

UNIVERSITY OF NEBRASKA

GUIDELINES FOR PREPARATION OF BOARD OF REGENTS AGENDA ITEMS

UNFP 1.0

I. General Information

1. Agenda items and all attachments should be sent to one of the following email addresses on or before the deadline date:
Academic items: jholdren@nebraska.edu
Business items: nzink@nebraska.edu
2. **Late Items and Incomplete Items:** An item is considered late if it is submitted after the agenda deadline. Late items will not be accepted unless it is clearly an emergency. The Board expects us to furnish them with completely developed and supported agenda items.
3. **Emergency Items:** Any emergency item is to be reviewed by Vice President David Lechner or Corporation Secretary Donal Burns. They will determine whether it will be placed on that month's agenda or held for the next Board of Regent's meeting.
4. Deadlines are established in order to send the agenda to the Board in a timeframe required by the Board. After the Board receives the agenda it is made available to the public via the University's web site at <http://www.nebraska.edu/board/agendas-and-minutes.html>
5. **President's Agenda Review:** We will notify your office and work with you to make appropriate changes to items if modifications are required resulting from the President's agenda review meeting.
6. If there are upcoming issues that the Board should be briefed on, the Chancellor should bring them to the attention of the President or Corporation Secretary.

II. Agenda Item Format

1. **Paragraph Indent:** The first tab setting should be at 2-inches (relative to the left edge of the document.) There should be no tabs set to the left of 2 inches.
2. **Justification:** Left justified – no right justification.
3. **Font:** Use only Dutch Roman or Times New Roman – 11 point.
4. **Spacing:** Single space within a paragraph and double space between titles and paragraphs. Leave 3 blank lines between the SPONSOR's title and RECOMMENDED.
5. **Length:** Agenda items should be kept as brief as possible and should summarize the significant issues associated with the action or report. If necessary, additional detailed information should be included in an attachment. Please number the pages of items longer than 2 pages.

17. **Project Cost (not Program Costs):** The Regents have requested that all items (Academic and Business) contain a “PROJECT COST” line (Cost is singular). If there is not a Project Cost, then state “None”.
18. **On-Going Fiscal Impact:** All agenda items requesting approval of capital projects need to include a line for the fiscal impact. If there is no fiscal impact, then use “None”.
19. **Source of Funds (not Funding Source):** The Regents have requested that all items (Academic and Business) contain a “SOURCE OF FUNDS” line, even if they do not require funds. If there is not a funding source, then use “None”. Fund descriptions should use budget-type fund descriptions.

20. **Signature line:**

RECOMMENDED:

Chancellor’s name, Title
Campus

21. **Some things to watch for:**

- a. The phrase *Bylaws of the Board of Regents of the University of Nebraska* or *Bylaws of the Board of Regents* or *Bylaws* should always be *italicized* not underlined.
- b. Use of University of Nebraska-Lincoln: There should be no spaces before or after the dash between Nebraska and Lincoln.
- c. The first time you use the campus name in the document follow it with the campus initials in parentheses so that the designation can be used throughout the rest of the document. Example: University of Nebraska at Kearney (UNK), University of Nebraska at Omaha (UNO), University of Nebraska-Lincoln (UNL), University of Nebraska Medical Center (UNMC), Institute of Agriculture & Natural Resources (IANR), and Nebraska College of Technical Agriculture (NCTA).
- d. Please proofread for spelling, grammar and punctuation. Spell check the agenda item and all attachments.