

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 #XXX-XXXX-XXXX

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Meeting date

ITEM XXX-XXX-XXXX

Item Name

THAT

Item info

EXPLANATION

Item Explanation

ATTACHMENTS

Item Attachments

- Item Name should be one or two clear sentences summarizing the item
- THAT section should include a 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

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
Montana Bureau of Mines & Geology	1500A
UM-Western	1600
Helena College-UM	1900
MSU	
Montana State University-Bozeman	2000
MSU-Agricultural Experiment Station	2300
MSU-Cooperative Extension Service	2400
MSU-Billings	2700
MSU-Northern	2800
Great Falls College-MSU	2900



Month	2017	2018	2019	2020	2021	2022	2023
January	174	178	182	186	190	194	198
March	174	178	182	186	190	194	198
May	175	179	183	187	191	195	199
July	176	180	184	188	192	196	200
September	176	180	184	188	192	196	200
November	177	181	185	189	193	197	201

- 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