

University of Missouri  
Board Document Preparation Guidelines

Prepared by  
Facilities Planning & Development  
12/10/12

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1. Documents

- 1.1. The Board Backup is a briefing paper for the Assistant Vice President Management Services and the Vice President Finance & Administration. It may also be used by other administrators. 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 authorization to take an action to the Board. The campus prepares the Board Recommendation and transmits it by email to the Vice President Finance & Administration.
- 1.4. The Board acts on the Board Action. Management Services prepares the Action to the Board Office requirements. Contracts and agreements stemming from an action must precisely follow the language of the action.
- 1.5. Management Services and Finance & Administrations will revise documents as necessary to 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. Management Services maintains a Calendar of Critical Dates for Processing Board Actions. 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 Management Services.
- 2.4. FPD provides the Backup and Summary drafts to Management Services [electronically, by the support staff] after Director approval, and no later than 5 p.m. on the date noted in the Calendar. Support Staff saves the document to a drive available to the Management Services assistant.

- 2.5. FPD will make all edits to the document after submittal by the campus. Once the Backup is sent to Management Services, all changes and/or updates will be sent to Management Services 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 Finance & Administration.
  - 2.11. For Master Plan actions, the campus will allow enough time for review the master plan by the Vice President Finance & Administration, and then the President, before the submittal date noted on the Calendar. The Vice President Finance & Administration 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. Board Summary & Action Format
    - 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