



Regents' Meeting Handbook

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TABLE OF CONTENT

I.	THE REGENTS' PROCESS (See also Flowchart of the Regents' Process).....	1
A.	2007 UPDATES	1
B.	PLANNING FOR SCHEDULED MEETINGS	1
1.	Initial Item Submission and List of Proposed Items.....	1
2.	Item.....	2
C.	AGENDA CONSULTATION PROCESS	4
1.	The Pre-Agenda Meeting.....	4
2.	The Agenda Meeting	4
D.	MAILING OF AGENDA MATERIALS	5
E.	PERMISSION FOR ATTENDANCE AT REGENTS' MEETINGS	5
II.	FORMAT OF REGENTS' ITEMS.....	5
A.	EXECUTIVE SUMMARIES	5
B.	NUMBERING AND COLOR CODING	6
C.	DISTRIBUTION OF REGENTS' MEETING MATERIALS	6
D.	SAMPLE ITEMS	7
III.	POST-MEETING RESPONSIBILITIES	7
A.	ACTION REPORTS	7
B.	MEETING MINUTES	7
C.	REMINDERS	7
IV.	ACTIONS TAKEN BY THE REGENTS BETWEEN SCHEDULED MEETINGS	8
A.	INTERIM AUTHORITY PROCESS.....	8
B.	CONCURRENCE ITEMS	8
C.	EMERGENCY AUTHORITY PROCESS.....	8
V.	MAILINGS BETWEEN MEETINGS (<i>MBMs</i>).....	9
VI.	GENERAL INFORMATION.....	9
A.	THE REGENTS' SCHEDULE OF REPORTS	9
B.	REGENTS' COORDINATORS	10
C.	REGENTS' MATERIAL STYLE CONVENTIONS	10
1.	Campuses.....	10
2.	Department of Energy Laboratories	10
3.	Medical Centers.....	10
4.	Campus Foundations	11

I. THE REGENTS' PROCESS (See also [Flowchart of the Regents' Process](#))

A. 2007 UPDATES

Beginning with the September 2007 Regents' meeting, the Regents' Agenda will be coordinated by the Office of the Provost.

The schedule of deadlines has been significantly modified, giving divisions extra time to submit items, and to brief the President with the most up-to-date agenda possible.

Additionally, Item Review meetings will no longer take place. Rather, items will be discussed in the Pre-Agenda meeting and final approved Draft Items normally will be due the next business day.

B. PLANNING FOR SCHEDULED MEETINGS

The deadlines listed in the [Schedule for Submission of Regents' Items](#) are established to provide as much time as possible for preparation and review of Items. The schedule is regular except when affected by holidays. After Division lists are due to itemsubmission@ucop.edu, Divisions have four business days to coordinate Items before Vice Presidents and/or their designees meet to discuss Items at the Pre-Agenda meeting. Final approved Items are due to itemsubmission@ucop.edu the following business day. The President is then briefed the next business day in the Agenda meeting, and three business days later, the final Regents' Agenda is sent to printing. Regents' Agendas are mailed seven business days before the Regents' meeting.

Deadlines are subject to change at the request of The Regents or Officers of the University.

1. Initial Item Submission and List of Proposed Items

Campus Submission of Items

On or before the due date indicated by the appropriate division, campus Regents' Coordinators must submit draft Regents' Items to the appropriate division or department. Campuses should contact their appropriate division for the submission schedule for that division. At this point, the Office of the President department or division begins review of Items.

Campus Submittal of List of Items

Campuses must also submit a list of approved items to the appropriate Vice President. Agenda lists must include Item titles, Committees of jurisdiction, format categories (Consent, Regular, Open, Closed, etc.), action release language, and an estimate of the amount of time needed for presentation and discussion.

OP Submittal of Division's List

The Regents' Coordinator for each Vice President is responsible for preparing the Division's agenda list, which is then signed by the Divisional Vice President and submitted to the Office of the Provost and the Office of the Secretary of Regents via itemsubmission@ucop.edu.

The agenda list is compiled by the Office of the Secretary of the Regents, and provides information necessary to construct a draft Regents' meeting agenda and schedule. It is the basis for setting the Regents' final agenda.

2. Item

After internal coordination and sign off by all affected departments, each Item must be submitted to itemsubmission@ucop.edu by the [deadline](#). All Regents' materials must be provided in MS Word or Excel format. Attachments may be provided as pdf files. Attachments not submitted in these formats will not be posted online as part of the Item. The only exceptions are certain environmental impact documents and architectural drawings.

a) Item Titles

Item titles must be accurate and descriptive of the subject under consideration. If a related Item has been presented to The Regents in the past (e.g., a lease or a capital project), make sure the title is accurate and consistent with the previous Items. Item titles are discussed and "set" at the Agenda meeting.

b) Committee Assignments

Each Item on the agenda is assigned to the Committee of jurisdiction (Finance, Educational Policy, Audit, etc.). When in doubt about which Committee to list, consult the Bylaws of The Regents for each Committee's subject area responsibilities, or contact the Office of the Secretary of the Regents.

c) Status Assignment: Action, Discussion, Information

Action	Item proposes action to be considered by The Regents. Discussion is possible.
Discussion	No action is proposed. A presentation is to be made and/or discussion is anticipated.
Information	No action is proposed. For information only. No presentation is made, no discussion is anticipated, and no time is allotted. It may be more effective to send information items as a Mailing Between Meetings (See Section V).

d) Agenda Assignment: Consent Agenda, Regular Agenda

Consent	Consent Agenda Items always require action by the Board. Subject matter must be routine and non-controversial, with no policy changes, exceptions, or implications. No discussion is anticipated. Consent Agenda Items are grouped together, numbered sequentially (501A, B, etc.) and voted upon as a unit by the respective Committee. However, Regents may elect to discuss any Item on the Consent Agenda. If discussion or interest is anticipated, the Item should be placed on the Regular Agenda.
Regular	All other Items are Regular Agenda Items. Regular Agenda Items are considered individually by the appropriate Committee for Action, Discussion, or Information. Any Item involving an oral presentation or anticipated discussion must be placed on the Regular Agenda.

e) Status as Open, Closed, or Regents Only Session Consideration

Open (O)	Items are presented in Open Session during Board meetings.
Closed (X)	Closed Session. The only subject areas which may be considered in Closed Session are listed in Regents Bylaw 14.6. They include honors, gifts, bequests, purchases and sales, investments, litigation, the acquisition or disposition of property, and certain employment matters (appointments, dismissals, performance, or compensation). Closed Session Item titles should also reference the appropriate action release statement (see f).
Closed (XX) Regents Only	Items to be presented in Closed Session to Regents only (no other Officers are present, unless invited). Generally reserved for certain high-level personnel issues (e.g., appointment of the President, Chancellors).

f) Action Release Language for Closed Session Items

An *action release statement* indicates at what point action taken in Closed Session may be released to the public. This information should be included on the agenda list when it is submitted. The statement appears at the bottom of the first page of each final Closed Session Item. The following are examples of commonly-used release statements:

Standard	<i>Action will be released to the public following the meeting of the Board.</i>
Leases	<i>Details of the agreement will not be released to the public until execution of lease documents.</i>
Purchases	<i>Details of the agreement will not be released to the public until close of escrow.</i>
DOE-related salaries	<i>Action will not be released to the public until approval is received from the DOE.</i>
University & Regents' Professors	<i>Action will not be released to the public until candidate has accepted the appointment.</i>

C. AGENDA CONSULTATION PROCESS

1. The Pre-Agenda Meeting

At this meeting, which normally takes place the Thursday before the Agenda meeting, there is preliminary discussion concerning Items. The Vice Presidents and/or their designees attend this meeting.

2. The Agenda Meeting

Generally, on the Monday after the Pre-Agenda meeting, the Provost convenes a meeting of Vice Presidents and senior staff to discuss and finalize the agenda. At this meeting, any remaining Item and scheduling issues are resolved. After this meeting, the Office of the Provost confirms with UCOP Regents' Item Coordinators which Items have been placed on the agenda and Items are finalized and transmitted for final printing and compilation by the office of the Secretary of The Regents.

D. MAILING OF AGENDA MATERIALS

UC Printing produces assembled packets of Committee agendas (open and closed), Regents' Items, and accompanying materials (attachments, EIRs, reports), and delivers these materials to the Office of the Secretary of The Regents for mailing on the established dates.

Open session items will be posted on the Secretary of The Regents [website](#) the day after they are mailed to the Regents. For Items that are to be considered in Closed Session (e.g., litigation, lease agreements, compensation matters), only the titles are posted.

E. PERMISSION FOR ATTENDANCE AT REGENTS' MEETINGS

Regents' Coordinators will provide a list of attendees for Regents' meetings to the Office of the Secretary of the Regents. Attendance must be approved by the cognizant Vice President.

OP staff attendance at Regents' meetings is to be kept to a minimum, at the request of The Regents. The general rule is that unless a staff member is expected to speak before the Board or to participate in discussion, he or she should not attend Regents' meetings in any official capacity. Anyone who wishes to may always attend in the area reserved for the general public, and all Open Session meetings are broadcast [online](#).

II. FORMAT OF REGENTS' ITEMS

Item format is based on the nature of the Item. Item categories include Consent, Regular, Action, Discussion, Information, Open Session, Closed Session, and Regents Only Session (see [agenda lists](#) for more information). Action Items must always contain an action language section immediately following the Executive Summary, followed by a background section giving details of the proposal. Items for Discussion or Information consist of background information only.

A. EXECUTIVE SUMMARIES

The Regents require that all Items more than a few pages in length include a brief [Executive Summary](#) as the first page of the Item.

B. NUMBERING AND COLOR CODING

Item numbers are finalized following the President's agenda meeting. Item numbers are posted in the upper right-hand corner according to the Committee of jurisdiction or category. Closed Session Items have an X following the item number (e.g., C4X) and Regents' Only Items have an XX following the item number (e.g., C4XX). Committee codes include:

- A Committee on Audit
- C Committee on Compensation
- E Committee on Educational Policy
- F Committee on Finance
- G Committee on Governance
- GB Committee on Grounds and Buildings
- H Committee on Health Services
- I Committee on Investments
- J Joint Committee Items
- L Committee on Long Range Planning
- O Oversight of the Department of Energy Laboratories

Items requested by Regents or General Counsel are coded to facilitate Committee identification by adding a code as a suffix. For example:

C4X-R	Regents' Item on Compensation, Closed Session
F1-G	General Counsel Item on Finance, Open Session

Items are also coded by paper color.

<u>Color</u>	<u>Agenda Format</u>	<u>Session</u>
White	Regular	Open
Blue	Consent	Open
Goldenrod	Regular	Closed
Green	Consent	Closed
Salmon	Regular	Regents Only
Yellow	Revision	Open
Pink	Revision	Closed and Regents Only

C. DISTRIBUTION OF REGENTS' MEETING MATERIALS

Members of the University community and the public may access Open Session Items on the Regents' website. Items are posted on the Friday following The Regents' meeting mailing at <http://www.universityofcalifornia.edu/regents/meetings.html>.

Printed Regents' meeting packets continue to be provided to The Regents, the President, Chancellors, Laboratory Directors, Vice Presidents, and Principal Officers of The Regents. Large reports, EIR documents, and other documents are transmitted on compact disks or as email attachments.

D. SAMPLE ITEMS

The following examples provide guidance as to format and style. Item authors should use as a model a recent Item or Action Report in the same subject area.

[Action Item](#)

[Discussion Item](#)

[Information Item](#)

[Item Formatting Guidelines](#)

[Regents' Agenda List](#)

III. POST-MEETING RESPONSIBILITIES

A. ACTION REPORTS

Following Regents' meetings, the Secretary of The Regents distributes to Officers of the University reports of action taken during the meetings. In the upper right corner of the Action Report the Secretary notes the action taken by the Committee (e.g., Approved, Approved as Amended, Notice Served, Deferred). Action Reports include only the recommendation text of Regents' Items; background information is excluded.

B. MEETING MINUTES

Minutes are produced and posted online by the Secretary's Office, and are the official record of the actions and proceedings of Regents' meetings. Minutes provide information about the discussions and actions that took place during all Open Sessions.

C. REMINDERS

Reminders are brief descriptions of requests for information or action that arise during a Regents' meeting. Reminders are sent to the Office of the Provost by the Secretary of The Regents. The Office of the Provost acts on the President's behalf to notify cognizant offices of their responsibilities for responses to these requests.

IV. ACTIONS TAKEN BY THE REGENTS BETWEEN SCHEDULED MEETINGS

Matters requiring Regents' approval may arise in the period between scheduled meetings. These matters may be handled through processes of Interim Authority or Emergency Authority. In either instance, documentation supporting the requested action receives the same level of review as other proposed Regents' actions, but the issue is resolved outside of scheduled meetings. Interim and Emergency Authority are reserved for time-sensitive transactions that must be addressed before the next scheduled Regents' meeting.

A. INTERIM AUTHORITY PROCESS

Under Interim Authority, the President of the University and the Chair of the Board of Regents act together to approve a recommended action. An Item prepared for Interim Authority approval must contain the usual action language section, followed by a background section describing the details of the proposal and the reasons for the urgency. These details are presented in the form of a letter, with signature lines for the President's and Chair's approval at the end of the text. Generally, Interim Authority consideration requires at least 2 working days to complete, but the review and submission process is exactly the same as for all other Regents' Items.

As soon as the need for an Interim Authority Item is known, the Regents' Coordinator must submit the Item through itemsubmission@ucop.edu to advise the Office of the Provost of the Item. The Regents' Coordinator then forwards the item and accompanying letter, with Divisional signatures, to the Office of the Provost. Following receipt of the Item, the Office of the Provost submits a final version to the President for approval. After the President signs, the Item is forwarded to the Chair of the Board (usually by fax) for signature. Once the Item has been approved by the Chair, the action is complete. Interim Authority actions are reported to The Regents by the Secretary at the next scheduled meeting.

B. CONCURRENCE ITEMS

The Regents have approved amendments to various Bylaws and Standing Orders to decrease the volume of routine administrative matters presented to the Board and to further streamline the Board's practices and procedures. Approval authority has been delegated to the President for certain transactions, provided that concurrence is obtained from the Chair of the Board and the Chair of the applicable Committee(s). Concurrence Items are subject to the same submission and approval process as Interim Authority Items. The form and structure of Concurrence Items is identical to that of Interim Authority Items, but Concurrence Items carry an additional signature approval line for the appropriate Committee Chair.

C. EMERGENCY AUTHORITY PROCESS

As the name implies, Emergency Authority is reserved for the rare occasion when time constraints and exigent circumstances precludes the Interim Authority process. When extreme conditions require, the President may act alone under authority delegated by The Regents in Standing Order 100.4(ee). Emergency Authority Items are presented in the

form of a letter from a Chancellor or Laboratory Director to the President containing all the details of the proposal. A brief cover letter from the appropriate Vice President must accompany the submission, with a signature line for the President's approval. Once the Item has been signed by the President, the action is complete. However, any action taken under Emergency Authority requires that an Item for Action be prepared for presentation at the next regular Regents' meeting by the relevant Division. The Item must be addressed to the appropriate Committee(s), must contain a detailed summary of the matter and the reason for emergency authorization, and must recommend that the Committee accept the President's report thereof.

As soon as the need for an Emergency Authorization is known, the Regents' Coordinator must submit the Item through itemsubmission@ucop.edu in order to advise the Office of the Provost of the Item.

V. MAILINGS BETWEEN MEETINGS (MBMs)

Informational mailings and reports sent by the President to the full Board or to a Committee are called Mailings between Meetings. While MBMs may be sent at any time, generally they are separate from the agenda material associated with a Regents' meeting. When a report or correspondence is addressed to individual Committees, copies are always sent to all Regents. A letter to an individual Regent is not considered an MBM unless other Regents receive copies. MBMs are almost always sent with a cover letter signed by the President. However, under certain circumstances the University Auditor may initiate a Mailing between Meetings. In these cases, the President is always included on the list of copy recipients.

Mailings between meetings should be coordinated with the respective Vice President before being sent to Cecile.Cuttitta@ucop.edu in the President's Immediate Office.

VI. GENERAL INFORMATION

A. THE REGENTS' SCHEDULE OF REPORTS

The Schedule of Reports is compiled under terms of Regents Bylaw 16.8:

- a) Reports shall be submitted to the Board or its Committees in accordance with a schedule of reports adopted by the Board.
- b) Requests for other reports to be prepared for submission to the Board or its Committees shall be voted by the Board or the appropriate Committee.

Periodically, The Regents request reports on specific topics according to a timeframe agreed to by the President. The Regents or the President may suggest new reports or completion dates.

Reports may be presented in the form of an Item during a Regents' meeting or may be mailed to the Regents as an MBM. The most current version of the Schedule of Reports is available [online](#).

B. REGENTS' COORDINATORS

Regents' Coordinator contact information is available online at:

[Campuses and Laboratories](#)

[Office of the President](#)

[Organization Chart – Office of the President](#)

C. REGENTS' MATERIAL STYLE CONVENTIONS

1. Campuses

The names of the University's campuses as approved by The Regents are:

University of California, Berkeley

University of California, Berkeley - Clark Kerr Campus

University of California, Davis

University of California, Irvine

University of California, Los Angeles

University of California, Merced

University of California, Riverside

University of California, San Diego

University of California, San Francisco

University of California, San Francisco - Laurel Heights

University of California, Santa Barbara

University of California, Santa Cruz

2. Department of Energy Laboratories

The full names of the Department of Energy Laboratories managed by the University of California are the Ernest Orlando Lawrence Berkeley National Laboratory, the Ernest Orlando Lawrence Livermore National Laboratory, and the Los Alamos National Scientific Laboratory. In materials prepared for The Regents, titles are:

Lawrence Berkeley National Laboratory

Lawrence Livermore National Laboratory

Los Alamos National Laboratory

3. Medical Centers

The names of the University's Medical Centers as approved by The Regents are given below. In Regents' Item titles, use the convention *Medical Center, {name} Campus* (e.g., *Lease of Office Space, Medical Center, Davis Campus*):

University of California, Davis, Medical Center, Sacramento

University of California, Irvine, Medical Center

UCLA Medical Center

University of California, San Diego Medical Center [no comma between SD and MC, as approved July 1987 and reaffirmed January 1988]

University of California, San Francisco, Medical Center

4. Campus Foundations

The official names of the Campus Foundations as approved by The Regents are:

Berkeley:	University of California, Berkeley Foundation
Davis:	The UC Davis Foundation
Irvine:	University of California, Irvine Foundation
Los Angeles:	The UCLA Foundation
Merced:	University of California, Merced Foundation
Riverside:	UC Riverside Foundation
San Diego:	U.C. San Diego Foundation
San Francisco:	University of California, San Francisco Foundation
Santa Barbara:	The UCSB Foundation
Santa Cruz:	U.C. Santa Cruz Foundation