

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

General Information for Board Meeting Preparation

To facilitate the preparation of the Agenda Book and its use by the Board during its meetings, the agenda traditionally has been constructed around three general terms for designating items to be considered: Action Items, Routine Items, and Information Items. As stated in Section 01.02.6.b., *Regents' Rules*:

Items to be brought before the board will be separated into three categories:

- (a) items deemed to require individual consideration and approval by the board will be in the regular agenda;
- (b) items deemed routine will be submitted for board approval in the consent agenda; and
- (c) material required by a provision of the *Regents' Rules* to be furnished to the board as information will be listed in the information agenda.

The *Regents' Rules* do not contain much detailed information on the preparation of items and only broad guidance is given for the manner of conducting board meetings. Consequently, as boards and chairmen change, some of the operating practices at board meetings and the format for agenda items change.

For your information and guidance, the current practice is as follows:

1. Action Items: (See (a) above)

These are matters considered on an individual basis with a detailed written presentation of background, facts, and information considered useful for the board as it considers its decision. Generally these individual items require formal board action because they:

- a. Are significant in themselves; or
- b. Are required by statute or other legal authority; or
- c. Are specified in the *Regents' Rules*; or
- d. May be sensitive, of special interest to TTUHSC or general public, matters for permanent record, public acknowledgement, awards or recognition, perceived by the administration to need endorsement by the Board of Regents, etc.

2. Routine Items: (See (b) above)

These are matters that the board takes formal action on, but usually only to confirm or formally sanction decisions or actions taken by a board committee, the chancellor, the president, or staff, in accordance with previously delegated authority. They give the board the chance to review, without extensive debate or study, the many administrative actions that are routine and where precedent and experience indicates they can be relegated to "review" status to facilitate the timely and orderly conduct of TTUHSC business. Although these items are routine, and are included in the consent agenda, they still require a detailed written presentation of background, facts, and information considered useful to the board in making its decision. A few frequent examples are:

- a. Leaves of absence;
- b. Delegations of signatory authority (checks, other documents);
- c. Commissioning of peace officers; and
- d. Holiday Schedule or Outside Employment to Non-elective position.

3. Information Items: (see (c) above)

These are matters that require no formal action by the board other than to take note or to be made aware of subjects of current interest, or special inquiry. They are also used to provide more background, data, and knowledge in specific areas, to assist the regents in carrying out their responsibilities. Although no action is called for on the agenda, obviously none is precluded and, as situations arise from studying these items, subsequent actions may result.

Some examples of recurring information items are:

- a. Summary of Revenue and Expenditures;
- b. Budget adjustments of more than \$500,000 receiving emergency approval by the Board of Regents Chairman or Chairman of the Finance and Administration Committee;
- c. Contracts receiving emergency approval by the Board of Regents Chairman or Chairman of the Finance and Administration Committee;
- d. Renewal contracts greater than \$500,000 per year; and
- e. Faculty employment contracts greater than \$500,000 and/or over four years.