

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 01.01, Preparation of Agenda for Board of Regents' Meetings

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide information and guidance to those individuals and offices involved in preparing the agenda for meetings of the Board of Regents. This document seeks to:

Provide a timetable of events to ensure timely performance of required tasks;

Achieve consistency and standardization in style and presentation of agenda material to the Board;

Facilitate the preparation of minutes of Board meetings for record purposes;

Organize the agenda so that the Board can systematically and efficiently conduct Board business; and

- c. The President or his/her designee is responsible for serving as a coordinating point for collection of agenda materials and its organization for consideration by the President prior to submission for inclusion in the agenda book. In addition, the President or his/her designee is to
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