University of Missouri
Board Document Preparation Guidelines

Prepared by
Facilities Planning & Development
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1.   Documents

1.1.   The Board Backup is a briefing paper for the Controller and the Vice President Office
        of Finance. It may also be used by otheradministrators. The Campus prepares the Board
        Backup. Facilities Planning & Development UM (FPD) provides a Backup Template.

1.2.   The Board Summary is sent to the Curators and briefly describes the Action request. The
        Campus drafts the Summary. FPD maintains copies of previous successful summaries.

1.3.   The Board Recommendation is the Chancellor's authorization to take an action to the
        Board. The campus prepares the Board Recommendation and transmits it by email to the
        Vice President Office of Finance.

1.4.   The Board acts on the Board Action. Office of the Controller prepares the Action to
        theBoard Office requirements. Contracts and agreements stemming from an action
        must precisely follow the language of the action.

1.5.   Office of the Controller and Office of Finances will revise documents as necessaryto
        ensure successful approval of campus actions. Documents are not final until the Mailing
        date. System will always endeavor to provide the campus with the latest draft and give
        the campus the opportunity to comment.

2.   Preparation Schedule and Protocols

2.1.   Office of the Controller maintains a Calendar of Critical Dates for Processing
        BoardActions. The calendar is posted at the FPD web site.

2.2.   The PM will send the Board Backup and Summary drafts to FPD via email to the
        Director with copies to The Contracts Specialist by the date noted on the Calendar.

2.3.   The Director FPD must approve Backup and Summary drafts before they are sent to
        Office of the Controller.

2.4.   FPD provides the Backup and Summary drafts to Office of the Controller
        [electronically, by the support staff] after Director approval, and no later than 5 p.m. on
        the date noted inthe Calendar. Support Staff saves the document to a drive available to
        the Office of the Controller assistant.

2.5.   FPD will make all edits to the document after submittal by the campus. Once the Backup is sent to Office of the Controller, all changes and/or updates will be sent to Office of the Controller and they will change the document.

2.6.   The preferred media for questions between System and Campuses is email. Always copy the Director on your answers. Plan to respond within a day unless a shorter time is requested.

2.7.   The Campus should identify a person to handle questions up to the Mailing to answer questions on their actions. If possible, staff should avoid scheduling other activities during this period and should consult with the FPD if scheduling conflicts arise.

2.8.   Staff involved in preparing Board materials should plan the work to not compress the Board Action processing time. Refer to the Calendar.

2.9.   The Campus contact should have the opportunity to review edits before documents are submitted to the next level.

2.10.   The Campus should be given a copy of all final documents after approval by the Vice President Office of Finance.

2.11.   For Master Plan actions, the campus will allow enough time for review the master plan by the Vice President Office of Finance, and then the President, before the submittaldate noted on the Calendar. The Vice President Office of Finance will organize the meeting with the President.

2.12.   The campuses will supply any graphic material for the Curators in a format specified by the Board Office. Contact FPD for the latest requirements. Printed copies are not required unless specifically requested by FPD. An example exception is a pre-printed master plan brochure.

2.13.   The Campus is responsible for checking that project accounts have sufficient funding for any action.

3.   <u>Board Summary & Action Format</u>

3.1.   Margins: Right 1" all around.

3.2.   Font: Times Roman 12pt

3.3.   First Page titles: Centered

3.4.   Headers for page numbering: Upper left corner starting on page two (2) and includes title and page number.

3.5.   Date: Upper left corner of first page only.

3.6.   Categories: Underlined, no bolding.

3.7.   Text: Begin on left margin with no indent.

3.8.   File Name: Adjusted by System to conform to the criteria of the Board Office