

# Agenda Items for Meetings of the UC Board of Regents

## Steps, Deadlines and Schedule for Preparation and Review of Items

(Through November 2009--Revised for January 2009)

Date of Board Meeting	Campus Location	A	B	C	D	E	F	G	H	I
		Deadline for AGENDA TITLES LIST Submitted by VPs to Secretary (notes 1 + 2)	President's AGENDA LIST Review Meeting w/ Secretary and Exec./Sr. VPs (note 2)	OP Coordinators Meeting with President's Chief of Staff	Consult. Mtg with Chair, Acad. Council by President's Chief of Staff	Deadline for Final Draft Items Sent by Vice Presidents to Secretary (note 3)	AGENDA BOOK Delivered by Secretary to the President	President's AGENDA BOOK Review Mtg. w/ Vice Presidents (note 3)	Submittal of Agenda Items to UC Printing by Secretary (note 4)	Mailing & Posting of Agenda Items (note 5)
November 18-20 2008	San Francisco	October 24 Friday 3:00pm	October 29 Wednesday 9:00am	October 29 Wednesday 1:30pm	October 29 Wednesday Time TBD	October 30 Thursday 9:00am	October 31 Friday 3:00pm	November 3 Monday 8:30am	November 5 Wednesday	November 7 Friday
February 3-5 2009	San Francisco	January 8 Thursday 3:00pm	January 12 Monday 9:00am	January 12 Monday 1:30pm	January 13 Tuesday Time TBD	January 13 Tuesday 5:00pm	January 16 Friday 3:00pm	January 20 Tuesday 10:30am	January 21 Wednesday	January 23 Friday
March 17-19 2009	Riverside	February 20 Friday 3:00pm	February 24 Tuesday 9:00am	February 24 Tuesday 1:30pm	February 25 Wednesday Time TBD	February 26 Thursday 9:00am	February 27 Friday 3:00pm	March 2 Monday 10:00am	March 4 Wednesday	March 6 Friday
May 5-7 2009	Merced	April 10 Friday 3:00pm	April 14 Tuesday 11:00am	April 14 Tuesday 1:30pm	April 15 Wednesday Time TBD	April 16 Thursday 9:00am	April 17 Friday 3:00pm	April 20 Monday 10:00am	April 22 Wednesday	April 24 Friday
July 14-16 2009	Santa Cruz	June 17 Wednesday 3:00pm	June 19 Friday 9:00am	June 23 Tuesday 1:30pm	June 24 Wednesday Time TBD	June 25 Thursday 9:00am	June 26 Friday 3:00pm	June 29 Monday 10:00am	June 30 Tuesday	July 2 Thursday
September 15-17 2009	San Francisco	August 21 Friday 3:00pm	August 25 Tuesday 9:00am	August 25 Tuesday 1:30pm	August 26 Wednesday Time TBD	August 27 Thursday 9:00am	August 28 Friday 3:00pm	August 31 Monday 10:00am	September 2 Wednesday	September 4 Friday
November 17-19 2009	Los Angeles	October 23 Friday 3:00pm	October 27 Tuesday 9:00am	October 27 Tuesday 1:30pm	October 28 Wednesday Time TBD	October 29 Thursday 9:00am	October 30 Friday 3:00pm	November 2 Monday 10:00am	November 4 Wednesday	November 6 Friday

The above calendar table does NOT list deadlines for submittal by campuses since different units in the Office of the President have established different submittal deadlines for particular types of agenda items. The above table describes only the schedule of internal deadlines for the Office of the President.

Each and every AGENDA TITLE submitted to the Office of the Secretary by the deadlines in Column A is required to indicate the approval of: (a) for campus items, the Chancellor of the submitting campus; and (b) for all items, the relevant Executive Vice President or Senior Vice President.

AGENDA TITLES ONLY are due by the deadlines in Column A. The full text of the AGENDA ITEMS for inclusion in the AGENDA BOOK are due by the time and date indicated in Column E.

**Note 1:** No additional items may be added to the agenda after the deadline in Column A, except with direct approval of the President.

**Note 2:** The list of items from each Vice President must be accompanied by the "1+2 agenda" list, i.e., the list of MAJOR items anticipated for submittal at the next two meetings. Example: the list due from each Vice President to the Secretary by October 24 for the November 17-18 meeting must also list the MAJOR items anticipated for submittal by any campus or by the Vice President for the January 2009 and March 2009 meetings, with the understanding that such lists for January and March are subject to revision.

**Note 3:** The deadline in Column E for finished agenda items must also include a print copy of the basic portions of any PowerPoint presentation that will accompany the agenda item. For the President's Agenda Book Meeting, only the President will have an assembled Agenda Book. Each Vice President is expected to bring to the meeting her/his copy of the agenda items submitted by the Vice President's office.

**Note 4:** State law requires the posting of the meeting dates/times of each committee and the list of agenda items not less than ten days prior to the meeting date.

**Note 5:** The dates shown in Column I for mailing and posting are target dates only and are subject to revision by the Secretary on an as-needed basis. Posting of items usually occurs 24 hours after the mailing.