AGENDA ITEM – REGULAR AGENDA

<u>TTUHSC: This is a simple, direct description of the item to be considered and does not need to be a complete sentence. This description of the item to be considered must provide reasonably sufficient notice to the public as to the subject matter to be acted on by the board since it is these descriptions that form the bulk of the notices that are required by law to be posted. For instance: TTU: Renovation of Jones Stadium. This paragraph is indented .5" from both left and right margins. The section is underlined and in 14 pt. bold type.</u>   {Bold, underlined, Arial 14 pt.}

Presenter(s):   {Arial 10 pt, flush with title.}   Presentation time: _ minutes
Approval required by:

<u>RECOMMENDATION</u>   {Bold, underlined, all caps, centered}

This section should begin either with the phrase, "The President recommends and the Chancellor concurs that the Board of Regents…" or, "The Chancellor recommends that the Board of Regents …"

This replaces the "Resolution" of the old format. It is written in narrative format rather than the formal language of the old resolution. It is important to include all action that needs to be taken, such as (if appropriate), appropriation of funds, forwarding to the Coordinating Board, references to the appropriate treasury regulations if seeking reimbursement.

The information contained in the Recommendation section is not released to the press until after the meeting.

<u>BACKGROUND INFORMATION</u>   {Bold, underlined, all caps, centered}

This section includes material formerly included in "Statement of Pertinent Facts" and, if relevant, "Previous Board Action." In addition, it should include enough information to give the Regents a better idea of how this item helps the institution achieve one or more of its goals. The Regents want to be able to see an overall picture of how this project/item connects with other projects approved/to be approved and the mission of the institution.

The Background Information is released to the press before the meeting.

As an example:

Committee initials - page number

Adding a Master's degree in Something to the College of X offers a degree program in a field denoted for development in the college's strategic plan. It also complements other programs offered by the college/university, such as the Master's in Something Else in the college, and the doctoral program in XY in the College of Y. Previously, the board approved a Bachelor's degree in XY

Presenter/Approval lines:	Arial, 10 pt.
Recommendation paragraph:	Arial, 12 pt.
Background Information:	Arial, 12 pt.
Header:	Arial, 10 pt.
Footer:	Arial, 12 pt.