

University of Maine System
Board Committee Meeting Materials Guidelines

The System staff member who supports each Board Committee is responsible for preparing Committee agendas, annotated agendas, Agenda Item Summary (AIS) sheets, presentations and attachments. They should work with their Committee Chair to develop the agenda. They will also need to work with Presidents and campus staff who submit items to their respective Committees for Board consideration.

- System Staff members who support Board Committees are:
 - Ryan Low, assisted by Angela Michaud, is responsible for the Finance, Facilities and Technology Committee.
 - Tracy Elliott, assisted by Angela Michaud, is responsible for the Investment Committee and the Audit Committee.
 - Loretta Shields, assisted by Katie Adeloje, is responsible for the Human Resources and Labor Relations Committee.
 - Jeffrey St. John, assisted by Jamie Ballinger, is responsible for the Academic and Student Affairs Committee.
 - Ellen Doughty, assisted by Heather Massey, is responsible for the Executive Committee and the Strategic Planning Committee.
- System staff members responsible for the Committee will establish their own deadline dates to receive information from the campuses or other departments to review prior to submission to the Board Office.
- System staff members should be in contact with the Committee Chair at least 3 weeks prior to the meeting materials being released for each meeting to review the Committee work plan and any proposed agenda items for the meeting.
- System staff members are responsible for preparing the annotated agenda for the Committee Chair and should provide the Committee Chair with the finalized annotated agenda at least one week prior to the committee meeting.
- The committee agendas need to fit within the time allocated. Some items may need to be removed from the agenda and held over to the next committee meeting if the agenda is too full.
- Each agenda item must be approved by a Vice Chancellor and/or Chancellor as applicable and the Committee Chair.
- When estimating the time needed for each agenda item, be sure to allow time for Q & A with the Trustees. (For example: If 15 minutes has been reserved for the agenda item, it should include 8 minutes for the presentation/introduction and 7 minutes for Q & A with the Trustees.)
- PowerPoint Presentations are not required but should be limited to 10 slides for Board Committee meetings. Charts and graphs should be used to visually display data. **DO NOT READ THE SLIDES.**
- If an Executive Session is needed, indicate the provision for going into the Executive Session on the agenda. Following the reference to the Executive Session on the agenda include the following language and list the specific provision(s) for that Executive Session:
 - e.g. *“The (Committee Name) will be going into Executive Session under the provision(s) of MRSA Section 405 6-A, 6-C, 6-D and 6-E.”*
 - This information will need to be listed on the annotated agenda as well, with the full language and motions for going into Executive Session (see reference section for details).
- All materials to be included in the Committee meeting materials should be posted to the Board Office internal drive or emailed to the Board Office by 12 pm on the materials deadline date.
- When adding materials to the Board Office internal drive, rename each document to include the Tab number as the first part of document name and make sure to indicate if it is the AIS.
 - For example: “Tab 1 – AIS Enrollment Update, Tab 1.1 Enrollment Update Presentation”.This will ensure we put the correlating background materials with the correct AIS.

- The System staff person who prepared the materials will be notified by the Board Office if significant changes are needed to the information submitted.
- The complete Committee meeting books should be 200 pages or less. To ensure fewer materials:
 - Include executive summaries (2-3 pages) instead of the full report. The executive summary should be included as part of the Agenda Item Summary (AIS) sheet
 - Embed on the bottom of the AIS sheet a link to a website instead of including the full report in the materials. For example links to the enrollment report, completions report, financial aid report, State of IT report, etc.)
- Always assume that the Trustees have already reviewed the meeting materials.
- Do not read the AIS sheet verbatim during the meeting as your agenda item presentation.
- See Agenda Item Summary (AIS) Sheet Guidelines for specific information about preparing AIS sheets.
- **The Clerk of the Board has the authority to remove any agenda item if all of the materials for that item are not submitted by 12 pm on the deadline date.**
 - All materials are defined as: Agenda Item Summary sheets, any background materials and PowerPoint presentations.
 - When an item is removed, it can be placed on the next regularly scheduled Committee meeting agenda.
 - Exceptions to the deadline should be very rare and will only move forward if it impacts the Board's fiduciary responsibilities. Exceptions require authorization by the Committee Chair and the Clerk of the Board.

Reference Section:

EXECUTIVE SESSION PROVISIONS APPLICABLE TO UMS

- 1 MRSA Section 405 6-A to discuss the evaluation of personnel and the consideration and discussion of appointments, evaluations, employment and duties.
- 1 MRSA Section 405 6-C to discuss the condition, acquisition or disposition of real property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the UMS.
- 1 MRSA Section 405 6-D to discuss planning for negotiations and communications with AFUM, UMPSA, ACSUM, Police, PATFA, and Service and Maintenance Units.
- 1 MRSA Section 405 6-E to consult with its attorney concerning legal rights and duties of the university.