinate opportunities for innovative, multidisciplinary inter-institutional efforts in educational instruction in the area of adult development and aging.
3. Develop, carry out and publish research projects in gerontology. Types of activities will include evaluation studies associated with short- and long-term training as well as basic research and position papers.
4. Provide consultation and technical assistance in gerontologically-related topics to public, private and voluntary organizations.
5. Serve as a repository of information and knowledge concerning the field of gerontology. In addition, serve as a liaison and supplier regarding available resources on aging between federal, state, local governments, educational institutions, private organizations and the public.
6. In cooperation with existing placement services, assist trainees of the individual gerontology programs to obtain information about and to acquire, where possible, gerontologically-related employment.
7. To undertake the lead responsibilities in collaborating and initiating cooperative endeavors among the three existing gerontology centers and assist in the development of gerontology at other postsecondary educational institutions. Full use will be made of the resources at all cooperating institutions, and the contributions from unique programs will be recognized and encouraged.
8. Where appropriate, deal with local, state and federal agencies on behalf of the cooperating institutions to set up cooperative research, education, training and service programs.

Organizational Structure and Functions

1. Coordinating Board

The Montana Center for Gerontology is coordinated by a Board consisting of a representative of Montana State University, University of Montana, Eastern Montana College, the Commissioner of Higher Education, Department of Institutions, Department of Social and Rehabilitation Services, Department of Health and Environmental Sciences, and two representatives of direct care providers and consumers to be selected by the other board members for a total of nine members. The chairman is elected by the Board members for a term of office to be determined by the Board.

The board will evaluate and make recommendations to the administrative head of the lead institution for timely distribution of grants.

The lead institution shall report to the Board at each meeting regarding proposals planned or submitted, and the projects in progress or proposed under funded proposals.

2. Campus Advisory Committee and Campus Coordinator

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Each participating educational institution shall form a campus advisory committee and designate a campus coordinator. The campus coordinator shall be the focal point for communication between the campus and the lead institution, other educational institutions, local, state and federal agencies, and other organizations.

3. Center Associates

Faculty members from each participating educational institution who are actively involved in an activity in aging are nominated by the institution and appointed by approval of the Board as "Center Associates." These are two-year renewable appointments. Faculty members outside of Montana may also be appointed as Center Associates for one-year terms.

4. Director

The Director of the center is appointed by the President of the lead institution after consultation with the Coordinating Board. The Director reports to the institutional president (through whatever intermediate administrators the President may designate) for administrative purposes and to the Coordinating Board for policy purposes.

5. Fiscal Affairs

Funding for the center is provided by federal, state and local agencies and private sources and professional groups. To promote stability and efficiency, the center may seek state funding to support its ongoing operation. Funds for each of the administrative personnel including the campus coordinators would be included in the center's budget.

When the lead institution awards a subcontract to another institution, then the indirect cost applicable to that grant or subcontract would also pass to that institution.

The lead institution will approve all grants or subcontracts which it will handle, specifically with regard to budgets. Claims for reimbursements must be in sufficient detail to establish that the costs are reasonable, in accordance with the budget, and that the lead institution can be reasonably satisfied that the costs will be auditable.

Each institution will be responsible, on its own, to resolve any audit findings on their grant or subcontract. The lead institution will not be responsible for audit exceptions on other campuses.

D. Operational Guidelines

The Coordinating Board and Center administration (including Campus Coordinators) shall address the following matters as expeditiously as possible:

1. Adopt Board by-laws and create an operating manual.

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2. Examine its own structure and propose changes in Board membership.
3. Mandate and devise the necessary structure that permits appropriate RFP's to be made available on a timely basis to all participating institutions.
4. Examine and determine where grants are to be housed, and the procedures necessary for inter-institutional submission of such grants.
5. Examine and determine how evaluation instruments are built into the protocols, with clearly defined evaluative procedures for maintaining an accountability in the inter-institutional endeavors of the center.
6. Examine and determine how the agenda for Board meetings is to be determined with the express purpose of guaranteeing equal input by the participating institutions.

History:

Board of Regents Minutes, April 9, 1979; Item 25-006-R1179, Montana Center for Gerontology, November 2, 1979.