BOARD AGENDA PREPARATION

I. PURPOSE

This regulation describes the policies and procedures governing the preparation of agenda items for board meetings.

II. BACKGROUND and/or LEGAL REFERENCE

No reference was found on this subject in TACC's Policy Reference Manual for Texas Community Colleges.

III. POLICY

Board policy governing agenda preparation is found in Reg 007, Board Meetings (section II.D), and in the minutes for the meeting of the board of trustees for October 21, 1999.

A. Reg 007

1. The agenda for meetings of the Board normally will be closed by the deadline designated by the Office of the President.

2. The agenda shall be prepared under the direction of the College President with the advice and consent of the Chairman of the Board. Any Board member may place an item on the agenda.

3. The College President must be notified of all agenda items.

[POLICY APPROVAL: 7-24-89, Board of Trustees, amended 1-15-08, amended 10-18-11]

B. Board Directive

1. The Board of Trustees hereby asks the President to request that each of the college governance councils, as well as the President's Extended Cabinet, submit to the administration, for inclusion in the Management Reports section of each month's board agenda packet, a copy of their official, certified minutes. This applies to the official minutes of Academic Council, Administrative Services Council, Faculty Council, Student Councils (all Student Services as well as Student Council), Student Services Council, Support Staff Council, and President's Extended Cabinet.

[POLICY APPROVAL: 10-21-99, Board of Trustees, amended 1-15-08, amended 10-18-11]

IV. PROCEDURES

A. All proposed actions requiring presidential and board approval must be received in the Office of the President no later than the time designated via monthly emails from the Office of the President.

B. All agenda recommendations must be submitted on the form entitled Proposed Agenda Item through the respective Cabinet-level supervisor and must bear that supervisor's signature, including all Resource Person(s) signatures.

C. The following format must be followed in submitting proposed agenda items:
a. **Subject:** Clearly identify the content or topic being addressed. Phrase this statement so that it can be used verbatim as an agenda item on the posted agenda for the meeting.

b. **Recommendation:** Provide a specific and concise description of the action recommended.

c. **Background/Rationale:** Provide a statement explaining or justifying the action item. In rare instances, extended rationales may be necessary; but they should be provided as an attachment to the basic explanation.

d. **Cost/Budgetary Support:** Provide a total cost for the item and an explanation of how the item will be paid for. If cost is divided between outside sources and a college match, show the amounts for each, clearly specifying the source of non-college money as well as the college budget fund(s) that will be charged. Note also whether such college funds have already been budgeted or if funding is being requested at the time this agenda item is posted.

e. **Signatures:** Signature lines must appear for the person submitting the agenda item and his or her Cabinet-level supervisor, along with a space for approval by the president prior to submission to the Board.

f. **Resource Person(s):** The respective Cabinet-level officer (or designée) should be prepared, upon invitation, to substantiate the recommendation or provide background support in a presentation to the president and/or the board, should this be necessary.

FRV/FRV
12-16-99
BAM
1-15-08
10-18-11